



**Land and Environment
Court**
of New South Wales

Transcript Order Form

Please submit your order by any of the following methods:

Email: lecourt@justice.nsw.gov.au

Fax: **02 9113-8222**

Post (with Deposit):

**Land and Environment Court
GPO Box 3565
Sydney NSW 2001**

In Person (with deposit to):

**Land and Environment Court
Level 4, 225 Macquarie Street
Sydney NSW 2000**

TERMS AND CONDITIONS

This form must be used to order transcript. However, before placing your transcript order, you should be aware of the following terms and conditions:

By completing this form **you are agreeing to pay** the total transcript fee payable *. If you are unable to pay the fee for transcript, you may apply to have this requirement waived or postponed. You can download an application for fee waiver or postponement from the Forms & Fees page of the Court's website www.lec.justice.nsw.gov.au, under the sub-heading "[Administrative Forms](#)".

* Transcript fees are prescribed in Schedule 3 of the Criminal Procedure Regulation 2005 and Schedule 1 of the Civil Procedure Regulation 2005. The fee is calculated on a per page rate. The Court will invoice you with the precise amount payable once the transcript is ready for delivery or collection.

Who is entitled to obtain a transcript of a court case? Subject to the payment of transcription fees, the parties to the proceedings or their legal representatives are entitled to obtain a copy of a transcript. The Court's registrar may also permit non-parties to obtain a copy of a transcript if they provide sufficient reasons in writing.

Whilst the Land and Environment Court takes applications for transcripts the transcripts are prepared by the Reporting Services Branch (RSB) of the Department of Attorney General and Justice and **not** the Court.

Transcripts are generally available within 21 working days from date of order. If you require the transcript to be provided sooner, please specify the date required on your order form. Your request will be communicated to RSB, who will make every effort to provide you with your transcript on the date requested, however **no guarantees will be offered by the Court or RSB.**

Regardless of the date the transcript is supplied, you will still be required to pay the full transcript fee.

Parties can only set up a daily transcript service if a judicial officer has previously requested a daily transcript. Therefore, if you require daily transcripts you should make your request to the registrar prior to the commencement of the hearing. Any request should specify if you require the full transcript or only specific sections such as the evidence of a particular witness or submissions. You will be advised of the result of your application prior to the commencement of the hearing.

By ordering a daily transcript, you are agreeing to receive transcript or the specified section of the transcript for each day of the trial/hearing until its completion. You will be liable for the cost of this continual supply throughout the trial/hearing.

Same-day supply of daily transcript is subject to court sittings finishing no later than 4.00pm. If the Court sits later than 4.00pm, the transcript will not be available until the next working day.

Transcripts are subject to Crown copyright. Without the Crown's authorisation, the reproduction of transcript for any purpose other than the conduct of court proceedings is prohibited. For further information about Crown Copyright, please contact the Community Relations Unit at communityrelations@agd.nsw.gov.au



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Transcript Order Form

Transcript Details (please complete all fields to avoid unnecessary delay)

Parties Names

Matter Number

Presiding
Officer

Type of transcript required : Daily or Back Transcript or Compact Disc [CD]:

Daily

Back Transcript

CD

Start Date

Specify Dates:

Estimated
Duration (days)

Date Required:

Applicant Details (All required)

Full Name &
Firm

Contact Number

Fax Number

Postal Address

Role in proceedings:

Solicitor (firm name) _____

Counsel

Other (please specify) _____

Litigant in person

Preferred delivery method following payment:

Email _____

Post

Collection from Court Registry

Authorisation

I confirm that I have read and understood the "Terms and Conditions" and that I agree to pay the total transcript fee.

Signed _____ Date: _____

Name: _____