THIS FORM IS NOT TO BE
USED 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