

Civil Court – Housing Division, Queens NY: Transcript Request Report - 2025-11-19

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1 One-Sentence Summary

Summary of the process and conditions for obtaining a hearing transcript in the Queens Housing Court.

2 Abstract

This report describes the steps required to request a transcript from a housing-court hearing in Queens, New York. It records the form requirements, expected delivery time, and cost estimates. The aim is to document the administrative process clearly for future reference.

3 Report Info

- Date: 2025-11-19
- Place: Queens, New York, USA

4 Keywords

transcript, court records, housing court, Queens NY

5 Introduction

This report documents the process of requesting a transcript from the Civil Court Housing Division in Queens, New York.

6 Observations

- Court open 9am-5pm

- Paper form need to be filled in situ
- Form fields: index number, parties' names, date and hour of requested hearing
- appeals have additional details to consider.
- Audio recording delivered by email, free.
- Transcript cost estimated around \$0.50 per minute (approxima, uncertain), if requested

7 Discussion

- Process simple but slow
- Manual paperwork and timing (4-6 weeks) suggests administrative backlog

8 Conclusion

- Transcript request submitted
- Expected audio delivery in 4–6 weeks
- Final transcription cost still approximate
- Housing court timing and processes can be improved via more automation
- Use of AI can provide a pseudo-transcript for free

9 About Author(s)

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