



TRANSCRIPT ORDER FORM

For any queries please contact the **District Court Registry** (phone: 9287 7338 / fax: 9287 7542)
Orders must be faxed to 9287 7542.

NOTE: A daily transcript is only available by order of the Presiding Officer and same day supply is subject to court sittings finishing no later than 4:00 pm that day – otherwise delivery of transcript will be delayed and may not be finalised until the following working day.

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

FULL NAME OF CASE	
PRESIDING OFFICER & JURISDICTION	
DATE OF HEARING	/ /

Full name of ordering solicitor, firm or party _____

Address or DX _____

Solicitor's own reference number _____

Contact telephone number & fax () _____ () _____

Contact email address _____

Is this a Legal Aid matter? YES/NO Legal Aid Reference No _____

FEES WAIVED (Civil matters only) YES/NO If yes, please attach approval form

Email copy to be emailed to _____
(If different from contact details above) (Please print clearly)

Emailed transcript will be supplied in Word 2000 format.

PICK UP ONLY FOR HARD COPY

DELIVERY METHOD

Option 1 EMAIL

Option 2 HARD COPY*

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

IF MORE THAN ONE EMAIL ADDRESS IS ON THE ORDER FORM COPY COSTS WILL APPLY

PLEASE SPECIFY RELATIONSHIP OF ORDERING PARTY TO HEARING

- | | | |
|---|---|---|
| <input type="checkbox"/> Solicitor or Partner | <input type="checkbox"/> Solicitor's employee | <input type="checkbox"/> Counsel |
| <input type="checkbox"/> Prosecutor | <input type="checkbox"/> Litigant in person | <input type="checkbox"/> Other (please specify) |
-

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

TERMS & CONDITIONS

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1. Proceedings held in Closed Courts and confidential transcripts 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 court sittings finishing no later than 4:00 pm 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 cost 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 (eg Smith v Jones) and the matter number as stated by the court as reference.
4. Copyright of this transcript is reserved for the Crown. The reproduction, except under authority from the Crown, of the contents of this transcript for any purpose other than the conduct of these proceedings is prohibited.

NAME _____ DATED _____
TITLE _____

REGISTRY USE ONLY

Order taken/Processed by _____

NOTES: