



## REQUEST FOR TRANSCRIPT - SUPREME COURT OF VICTORIA (CIVIL)

Please send this form via email to [vic.clientservices@auscript.com](mailto:vic.clientservices@auscript.com). Orders for Real-Time transcript must be placed at least 2 business days before the hearing date. Orders for Running transcript must be lodged by 9 am to guarantee same-day delivery.

Details of the proceedings	
<b>Matter Title</b>	
<b>Matter Number</b>	
<b>Courtroom</b>	
<b>Presiding Officer</b>	
<b>Plaintiff</b>	
<b>Defendant</b>	
<b>Counsel</b>	
<b>Type of hearing</b>	<input type="checkbox"/> Full hearing <input type="checkbox"/> Extract
<b>Date(s)</b>	
<b>Time(s)</b>	

Delivery requirements	
<b>Turnaround</b>	<input type="checkbox"/> Real-Time <input type="checkbox"/> Running <input type="checkbox"/> Deferred
<b>Delivery Format</b>	<input type="checkbox"/> Email <input type="checkbox"/> Hard Copy (printed & posted)
<b>Delivery address(es)</b>	
<b>Order comments</b>	

**Turnaround** determines when your transcript is due for delivery.

**Real-Time** delivers the electronic transcript seconds behind the spoken word both in the Courtroom and to remote clients, giving you the ability to flag events and take notes in the transcript instantaneously.

Orders for Real-Time transcript must be placed at least 2 business days before the hearing date.

**Running** provides a draft transcript of the morning session by 2 pm, with the final transcript of the whole day delivered 2 hours after the court adjournment.

Orders for Running transcript must be lodged by 9 am to guarantee same-day delivery.

**Deferred** delivers the final transcript within seven business days.

Turnaround for deferred work is calculated from the time that your order is confirmed, or the court start time if your order is confirmed in advance.



Your details		
<b>Full Name</b>		
<b>Your role in the proceedings</b>	<input type="checkbox"/> Party	<input type="checkbox"/> Non-Party
<b>Ordering Firm</b>		
<b>Account Code</b>	<input type="checkbox"/> No Auscript Account	
<b>Email Address</b>		<b>Phone Number</b>

Cost of service	
Payment may be required before your transcript order can be confirmed.	
<b>Auscript Account</b>	<i>Auscript will commence production of the transcript upon lodgement of this form. The costs will be invoiced within 5 days of delivery and invoices must be paid within 7 days, in accordance with our trade account terms.</i>
<b>New Customer</b>	<i>Upon lodgement of this form, Auscript will provide a cost estimate based on the details provided. The estimate must be approved and payment provided before your order is confirmed.</i>
<b>Final Costs</b>	<i>Final invoicing is based on audio minutes (15 minute segments) and will vary with the number of parties ordering the Transcript. Auscript endeavours to estimate as accurately as possible based upon specific assumptions. Your final invoice may differ to estimated amount.</i>

Please review and complete before submitting		
<i>Note that a Request for Transcript form is an application under s.130 of the Evidence Act 1958 and thus the trial Judge has the sole power to determine the appropriate form of transcript. The ordering firm must obtain the approval of the trial judge to order a lesser form of transcript.</i>		
<input type="checkbox"/>	<i>I understand this transcript is ONLY for use by the ordering party listed on the Auscript Order Form. This transcript is not transferrable. Any distribution of the transcript by the ordering party is an infringement of Copyright legislation.</i>	
<input type="checkbox"/>	<i>I have read and accept Auscript's Terms and Conditions of business, available at: <a href="http://www.auscript.com/en-AU/terms/">www.auscript.com/en-AU/terms/</a></i>	
<input type="checkbox"/>	<i>I certify that I am an authorised representative (either one of the parties or their legal representative) and I am entitled to purchase transcript(s) in the aforementioned proceedings.</i>	
<input type="checkbox"/>	<i>I am aware that orders for transcript cannot be cancelled once lodged with Auscript Australasia Pty Limited. I will be liable for all charges.</i>	
<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>