

Transcript Order Form

☐ Local Court

☐ District Court

All fields must be completed. Incomplete forms will not be processed and incorrect details supplied may result in delays.

Applicant Details

Name/Law Firm:

Address:

Email Address:

Email Address:

Phone:

Fax: No

Legal Aid Matter: Yes No Legal Aid Reference No:

Note: If more than one (1) email address, copy costs may apply

Case Details

Case name:

Name of Judge or Magistrate:

Case number:

Hearing date:

Matter heard at (court):

Application

☐ Transcript

☐ Duplicate Sound Recording

Local Court (tick below)

☐ Evidence and judgement (excludes submissions)

☐ Other (please specify):

District Court (tick below)

☐ Evidence (excludes submissions)

☐ Remarks on sentencing

☐ Judgement

☐ Other (please specify):

Relationship of Ordering Party to Hearing

☐ Solicitor or Partner ☐ Solicitor's Employee

☐ Counsel

☐ Prosecutor ☐ Litigant in person

☐ Other (please specify)

Delivery Method:

☐ By Email

☐ Hard Copy*

*Hard copy of transcripts can be collected (subject to being complete and ready) during the normal office hours of your local registry.

I hereby request you to supply transcript in the above matter for which I/my company agree to pay the requisite fees which will be calculated at the current rate.

Transcript Fees

Less than 3 months old: Deposit of **\$140.00/hour** (min **\$110.00** for 8 pages, then **\$13.00/page**)

More than 3 months old: Deposit of **\$166.00/hour** (min **\$134.00** for 8 pages, then **\$15.00/page**)

Duplicate Recording: **\$64.00** per CD

Local Court Only

Initial Deposit Required: I, the undersigned, understand the supply of transcripts is conditional upon the applicant paying the complete estimated fees on a “per hour” basis at the time of application. The estimated fees to be collected are calculated as follows:

Balance to be paid before receipt of transcript.

Signature: _____

Date: _____

District Court Only

I certify that I am an authorised representative on behalf of the above named company to attain such services under the following Terms & Conditions:

1. Proceedings held in Close Courts and confidential transcript must be collected by an authorised party and cannot be emailed or posted.
2. A daily transcript service is only available by order of the Presiding Officer and same day supply is subject to the court sittings finishing no later than 4.00pm that day – otherwise delivery of transcript will be delayed and may not be finalised until the following working day.
3. In ordering a daily transcript, you are committing to requiring receipt of daily transcript for the duration of the trial, and you/your company will be liable for the costs of the continual supply of a daily transcript for the duration of the trial. Should you decide at any time during the trial that you no longer wish to receive a daily transcript, and would like to make other arrangements please contact the registry outlining the name of the presiding officer, the parties names and the matter number as stated by the court as reference.

Name: _____

Date: _____

Title: _____

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