

# SURROGATE'S COURT OF THE COUNTY OF NEW YORK

## TRANSCRIPTION REQUEST FORM

ESTATE OF: \_\_\_\_\_

FILE NO.: \_\_\_\_\_

| MEDIA<br>(FTR or SC#) | TIME/METER INDICATOR<br>FROM / TO | DATE OF<br>PROCEEDING | TYPE OF<br>PROCEEDING* | BEFORE<br>PRESIDING OFCL |
|-----------------------|-----------------------------------|-----------------------|------------------------|--------------------------|
| _____                 | _____ / _____                     | ____ / ____ / ____    | _____                  | _____                    |
| _____                 | _____ / _____                     | ____ / ____ / ____    | _____                  | _____                    |
| _____                 | _____ / _____                     | ____ / ____ / ____    | _____                  | _____                    |

\*Hearing; Calendar Call; Oral Argument; Trial (etc)

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, Recording Manager, Personnel Room 303.

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

\_\_\_\_\_  
Signature and Date

### Selected Transcription Service:

### Client to Be Invoiced:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Transcription Service E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

FTP Site: **Send-It-Global.Com** (or specify \_\_\_\_\_)

**DO NOT WRITE BELOW THIS LINE**

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Transcription Co. Notified To Pick Up [ ] Tape / [ ] CD: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Picked Up by Transcription Co. / mailed via SASE: \_\_\_\_\_  
(messenger service must print name of service & date)

FTR Files Transmitted Via: E-Mail / CD / FTP on: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ By: \_\_\_\_\_

Transcript Returned to Court: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Received by: \_\_\_\_\_

**\*\*\* Transcription Company E-Mail or Fax this Side Only - See Instructions on Reverse \*\*\***

## **Instructions for Ordering a Transcription of a Recorded Proceeding(s):**

1. Print page one (1) of this Transcription Request Form (TRF), furnish all information requested. The recording information, if unknown, is available in the Recording Manager's Office, Room 303, or by calling 646-386-5352. Incomplete information WILL only delay the process.
2. Select a transcription company from the current list of Office of Court Administration **Certified Transcription Companies (CTCs)**. This list is subject to change, it is your responsibility to confirm the latest version (see below) before submitting any request to a transcription company. Request estimates regarding turn around time and cost directly from the CTC. **Transcript requests received from a transcription company removed from the list will not be accepted subsequent to the latest revision date of the CTC list.**
3. Submit the TRF via fax, mail or e-mail directly to the CTC. **Under no circumstance should the TRF be sent directly to the court!**

Current versions of the TRF & CTC may be found online at:

TRF - <http://www.nycourts.gov/courts/1jd/surrogates/index.shtml> , and

CTC - <http://www.nycourts.gov/howdoi/transcripts.shtml> , or may be requested by telephone or e-mail at: [NYSurvTranscripts@courts.state.ny.us](mailto:NYSurvTranscripts@courts.state.ny.us) .

4. **Only transcripts created from the official court record and transmitted directly to a CTC will be accepted by the court as the official certified transcript of the proceeding. TRANSCRIPTIONS MADE BY ANY OTHER SOURCE WILL NOT, UNDER ANY CIRCUMSTANCE, BE ACCEPTED BY THE COURT AS AN OFFICIAL CERTIFIED TRANSCRIPT.**
5. Electronic records of proceedings are recorded either on analog cassette audio tape, in four (4) track (non-stereo) format, at 1/4 normal speed (which will not play on standard equipment), or on a computer based application which creates audio files. Copies of either are provided only to current OCA CTCs, not to individuals or law firms.

## **Instructions for the Transcription Company:**

1. **You must be on the current list of OCA Certified Transcription Companies to process this request. If you have been removed please notify the client referring them back to the CTC list.**
2. Please make sure your client has completed all of the information needed to process this request. Incomplete information WILL delay the process.
3. You are to provide a certified transcript, billable to your client at the address noted under **Client to Be Invoiced:**, on page 1. You are to provide a second certified transcript to the court at no charge. **This copy must state "Official Court Copy of Transcript" on the title page.**
4. Order a copy of the requested media by forwarding a copy of the **front of this form (only!)** by mail to the court at 31 Chambers St., Room 303, NY, NY 10007; or fax to 212-374-3250 or e-mail to [NYSurvTranscripts@courts.state.ny.us](mailto:NYSurvTranscripts@courts.state.ny.us) . No orders will be accepted by telephone. ● **If the media is a cassette tape (media prefix SC)** you will be notified by the court via telephone when the tape(s) may be picked up from the Recording Manager's Office, Room 303, or alternatively, you may forward a self addressed stamped envelope for mailing the copy tape back to you. If the latter, please affix enough postage to accommodate your order factoring in the weight of the envelope and of the tapes at 2 ounces each. All tapes must be returned to the court along with the certified transcript being delivered to the court. ● **If the media is an audio file (media prefix FTR)** make sure your e-mail address is noted on the front in the space provided. The file will be transmitted electronically to an FTP site called Send It Global and **you will be notified via e-mail**. Call the recording manager at 646-386-5352 for any other type of transmission request or questions.
5. **Transcript pages MUST BE BOUND** or secured in some manner that will prevent loose pages.
6. **You must include a certification statement incorporating either the court's tape number (SC #) and digital indicator number or that the transcription was from (an) FTR file(s) dated MM / DD / 20YY.**
7. The name of your company must appear on, at least, the cover and/or certification sheet.