

## QUICK REFERENCE GUIDE

### CIVIL AND FAMILY COURT MATTERS



#### Courts we cover

Auscript services civil, tribunal and family matters heard within Her Majesty's Courts across England and Wales.



#### How to order a transcript

Transcripts are ordered using the EX107 form which captures key details of your request. This can be downloaded online. Payment is normally required in advance of the transcript being delivered.

[Learn more](#) about how to order.



#### Costs for transcript

Costs are calculated based on the number of folios (72 words) transcribed and the delivery turnaround time requested.

You can easily and conveniently get an indication of the costs via our [online estimator](#).



#### Turnaround times

For civil and family matters heard within Her Majesty's Courts in England and Wales, there are several turnaround times available:

- Within 48 hours\*
- Within 12 working days\*

Please note: Auscript relies on the Court registry to approve your request for transcript so there is likely to be a lead time while this approval occurs.

\*Conditions apply.



### How amendments are managed

Should you have any concerns with your transcript, please contact us at [uk.clientservices@auscript.com](mailto:uk.clientservices@auscript.com). We will complete a full review of the concerns and resolve as a matter of urgency.



### How judgments are handled

Any requests for a transcript for a judgment will need to be approved by the Judge therefore additional time will be required before the transcript can be released.



### How transcripts are delivered

Final transcripts will be sent via an approved email address in PDF.



### Contact us

To discuss your transcription needs please contact us via [uk.clientservices@auscript.com](mailto:uk.clientservices@auscript.com) or telephone 03301 005223.

[LEARN MORE](#) about how to order and jurisdictions covered.