DIGITALLY RECORDED PROCEEDINGS

PROCEDURE FOR REQUESTING FOR LISTENING PURPOSES - Form A

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 Plaintiff and the Defendant
2. The date(s) of the Court proceeding
3. The name of the Judge
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 - Form B

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 Plaintiff and the Defendant
2. The date(s) of the Court proceeding
3. The name of the Judge
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 online 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.

Forward your request to Batavia City Court, One West Main Street, Batavia, NY 14020. If you have any questions regarding this procedure, you may contact Paula DaBella at 585-344-2550 ext. 2418.