

ELECTRONICALLY RECORDED PROCEEDINGS

PROCEDURE FOR REQUESTING A REFORMATTED TAPE

A reformatted tape is a tape reduced from four tracks to two tracks and is for **listening purposes only**. If you wish to obtain a reformatted tape of an electronically recorded proceeding, you must submit your request in writing, supply a blank 90 minute Sony Cassette tape(s) and indicate the following:

1. The name of the Petitioner and the Respondent
2. The date(s) of the Court proceeding
3. The name of the Judge, Judicial Hearing Officer or Support Magistrate
4. The Docket Number(s) of the proceeding
5. The name, address and **daytime** phone number of the party requesting the tape

The tape will be marked **REFORMATTED TAPE - NOT TO BE USED FOR TRANSCRIPTION PURPOSES**. It will be reformatted within seven to ten days and you will be contacted to pick up the tape upon completion. Before the tape can be released to you, you must show picture ID and sign a release form. Only a party or their attorney can request a tape.

If you are requesting a tape from a lengthy proceeding or for more than one date, additional blank tapes will be required.

PROCEDURE FOR REQUESTING A TAPE FOR TRANSCRIPTION PURPOSES

If you wish to obtain a transcript of an electronically recorded proceeding, you must submit a **written** request and indicate the following:

1. The name of the Petitioner and the Respondent
2. The date(s) of the Court proceeding
3. The name of the Judge, Judicial Hearing Officer or Support Magistrate
4. The Docket Number(s) of the proceeding
5. The name, address, and **daytime** phone number of the party requesting the tape
6. The name, address, and phone number of the transcription agency that the tape should be forwarded to

The transcription agency must have **four track** equipment. **Questions regarding the cost and deposit involved should be addressed to the transcription agency**. The Court will provide a list of approved transcribers upon request.

The tape will be marked **FOUR TRACK TAPE - TRANSCRIPTION PURPOSES ONLY**. It will be duplicated within seven to ten days and forwarded to the transcription agency. Upon completion, the agency will forward the transcript directly to you. Only a party or their attorney can request a transcript.

If you are requesting a reformatted tape or a transcript of a **support or paternity** proceeding heard by a **Support Magistrate or Judicial Hearing Officer J. Douglas Trost**, you should forward your request to the Erie County Family Court, Support Magistrate's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Support Magistrate's Office at 845-7465.

If you are requesting a reformatted tape or a transcript of a matter heard by a **Court Attorney Referee**, you should forward your request to the Erie County Family Court, Court Attorney Referee's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Court Attorney Referee's Office at 845-7450.

Requests for a reformatted tape or a transcript for **all other matters** should be forwarded to the Erie County Family Court, Record Room, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding a reformatted tape or a transcript for a **Judicial matter**, you may contact the Record Room at 845-7400.

DIGITALLY RECORDED PROCEEDINGS

PROCEDURE FOR REQUESTING FOR LISTENING PURPOSES

If you wish to obtain a CD of a digitally recorded proceeding for **listening purposes**, you must submit your request in writing, supply a blank CD-R and indicate the following:

1. The name of the Petitioner and the Respondent
2. The date(s) of the Court proceeding
3. The name of the Support Magistrate
4. The Docket Number(s) of the proceeding
5. The name, address and **daytime** phone number of the party requesting the CD

The CD will be marked **LISTENING PURPOSES ONLY - NOT TO BE USED FOR TRANSCRIPTION PURPOSES**. It will be completed within seven to ten days and you will be contacted to pick up the CD upon completion. Before the CD can be released to you, you must show picture ID and sign a release form. Only a party or their attorney can request a CD.

PROCEDURE FOR REQUESTING FOR TRANSCRIPTION PURPOSES

If you wish to obtain a transcript of a digitally recorded proceeding, you must submit a **written** request along with a blank CD-R and indicate the following:

1. The name of the Petitioner and the Respondent
2. The date(s) of the Court proceeding
3. The name of the Support Magistrate
4. The Docket Number(s) of the proceeding
5. The name, address, and **daytime** phone number of the party requesting the CD
6. The name, address, and phone number of the transcription agency that the CD should be forwarded to

The transcription agency must have FTR software to transcribe the CD. **A list of approved transcription agencies can be found on line at www.courts.state.ny.us/howdoi/transcripts.shtml**, or the Court will provide a list of approved transcribers upon request. **Questions regarding the cost and deposit involved should be addressed to the transcription agency.**

The CD will be marked **TRANSCRIPTION PURPOSES ONLY**. It will be duplicated within seven to ten days and forwarded to the transcription agency. Upon completion, the agency will forward the transcript directly to you. Only a party or their attorney can request a transcript.

If you are requesting a CD for listening purposes or a transcript of a **support** or **paternity** proceeding heard by a **Support Magistrate**, you should forward your request to the Erie County Family Court, Support Magistrate's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Support Magistrate's Office at 845-7465.

If you are requesting a CD for listening purposes or a transcript of a matter heard by a **Court Attorney Referee**, you should forward your request to the Erie County Family Court, Court Attorney Referee's Office, One Niagara Plaza, Buffalo, NY 14202. If you have any questions regarding this procedure, you may contact the Court Attorney Referee's Office at 845-7450.