

How to order an audio recording



Please note that an application to access an audio recording needs to first be made through the relevant Family Court Registry Manager prior to filling in this form. Upon approval:

- ✓ Gather court and hearing details
- ✓ Submit the relevant authorisation and this form to orders@auscript.com.au
- ✓ Auscript will confirm your details and provide an estimate of costs
- ✓ Once payment is received, your order will be confirmed
- ✓ Audio will be provided to the Registry to be listened to onsite (you will not receive a copy of the audio)

All form details are required:

Court details

- Court / Tribunal** _____
(name of court e.g. Family Court of Australia)
- Registry** _____
(location of court e.g. Brisbane)
- Courtroom number** _____
(location of courtroom e.g. Courtroom 1 Level G)

Hearing details

- Presiding** _____
(person presiding over the hearing e.g. Judge name)
- Matter number** _____
(file number provided by the Court e.g. ABC123/2001 or 2001/1234)
- Matter title** _____
(name of the hearing e.g. The Crown v Smith)
- Your involvement** _____
(e.g. legal representation, non-party, self-represented litigant, media)
- Appearance information**
(names of those involved in the matter, including parties and their respective legal representation)

- Date(s)*** _____ **start time(s)** _____ **Finish time(s)** _____

Costs

Cost Per Party			
Administration and Audio Retrieval and Processing Fee	Unit	Rates (Ex GST)	Comments
	Per Request	\$60.00	Per request is charged by each individual matter, on each hearing date, in a specific location.

Restriction: Audio Copyright is owned by the Family Court of Australia. Reproduction or distribution of recordings in any way is not permitted without prior written approval.

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](#) and for matters related to the Family Court, you have read and understand [Section 121 of the Family Law Act of 1975](#).

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