

REQUESTS FOR TRANSCRIPTS

Electronic Recording

Transcripts, often referred to as "minutes", are the written version of the words or "testimony" spoken in a courtroom during a hearing or trial. All testimony is recorded by either a court reporter or an electronic recording device. The majority of Family Court proceedings, including ALL child support matters are electronically recorded. In certain proceedings, such as Juvenile Delinquency, a court reporter is usually present to record the proceedings.

There is a per page fee for all transcripts. The fee may change based upon the transcription service or time frame for completion of your order. Expedited service is available at a higher fee. Transcripts and/or minutes are different than Court Orders or a Clerk's Certificate of Disposition. **The Family Court does not charge a fee for Certified Court orders or a Certificate of Disposition.** If you are not sure what you need, please contact your local court prior to requesting transcripts.

Please Note: You MUST be a party to the action or an attorney of record in order to obtain minutes of the proceeding.

You will need to provide the court with the following information:

1. Your name, address and phone number
2. The names of the Petitioner and Respondent
3. The docket number of the case(s).
4. The name of the Judge, Support Magistrate or Referee
5. The date(s) of the court proceeding(s)
6. The court part in which the case was heard.

If you do not have this information, you may contact the Family Court, either in person or by phone in the county from which you are ordering the minutes. The court will be able to provide the above information, as well as tell you in which manner (electronic or by court reporter) your case was recorded.

NYC Family Court information numbers:

Bronx: 1-718-618-2098
Kings: 1-347-401-9600
New York: 1-646-386-5200
Queens: 1-718-298-0197
Richmond: 1-718-675-8800

REQUESTS FOR TRANSCRIPTS PREPARED BY TRANSCRIPTION SERVICES

If your case was recorded by an electronic recording device, you will need to contact a Transcription Service. A roster of such services is available on the internet at:

<http://www.nycourts.gov/howdoi/transcripts.shtml>

Transcription Services

Many New York State Courts use electronic devices to record court proceedings. To have a transcript produced from an electronically recorded matter, you may contact one of the transcription services listed. Please note that these services are not employed as transcribers by the Unified Court System; they are independent contractors and establish their own rates. Services on this list have agreed to have their transcripts subject to random auditing by the court system and to follow the Standard Transcript Specifications set forth in the Rules of the Chief Administrator. These lists are provided merely for convenience and do not constitute a recommendation.

The Transcription Service will be able to provide information regarding:

1. Rates per page.
2. Method of payment
3. Time frame for completion of your order.
4. If a "rush" or expedited service is available and how much additional the fee will be.

Complete the Request for Transcript and be sure that all information requested is provided.

Return the completed Request for Transcript **in person or by mail** to the Family Court located in the County in which the case was heard.

You must provide the court with a current photocopy of a government issued photo ID. If you are unable to provide a current government issued photo ID, you MUST return the Request for Transcript IN PERSON.

Bronx County Family Court

900 Sheridan Avenue
Bronx, NY 10451

Phone: 1-718-618-2098

Fax: 1-212-457-2968

E-mail: bronxfamilycourt@nycourts.gov

Kings (Brooklyn) County Family Court

330 Jay Street
Brooklyn, NY 11201

Phone: 1-347-401-9690

Fax: 1-347-401-9689

E-mail: kingsfamilycourt@nycourts.gov

New York County Family Court

60 Lafayette Street
New York, NY 10013

Phone: 1-646-386-5346

Fax: 1-212-520-6854

E-mail: manhattanfamilycourt@nycourts.gov

Queens County Family Court

151-20 Jamaica Avenue
Queens, NY 11432

ATTN: Transcription Dept.

Phone: 1-718-298-0176

Fax: 1-212-401-9234

E-mail: queensfamilycourt@nycourts.gov

Richmond County Family Court

100 Richmond Terrace
Staten Island, NY 10301

Phone: 1-718-675-8800

Fax: 1-718-390-5247

E-mail: richmondfamilycourt@nycourts.gov

**Family Court of the State of New York
City of New York**

Please provide the following information

County of: _____

Petitioner

V

Respondent

Docket Number

REQUEST for TRANSCRIPT - Electronic Recording

(see attached instructions for completing and
mailing this form to the appropriate Family
Court.)

Judge/Support Magistrate/Referee: _____

Court Part: _____ **Date(s) of hearing(s):** _____

Your name: _____

Address: _____

Telephone number: _____

E-mail : _____

I request a transcript of the above hearing. I understand that I will be charged for the transcript. I have reviewed the list of authorized transcription services and select the following service.

Name of service

Signature

Today's date: _____

To be completed by Court

Counter no. /time stamp of proceeding: _____

Date completed by Court: _____

Signature: _____ Date: _____
Agent of transcription service