

## OBTAINING TRIAL TRANSCRIPTS

### AFC TRANSCRIPTS

To obtain transcripts for use in representing a client in a trial court, attorney for child must complete a “**Minute Order Form and Receipts**”. Please note that when representing a “Child”, it’s a State charge. Therefore, the AFC incurs no out-of-pocket expense because transcript costs are paid by the Office of Attorneys for Children. Below, is a step-by-step instruction:

**Section 1.** The attorney completes the top portion of the Minute Order Form & Receipts and presents the form to Family Court for the judge's authorization.

**Section 2.** Following the judge's action, Family Court retains a copy of the form and returns the remaining copies to the attorney for transmittal to the stenographer/transcriber.

- a) The stenographer/transcriber prepares **two certified** copies of the transcript.
- b) One copy is to be filed with the Family Court Clerk, and the second copy is delivered to the attorney.

**Section 3.** When the transcript is delivered, AFC endorses the appropriate portion of the form acknowledging the total number of pages of transcript received.

**Section 4.** Clerk or Designee acknowledge receipt of minutes received.

The stenographer/transcriber completes a “**Claim for Payment**” form together with the endorsed “**Minute Order Form and Receipts**” and e-mails them to Gregory Chickel [gchickel@nycourts.gov](mailto:gchickel@nycourts.gov) at the Office of Attorneys for Children for review and payment.

### ADULT (18b):

For adult representation (18b), it’s a County charge. Please see “**Order Authorizing Transcript of Record**” and contact the appropriate County for their voucher procedure and payment.