

# REQUESTS FOR TRANSCRIPTS

## Court Reporter

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 FAMILY COURT REPORTERS

If your case was prepared by an official court reporter you will need to contact the Court Reporters' Office in the county in which the hearing was held. ( see list below:)

**Bronx: 1-718-618-2081**  
**Kings: 1-347-401-9932**  
**New York: 1-646-386-5070**  
**Queens: 1-718-298-0156**  
**Richmond: 1-718-390-5372**

The Court Reporters' Office 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: 1-718-618-2081  
Fax: 1-212-457-2968  
E-mail: [bronxfamilycourt@nycourts.gov](mailto:bronxfamilycourt@nycourts.gov)

## **Kings (Brooklyn) County Family Court**

330 Jay Street  
Brooklyn, NY 11201

Phone: 1-347-401-9932  
Fax: 1-347-401-9689  
E-mail: [kingsfamilycourt@nycourts.gov](mailto:kingsfamilycourt@nycourts.gov)

## **New York County Family Court**

60 Lafayette Street  
New York, NY 10013

Phone: 1-646-386-5070  
Fax: 1-212-374-2564  
E-mail: [manhattanfamilycourt@nycourts.gov](mailto:manhattanfamilycourt@nycourts.gov)

## **Queens County Family Court**

151-20 Jamaica Avenue  
Queens, NY 11432  
ATTN: Supervising Court Reporter

Phone: 1-718-298-0176  
Fax: 1-718-297-2826  
E-mail: [queensfamilycourt@nycourts.gov](mailto:queensfamilycourt@nycourts.gov)

## **Richmond County Family Court**

100 Richmond Terrace  
Staten Island, NY 10301

Phone: 1-718-675-8867  
Fax: 1-718-390-5247  
E-mail: [richmondfamilycourt@nycourts.gov](mailto: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 - Court Reporter**  
  
( 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.

\_\_\_\_\_  
**Signature**

**Today's date:** \_\_\_\_\_

**To be completed by Court**

Court Reporter's Name:: \_\_\_\_\_

Date completed by Court: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Court Reporter (in charge)