

Surrogate's Court | New York County

Transcription Request Form

- **COMPLETE ALL** required sections (A, B, and C).
- **SELECT** an OCA Certified Transcription Company (Section C).
- **SUBMIT** the completed form to the transcription company, **NOT** to the court.

Estate, or Matter of:

File Number:

SECTION A: RECORDING INFORMATION

To complete this section, please contact the Surrogate's Court at (646) 386-5352 or by email at NYSurrTranscripts@nycourts.gov

Date	Time / Meter Indicator Start End	Type of Proceeding	Presiding Official	Media Type*	
				FTR	Tape
				<input type="checkbox"/>	<input type="checkbox"/> SC# _____
				<input type="checkbox"/>	<input type="checkbox"/> SC# _____
				<input type="checkbox"/>	<input type="checkbox"/> SC# _____

Appearances

*All proceedings that have taken place after May 22, 2009 were digitally recorded using a program called, For The Record ("FTR"). All proceedings that occurred prior to this date have been recorded on audio cassette ("SC#").

SECTION B: REQUESTING PARTY

Name		E-Mail	Telephone
Address		Apt., or Suite #	
City	State	Zip Code	

I herewith request the below noted transcription company to order and transcribe the above noted media which was recorded in this matter at the Surrogate's Court of the County of New York as specified.

I herewith further request that an original copy of the same transcription(s) be made and delivered to the Surrogate's Court of the County of New York, Chief Clerk's Office, Suite 303, New York, NY 10007.

I herein accept all liability for payment and such transactions resultant of this specific request.

Signature

Date

SECTION C: TRANSCRIPTION COMPANY

OCA Certified Transcription Company List:

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

Scan the QR code with your mobile device for the current list.



Transcription Company Instructions:

- **FORWARD** this form to NYSurrTranscripts@nycourts.gov or, by fax to (212) 374-3250.
- **PROVIDE** a bound, certified transcript to the requesting party and bill accordingly. Also, please provide a second certified copy to the Surrogate's Court ("Official Court Copy of Transcript") at no charge (The court's address is in section B).
- **INCLUDE** the name of the company on the cover and/or certification sheet. Be sure to also include, in the certification statement, the court's tape # or the FTR Information.

Company

Contact

Address

Telephone

E-Mail

FOR COURT USE ONLY

Audio Transmitted:

- OneDrive Mail Other

Transcript Received:

ADBM