THIS FORM IS NOT TO BEUSED TO
ORDER TRANSCRIPTS
UNDER JUDICIARY LAW 299

NEW YORK STATE FAMILY COURT
MINUTE ORDER FORM AND RECEIPTS

MATTER OF _____

(Check one) ____ **Law Guardian Assigned to Juvenile** ____ **18-B Counsel Assigned to Adult**

I. IMPORTANT **JUDGE MUST INITIAL THIS BOX IF DAILY COPY IS ORDERED**	**DATE OF ORDER:** _____ **DATE REQUIRED:** _____ **COURT REPORTER:** _____ (Print) **DOCKET NUMBER:** _____ **COUNTY:** _____ **PART:** _____ **JUDGE:** _____ **DATE(S) OF PROCEEDING:** _____ **TOTAL COPIES:** _____ **TYPE OF ORDER (Check One)** ☐ **Daily (Next Day Delivery)** ☐ **EXPEDITED (Three Day Delivery)**
II. **COURT'S ORDER AND AUTHORIZATION FOR MINUTES**	**IT IS HEREBY ORDERED, that the above-named reporter(s) is (are), authorized pursuant to appropriate states, to furnish minutes in the above action to:** **(check appropriate box)** ☐ **Court** ☐ **Assigned 18-B Counsel (Adult)** ☐ **Assigned Law Guardian (Juvenile)** **DATE:** _____ **HON.:** _____
III. **COURT, ASSIGNED 18-B COUNSEL AND/OR ASSIGNED LAW GUARDIAN RECEIPT OF MINUTES**	**This is to acknowledge receipt of a copy of minutes in the above-entitled action, consisting of** _____ **pages.** ☐ **DAILY (Next Day Delivery)** ☐ **EXPEDITED (Three Day Delivery)** **DATE:** _____ **HON.:** _____ **J.F.C** **COUNSEL SIGNATURE:** _____ **PRINT NAME** _____ **COUNSEL SIGNATURE:** _____ **PRINT NAME** _____ **COUNSEL SIGNATURE:** _____ **PRINT NAME** _____
IV. **RECEIPT OF MINUTES FROM RECORD ROOM/CLERK**	**RECEIVED from the above-named Reporter(s) original for Court file, pursuant to Order of Appellate Division, in the above-entitled action, consisting of** _____ **pages.** **Date:** _____ _____ **Record Room/Clerk**
V. **INSPECTION AND AUTHORIZATION FOR BILLING**	**MINUTES INSPECTED BY:** _____ **DATE:** _____ **REPORTER'S COPY INSPECTED:** _____ **(Initials of Auditor)** **PARTIAL TRANSCRIPT SUBMITTED:** _____ **(Initials of Auditor)** **PAYMENT AUTHORIZED FOR:** _____ **pages.** _____ _____ **Print Name** **Signature of Auditor**

WHITE COPY: OCA-NYC BUDGET OFFICE COPY TRANSCRIPT UNIT
GREEN COPY: AUTHORIZATION FOR BILLING
PINK COPY: AUDITOR'S COPY
GOLD COPY: COURT REPORTER'S COPY

IMPORTANT:
DO NOT DETACH WHITE, GREEN & YELLOW PAGES