

# Transcript or Duplicate Recording Order Form

The preferred method to lodge an application for transcripts and recordings of court proceedings is through the [Online Transcript Portal](#) (OTP).

Please note: The OTP is not available for applications to Dust Diseases Tribunal, Drug Court, Children's Court and for suppressed matters or Apprehended Violence matters. These applications must be lodged with the relevant court registry.

Local Court	District Court	Children's Court
Coroners Court	Drug Court	Dust & Disease

Transcript		Duplicate Recording	
<b>Applicant details</b>			
Name/Law Firm:			
Address:			
Email Address:			
Phone Number:			
Legal Aid	Yes	No	Legal Aid Reference No:
<b>Relationship of ordering party to the proceedings</b>			
Solicitor or Partner		Solicitors Employee	Counsel
Prosecutor		Party to the proceeding	Other:
<b>Case details</b>			
Case Name:			
Name of Decision Maker:			
Case Number(s):			
Hearing date:			
Court location:			
Reason for request:			
<b>Application</b>			
	Full Transcript		Full Transcript (Includes submissions)
	Evidence & Judgment (Excludes submissions)		Judgment
	Evidence (Excludes submissions)		Remarks on sentencing
	Daily transcript (See additional certification required District Court Daily Transcripts only)		Other:

Delivery method	
Email	Post
Hard copy of transcripts can be collected (subject to being complete and ready) during the normal office hours of your local registry.	
Transcription/duplicate recording fees	
<b>Transcripts:</b> Less than 3 months old: Deposit of <b>\$110.00</b> (min <b>\$110.00</b> for 8 pages, then <b>\$13.00</b> /page) More than 3 months old: Deposit of <b>\$134.00</b> (min <b>\$134.00</b> for 8 pages, then <b>\$15.00</b> /page) <b>Duplicate Recordings:</b> <b>Deposit: \$64.00</b> (Duplicate recording fee: \$64.00 per CD 80 min)	
Transcript payment acknowledgement	
The deposit will be calculated based on the hearing date and the payment will be required upon lodgement of this application. The final transcript cost owed will be determined once the transcription has been processed and completed. Any outstanding balances will be required to be paid before the transcript is supplied.	
Signature:	Date:
District Court daily transcripts only	
I certify that I am the applicant or an authorised representative on behalf the applicant to attain such services under the following Terms & Conditions: <ol style="list-style-type: none"> <li>1. Proceedings held in closed courts and confidential transcripts must be collected by an authorised party and cannot be emailed or posted.</li> <li>2. A daily transcript service is only available by order of the Judicial 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.</li> <li>3. In ordering a daily transcript, you are committing to requiring receipt of daily transcript for the duration of the trial, and you or your authorised representative 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.</li> </ol>	
Signature:	Date:
Copyright of the transcript or sound recording is owned by the state. Transcripts or sound recordings cannot be photocopied or used in any other way without permission from Reporting Services Branch or the Crown.	