



# Supreme Court of NSW Transcript Order Form

Please submit your order by any of the following methods: Fax: 02 9230 8628

Email: [sco\\_transcriptsales@agd.nsw.gov.au](mailto:sco_transcriptsales@agd.nsw.gov.au)

Post: Attn: Supreme Court Transcript Clerk  
GPO Box 3 SYDNEY NSW 2001

**You can use this form to order transcript from a specific hearing date that has already occurred, or to set up a daily transcription service. However, before placing your order, you should be aware of the following terms and conditions:**

- By completing this form **you are agreeing to pay a \$76 deposit** towards the total transcript fee payable\*. The Court accepts payment by bank cheque, solicitor firm/company cheque, money order, VISA or Master Card. Personal cheques are not accepted. Cheques should be made payable to the Supreme Court of NSW.

If you are unable to pay this deposit, you may apply have this requirement waived or postponed to a later date. You can download an application for fee waiver or postponement from the Forms & Fees page of the Court's website [www.lawlink.nsw.gov.au/sc](http://www.lawlink.nsw.gov.au/sc), 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. If you are unable to pay the calculated fee, you may apply for waiver or postponement.

- In accordance with [Practice Note SC Gen 2 – Access to Court Files](#), **only parties and their legal representatives are entitled to obtain transcript** from court proceedings. Non-parties may apply for access to transcript by completing the "Application to Access Court File" form available from the Forms & Fees section of the Court's website, under the sub-heading "[Administrative Forms](#)".
- If the **court proceedings were heard in a closed court**, transcript must be collected by a party or the party's legal representative and **cannot be emailed or posted**.
- **Parties can only set up a daily transcript service if the presiding judicial officer has previously requested a daily transcript**. The transcript clerk will confirm this for you and let you know if a daily transcript is available in your proceedings.
- **By ordering a daily transcript, you or your company are agreeing to receive transcript for each day of the trial/hearing**. You or your company will be liable for the cost of this continual supply throughout the trial/hearing. Should you decide at any time that you no longer wish to receive a daily transcript, please email [sco\\_transcriptsales@agd.nsw.gov.au](mailto:sco_transcriptsales@agd.nsw.gov.au) to make other arrangements. Your request should include the name of the presiding officer, the parties' names (eg Smith v Jones) and the Matter Number as stated by the court as reference.
- **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](mailto:communityrelations@agd.nsw.gov.au)
- Upon receipt of final payment, transcript can be collected in person, posted or emailed. Emailed transcript will be provided in Word 2000 format.

**Transcript details** (please complete all fields to avoid unnecessary delay)

Proceedings name		Legal Aid matter? (please circle)	
		Y	N

Proceedings number		Presiding Judicial Officer	
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<b>Type of transcript required:</b> <b>Daily</b> <input type="checkbox"/> (please write the trial/hearing start date and estimated duration below) _____ _____	<b>Specific date/s</b> <input type="checkbox"/> (list date/s below) _____ _____
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**Applicant details**

Full name	
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Contact number	
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Role in proceedings:

<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) _____

Preferred delivery method:

Collect from Level 5, Supreme Court, 184 Philip Street SYDNEY.

Email to: \_\_\_\_\_

Post to: \_\_\_\_\_

I confirm that I have read and understood the terms and conditions detailed on page 1.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**Payment details** (attach cheque or money order here)

Card number:                        

Card type:     Master Card     Visa

Expiry date:           C.V.V. (on signature panel):

Amount:    \_\_\_\_\_

Cardholder name:    \_\_\_\_\_

Cardholder signature:    \_\_\_\_\_