

ORDERING TRANSCRIPTS

On an appeal in which your client is the **appellant**, you (the attorney for the child) **must** make arrangements to **order transcripts** of the stenographic minutes necessary to a determination of the appeal. Please see Family Court Act § 1121 (6). The transcripts will **not** automatically be ordered for you. **On the paperwork, clearly indicate that the transcripts are for an appeal.**

To obtain transcripts, you **must** use a Minute Order Form, which you can obtain from the Attorney for Children Program's website, and then take the following steps:

1. The attorney for the child must complete the top portion of the Minute Order Form and present the form to Family Court for the judge's endorsement;
2. Following the judge's action, Family Court will retain a copy of the form and return the remaining copies to the attorney for the child for transmittal to the court reporter;
3. Upon receiving the form with the judge's endorsement, the court reporter will prepare two certified copies of the transcript, file one copy with the Family Court Clerk, and deliver the other copy to the attorney for the child;
4. When the transcript is delivered, the attorney for the child will endorse the appropriate portion of the form;
5. The reporter will retain a copy of the form and forward the remaining copies, together with a completed Claim for Payment Form or Claim For Transcript Payment Form to the Attorney for Children Program office for review and payment.

