

Date: _____

Request for Transcript of Electronic Recording (Submit to County's Transcript Unit)
by 18B Attorney, 18B Appeal or Poor Person
_____ County Family Court

Requested by: Name _____
Address _____
Telephone _____
Email _____

Reason transcription is requested: _____

Case Information: Case Name _____
File No. _____
Docket No. _____
Jurist's Name _____ Court Part _____
Date(s) of Hearing(s) _____
Request type _____

Payment information for Transcription Service (contact ACP for specifics, Court is not responsible for payment): **

Submit Billing to: Tamatha Hines, Director of Payment
Assigned Counsel Plan, Department of Finance/ACP
59 Maiden Lane, 32nd Floor
New York, NY 10038
(212) 291-4460 / hinest@finance.nyc.gov

Transcription Service (NYC ACP List): _____ **

Fields below are for **Court** Use

FTR Counter Readings: _____

Date Received by Transcription Department: _____

Date Forwarded to Transcription Service: _____

***** All Requests Must be Accompanied by a Signed Court Order *****

Transcription Service must be chosen by the 18B Attorney or poor person (see page 2)

****Note to Transcription Svc: Upon completion, send transcript(s) to Requestor.
Court's Required Transcript Copy(ies) MUST also be uploaded to Sharepoint.**

Request for Transcript of Electronic Recording by 18B Attorney or Poor Person for NYC Family Court

Transcription Service should be chosen by the 18B Attorney or poor person from the NYC Assigned Counsel Plan (ACP) 'Expert' Roster. The ACP is the party responsible for payment and the chosen agency must invoice the ACP directly unless the Attorney decides to pay and in turn requests reimbursement from the ACP. Listed below are the name & contact numbers of the New York City 'Expert' Transcription Services that are also on the approved UCS Electronic Recording Transcription list (this is the full name & number of the Transcription Svcs in the pull down menu on Page 1). Should the Attorney or party decide to choose an agency not on the ACP 'Expert Roster', the agency MUST be on the UCS Electronic Recording list AND the agency MUST agree to correctly bill & accept payment from the City of NY ACP. The Court is not responsible for payment of these transcripts. This completed two page form should be uploaded to the chosen Transcription agency in Sharepoint, along with the signed Judge's order and pertinent information.

A-AADL Transcription Services, Inc.	(631) 277-7900
A - Aaron's Court Reporting (aka LaPalabra)	(914) 621-7271
AA Express Transcripts	(888) 456-9716
AFP Transcription Services	(516) 798-7707
A Plus Office on Call, Inc.	(212) 876-2255
Ubiquis Reporting, Inc	(212) 346-6666

The list of NYC approved transcription services can also be found on the NYC.gov Assigned Counsel Plan site: <https://a002-oomwap01.nyc.gov/18b> under their 'Expert' Roster listing: <https://a002-oomwap01.nyc.gov/18B/docs/Expert%20Roster.pdf>

Please note that the court cannot make any recommendations regarding any service providers. They are not employed as transcribers by the Unified Court System; they are independent contractors. The ACP list contains independent contract service providers who have signed up with the NYC Assigned Counsel Plan (ACP) to be on their 'Expert' Roster and to accept payment from the ACP. Please address any payment concerns to Tamatha Hines, Director of Payment, ACP Finance Dept., @ 212-291-4460, hine@finance.nyc.gov