

**PLATTSBURGH CITY COURT
REQUEST FOR TRANSCRIPT- ELECTRONIC RECORDING**

(Please see attached instructions for completing and
mailing this request to Plattsburgh City Court)

Title of Action:

vs.

Presiding Judge: _____

Date of Hearing: _____ Court Part: _____

Your name: _____

Address: _____

Telephone number: _____

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

Date

Upon filing this request, with a blank compact disc, with the Court, the electronic recording will be forwarded to the Transcribing Agency you selected for transcription. It will be your responsibility to contact the agency and make all arrangements with them before they will transcribe the record. You may return this form by mail or in person to:

Plattsburgh City Court
24 U.S. Oval
Plattsburgh, NY 12903

REQUESTS FOR TRANSCRIPTS

Electronic Recording ~ Instructions

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 Plattsburgh City Court Proceedings are electronically recorded. In certain proceedings, such as Jury Trials and Preliminary Hearings, a court reporter is usually present to record the proceedings.

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(see enclosed list). 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 Transcript 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 the fee will be.

It is your responsibility to pay for the cost of the transcript. You may wish to request a cost estimate of the transcript prior to ordering it. Please note that this is only an estimate and the actual cost may be more or less than the estimate. The transcription service may require an advanced deposit and will require payment of the balance before releasing the transcript to you.

If you cannot afford to pay the required fees for the transcript, you may apply to the court for permission to proceed as a poor person pursuant to CPLR §1102 by filing the proper affidavits and documentation. Once you have obtained an appropriate court order, you may serve that order, along with your request, on the clerk of the court. It is suggested that you contact an attorney regarding appropriate legal procedures to be followed since this office cannot, by law, provide legal advice.