

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>

To have a transcript produced from an electronically recorded matter, you may contact one of the transcription services listed on the website indicated above. The transcriber you choose for Otsego County Family Court proceedings must have a notation of Digital and SHAREPOINT. Please note these services are not employed as transcribers by the Unified Court System; they are independent contractors and establish their own rates. Services on the 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 required.
3. Time frame for completion of your order.
4. If a "rush" or expedited service is available and how much the additional fee will be.

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

Return the completed Request for Transcript in person, by mail, fax or e-mail:

Otsego County Family Court
County Annex Building
32 Chestnut Street
Cooperstown NY 13326
E-mail: OtsegoFamilyCourt@nycourts.gov
Fax: (607) 240-5548

FAMILY COURT OF THE STATE OF NEW YORK
COUNTY OF OTSEGO

County Annex Building, 32 Chestnut Street
Cooperstown, New York 13326
Phone: (607) 322-3130

ELECTRONIC RECORDING TRANSCRIPT REQUEST FORM

A list of transcription services are available on the internet at :

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

Transcription Service Selected: _____

Person Requesting Transcript:

| Name | Address | Telephone # |
|------|----------------|-------------|
| | _____ _____ | |

Information on Case(s):

| Name of Petitioner | Name of Respondent | Name of Judge/Support Magistrate/Referee |
|--------------------|--------------------|--|
| | | |
| 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 transcription service I have selected will provide me with an estimate of the cost. I understand that I must pay the transcription service before the transcript will be produced.

Dated: _____

Person Ordering Transcript [sign name]

Print Name

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

Completed form can be e-mailed, faxed or mailed to:

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County Annex Building
32 Chestnut Street
Cooperstown, New York 13326
E-mail: OtsegoFamilyCourt@nycourts.gov
Fax: (607) 240-5548