

Supreme Court of Victoria

How to order a transcript

- ✓ Gather court and hearing details
- ✓ Select your transcript type, turnaround and delivery options
- ✓ Submit this form to orders@auscript.com.au
- ✓ Auscript will confirm your details and provide an estimate of costs
- ✓ Once payment received, your order will be confirmed



For faster ordering and an instant estimate, order online at [MyAuscript.com.au](https://www.myauscript.com.au)

All form details are required:

Court details

- **Courtroom number** _____
(location of courtroom e.g. Courtroom 1 Level G)

Hearing details

- **Matter title** _____
(name of the hearing e.g. The Crown v Smith)
- **Matter number** _____
(file number provided by the Court e.g. S ECI 123 2020 or S CI 123 2020)
- **Presiding** _____
(person presiding over the hearing e.g. Judge name)
- **Plaintiff** _____
(person or entity who initiates a lawsuit before a court)
- **Defendant** _____
(person or entity defending themselves/itself against the claims of the plaintiff)
- **Counsel** _____
(barrister or other legal adviser)
- **Your involvement** _____
(e.g. legal representation, non-party, self-represented litigant, media)
- **Date(s)*** _____ **start time(s)** _____

*If ordering multiple days, transcripts will be delivered in successive days (e.g. matters sitting over 10 days will be delivered over 10 days).

If you need help gathering your hearing details, please contact the court.

Continue to next page

Type please select below:

(part of the hearing to be transcribed)

	Full hearing (All of the matter heard on a specific date)
	Extract (Specific portion of the matter e.g. witness evidence of John Smith)
Restriction: Does not include Rulings. Rulings must be obtained through Chambers.	

Turnaround time please select below:

(how quickly your transcript needs to be typed, in business days, after order confirmation)

Turnaround	Estimated costs per 60 minutes
Real-Time (Instantly displays the transcript on any screen – from anywhere – and the final official transcript within 2 hours of adjournment)	Estimate to be provided
Running (Draft AM session by 2pm, final within 2 hours of adjournment)	\$380 - 425
Next Day	\$340 - 380
3 Day	\$320 - 360
7 Day	\$200 - 225
8+ Day	\$190 - 215

Conditions:

- Turnaround begins when payment received by Auscript and all court and hearing details are confirmed, or the hearing start time if your order is confirmed in advance
- Real-Time needs to be ordered 2 business days prior to the proceeding
- Running payment must be processed before 9:00am on hearing day

Delivery please select how you'd like to receive your transcript:

Email	_____
Posted	_____
Restriction: Sharing transcripts is a direct breach of copyright legislation. Each party must order their own transcript.	

Your details

Full name _____

Organisation and Role/Title _____

Phone _____ **Email** _____

Postal address _____

Signature _____ **Date** _____

By signing this form, you acknowledge that you have read and accept Auscript's [Terms and Conditions](#). 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.

Submit this form and any questions to orders@auscript.com.au