

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 is received, your order will be confirmed



For faster ordering and
an instant estimate,
order online at
MyAuscript.com.au

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)** _____

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

Transcript details

Type please select below:

(part of the hearing to be transcribed in business day)

	Full Transcript (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 any Judgment, reasons for Judgment, or Orders.	

Turnaround time please select below:

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

Turnaround	Estimated costs per 60 minutes
Same Day Progressive (Draft AM session prior to commencement of PM session, final no later than 2 hours following adjournment)	\$470 - 525
Same Day (6 PM on hearing day)	\$470 - 525
Next Day (within 10 business hours)	\$455 - 510
1.5 Day (within 15 business hours)	\$370 - 415
3 Day (within 30 business hours)	\$350 - 390
5 Day (within 50 business hours)	\$335 - 380
10+ Day (within 100 business hours)	\$325 - 365

Conditions:

- Turnaround begins when payment is received by Auscript and all court and hearing details are confirmed.
- Progressive and Same Day payment must be processed before 10:00 AM (local time) on hearing day.
- For Progressive and Same Day turnaround, if matters sit past 4:15 PM, a partial transcript will be delivered by 6 PM that day, with the final transcript being delivered by 12 PM the next business day. If matters are commenced past 4:15 PM, the final transcript of that portion of proceedings will be delivered by 12 PM the next business day, unless otherwise agreed in writing.
- When a hearing sits over multiple days, and transcripts for each day are ordered on a Next Day turnaround, transcripts will be delivered one per day on consecutive days following each day of the hearing.

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