

EX107

# Request for transcription of Court or Tribunal proceedings

Please refer to the Guidance Notes (EX107GN) before completing this form.

If completing this form by hand please use BLOCK CAPITAL letters.

Once completed, send this form to the relevant court or tribunal.

You can find the address of the court or tribunal at:

<https://courtribunalfinder.service.gov.uk/>

## Part A: Your details

**A1.** Your name

**A2.** Your organisation/company name (if applicable)

**A3.** Your involvement in the case

Party    Party's legal representative    No involvement

other (please specify)

**A4.** Your reference (if applicable)

**A5.** Your address

Postcode

**A6.** Your DX address (if applicable)

**A7.** Your phone number

**A8.** Your email address - we will use this address to send you the transcript

If you are unable to accept the transcript by email tick this box   
it will be posted to you at the address shown above.

**A9.** Your preferred method of communication

- Email
- Phone
- Post

### Invoicing details

**A10.** Purchase order no. (if available)

**A11.** Is the invoice to be split?

- Yes
- No

**A12.** Are your payment details (name, address etc.) the same as those above?

- Yes
- No, please use the payment details shown below

Name

Organisation/company name (if applicable)

Address

Postcode

## Part B: Case details

**B1.** Name of Court or Tribunal where proceedings/hearing took place

**B2.** Court or Tribunal address

Postcode

**B3.** Names of parties in the case

**B4.** Names of Barrister/Solicitor representing the parties

**B5.** Court or Tribunal Case reference number

**B6.** Was a Reporting Restriction imposed?

Yes, details of the restriction are as follows:

No

Don't know

**B7.** Was the case heard in private (ex-parte)?

Yes

No

Don't know

**B1.** The name of the specific Court or Tribunal which heard the case e.g. name of Crown Court; name of County Court; name of Family Hearing Centre; Court of Appeal Civil Division; Court of Appeal Criminal Division; High Court, Queens Bench Division; High Court, Chancery Division; High Court, Family Division.

**B5.** The case number may be found on Court / Tribunal documents or on the Court / Tribunal list which was published to show when and where the case would be heard

**B6.** a Reporting Restriction is an order made by a court or tribunal prohibiting publication of case details.

**B7.** See page 1 of the guidance notes for more details.

## Part C: Details of the transcript(s) you want to order

**C1.** Date of proceedings/hearing  Start time  End time

**C1.** Give the approximate times when the hearing or the relevant part of the proceedings started and ended.

**C2.** Court or hearing room number

**C3.** What is the name of the Judge/Master who heard the case?

**C4.** What type of Transcription do you need?

**C4.** Refer to the guidance notes for the type of transcripts you can order - see Table A.

**C5.** Did a Judge/Master order that this transcript be paid for at public expense?  
 Yes, the order was made on or attach a copy of the order  
Date of order

No

Don't know

**C6.** Do you want a new transcript or a copy of an existing transcript?  
 New transcript  
 Copy of an existing transcript - number of copies required

**C7.** Which Service Level Band do you require?  
 Overnight  With **48** hours  
 Within **3** working days  With **7** working days  
 Within **12** working days

**C7.** For more information on Service Level Band's please read the guidance notes - Table B1 and B2.

**C8.** Do you want an estimate of how much this will cost?  
 Yes  
 No

**C9.** Is the original transcript in Welsh?  
 Yes, do you need an English Translation?  
 Yes  
 No  
 No

**C10.** What is your reason for requesting this transcript?

**C10.** Please provide a general reason why the transcript is being requested.

**C11. Is this transcript required urgently?**

Yes, and the reason for the urgency is

No

**C12. Was this a telephone hearing?**

Yes

The name of the Service Provider is

The billing number is

No

**C13. Which transcription company have you chosen to do the work?**

Auscript

The Transcription Agency

Marten Walsh Cherer

Ubiquis

Opus 2 International Ltd

DTI

**C11.** If the transcript is required for a future hearing and the date of that hearing has been fixed please give details of the hearing for which it is required and the date of that hearing.

**C13.** If you want a transcript of proceedings in a Crown Court, you can only use the company allocated to that court - see **Annex A in the guidance notes for details.**

## Part D: Declaration

I declare that I have read and accept the terms and conditions listed below.

I understand that I am responsible for paying all the costs associated with transcription directly to the transcription company save where a court or tribunal has ordered that the transcript be provided at public expense.

**Please read the declaration carefully and understand that by signing the request you are obliged to pay for any transcript you request.**

1. Transcripts and copies are provided subject to the relevant procedure rules contained within the service specification agreed by the Ministry of Justice and the Transcription Supplier.
2. All queries relating to orders placed must be raised initially with the Transcription Company supplying the transcript.
3. If, prior to completion of an order, an additional authorised request for the same transcription is received, the total cost will be divided equally between all of those who have submitted an order. The total cost will comprise one transcript fee together with the cost of additional copies.
4. You should contact the chosen provider for terms of payment. You may be requested to make payment in advance.
5. By signing this form, you are obliged to pay if a transcript is produced.

Signature

Date

## Part E: For completion by Court/Tribunal staff only

**E1.** Can this requester order this transcript?

(if appropriate refer to a judge for permission)

- Yes  
 No - tell the requester that permission has been refused

**E2.** Is this a duplicate request for a transcript?

- Yes, the name of the transcript company that produced the original transcript is

- No

**E3.** Name of Judge/Person giving permission where applicable

**E4.** Should the transcript be returned to the Court for approval by a judge prior to release?

- Yes, and the reason why the judge must approve the transcript is

Specify any other conditions attached

- No

**E5.** Are there any reporting restrictions in place in relation to this case/proceedings to be transcribed?

- Yes, and the restrictions are as follows:

- No

**E6.** Does any transcript request relate to proceedings which were held in private?

Yes, and details of the proceedings are below

No

**E7.** Is there an order for supply at public expense in relation to any of the transcripts requested?

Yes

Purchase order number

Cost Centre

Operating unit

No

**E8.** Does the order relate to a telephone hearing?

Yes

Name of service provider

Billing no.

No

**E9.** Has the requester indicated that this order is urgent?

Yes, please give further details

No



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Name

Date

Once this transcript request is ready to proceed, send this form together with the relevant audio recording held by the Court to the Transcription supplier named by the requestor or allocated by the Court. If it is a Crown Court case and the recording is held on DARTS then only send the form to the Transcription supplier.

Transcripts at public expense for Civil, Family and Tribunal cases must be sent to the supplier offering best value for money for the service level requested however a Crown Court case where the recording is held on DARTS must be sent to the relevant supplier for that region.

If this was a case where supplier personnel attended the hearing under the ATS contract the form and the audio should be sent to the ATS supplier whose personnel attended the hearing.