

Incorporating: Margaret Wort & Co WB Gurney & Sons

# QUICK REFERENCE GUIDE

# CROWN COURT - CRIMINAL TRANSCRIPTS



#### Courts we cover

Auscript provides transcription services for 19 court registries throughout England's South East Region.

- Amersham Law Courts Crown Court
- Aylesbury Crown Court
- Basildon Combined Court Crown Court
- Cambridge Crown Court
- Canterbury Combined Court Crown Court
- Chelmsford Crown Court
- Chichester Combined Court Crown Court
- Guildford Crown Court
- Ipswich Crown Court
- Kings Lynn Crown Court (satellite of Norwich Crown Court)
- Lewes Combined Court Centre Crown Court
- Luton Crown Court
- Maidstone Combined Court Crown Court
- Norwich Combined Court Crown Court
- Oxford Combined Court Centre Crown Court
- Peterborough Combined Court Crown Court
- Reading Crown Court
- Southend Crown Court
- St Albans Crown Court



#### How to order a transcript

Transcripts are ordered using the EX107 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.



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## **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 <u>online</u> <u>estimator</u>.



#### **Turnaround times**

For Crown Court proceedings heard within the South East jurisdiction, there are several turnaround times available

- Overnight (24 hours)\*
- •Within 48 hours\*
- Within 3 working days\*
- Within 7 working days\*
- 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 <a href="mailto:uk.clientservices@auscript.com">uk.clientservices@auscript.com</a>. We will complete a full review of the concerns and resolve as a matter of urgency.



#### 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 <a href="mailto:uk.clientservices@auscript.com">uk.clientservices@auscript.com</a> or telephone 03301 005223.

**LEARN MORE** about how to order.