

Instructions for NCFC Court Reporter Transcript Request Form

Forms must be completed with black ink only, and printed legibly.

If your case was recorded by a court reporter, and you require a transcript of the minutes of the proceeding(s), you will need to:

- Find out the date(s) of the proceeding(s) and name(s) of the court reporter(s).
- Fill out and submit **NCFC Court Reporter Transcript Request Form** to the Nassau County Family Court.

If you are requesting a transcript from more than one court reporter, you must use a separate form for each court reporter. The Nassau County Family Court will process your request and forward it to the court reporter you designate on the form. You will need to arrange payment for the transcript directly with the court reporter. The court reporter will contact you with an estimated cost using the contact information you provide on the form.

If your case was recorded on an electronic recording device, use the NCFC Electronic Recording Transcript Request Form.

Form instructions:

- Print the name of the court reporter.
- Print your name, address, telephone number and e-mail address in the space provided.
- Print the name of the petitioner, the respondent, and the judge who presided over the court proceeding(s).
- Print the file number, docket number(s), and date(s) of the court proceeding(s) that you are requesting transcripts for.

You must be an attorney of record or a party to the proceeding in order to obtain the transcripts of any family court proceeding.

You may submit this request form either in person, or by mail or fax.

If you are submitting in person, notarization of form is not required; however, you must show government issued photo identification upon submission.

If you are submitting by mail or fax, the form must be notarized - do not sign the form until you are in the presence of a notary:

mail to: Nassau County Family Court
101 County Seat Drive
Mineola, NY 11501
Attn: Records Department

or e-mail to: NASFAMILY@nycourts.gov
Attn: Records Department

If you are the attorney of record, only a signature is required.

FAMILY COURT OF THE STATE OF NEW YORK
 COUNTY OF NASSAU
 101 County Seat Drive
 Mineola, NY 11501
 (516) 493-3900

NCFC Court Reporter Transcript Request Form

Name of Court Reporter: _____

Person Requesting Transcript:

Name	Address	Telephone # and e-mail address
	_____ _____	

Information on Case(s):

Name of Petitioner	Name of Respondent	Name of Judge
File #	Docket #(s)	Date(s) of Court Proceeding(s)
	_____ _____	_____ _____

I hereby request a transcript of a court proceeding. I understand that I will be charged for the transcript and the court reporter will contact me and will provide me with an estimate of the cost. I understand that I must pay the court reporter before the transcript will be produced.

Sworn to before me this _____*
 day of _____, 20 ____

* _____
 Person Ordering Transcript [sign name]

 Notary Public

*Note: If you are submitting this request by mail or by e-mail, then it must be notarized.
 If you are submitting this request in person, notarization is not required, but you must show a government issued photo identification.
 If you are the attorney of record, only a signature is required.

Court use only ID checked by: _____(clerk's initials) Date: - -
