

Transcript Order Form

For any queries please contact the **Industrial Registry** (phone: 4226 6888 / fax: 4228 6711) Orders must be faxed to 4228 6711 or hand-delivered to the Industrial Registry, Ground Floor, 47 Bridge St, Sydney.

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 and Jurisdiction:

Date of Hearing:

Full name of ordering solicitor, firm or party:

Address or DX:

Solicitor's own reference number:

Contact telephone number and fax:

Contact email address:

Is this a Legal Aid matter? (circle) Yes/No Legal Aid Reference Number:

FEES WAIVED (Civil matters only): (circle) Yes/No If yes, please attach approval form

Email copy to be emailed to (If different from contact details above):

Emailed transcript will be supplied in Word 2000 format.

Pick Up Only for Hard Copy

Delivery Method (tick below)

- 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 from the Industrial Registry.

If more than one email address is on the order form copy costs will apply

Please specify relationship of ordering party to hearing (tick)

- Solicitor or Partner Solicitor's employee Counsel
 Prosecutor Litigant in person 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 and Conditions

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.
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Name:

Date:

Title:

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Order taken/Processed by:

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