

# Federal Court of Australia – Public Examination



## 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](mailto: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](http://MyAuscript.com.au)

Please select:  Recording only  Recording & Transcription

All form details are required:

### Court details

- 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. Registrar 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)\*** \_\_\_\_\_ **duration(s)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## Transcript and / or recording details

**Transcript type** please select below:

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

	<b>Full Transcript</b> (All of the matter heard on a specific date)
	<b>Extract</b> (Specific portion of the matter e.g. witness evidence of John Smith)
<b>Restriction:</b> Does not include any Judgment, reasons for Judgment, or Orders.	

**Services required** please select below:

(recording and / or transcript turnaround time requirements)

Recording	Estimated cost per 15 minutes
<b>Recording services</b> (during business hours)	\$8.53 (incl. GST)
Transcription (please select turnaround time)	Estimated costs per 60 minutes
<b>Same Day Progressive</b> (Draft AM session prior to commencement of PM session, final no later than 2 hours following adjournment)	\$470 - 525
<b>Same Day</b> (6 PM on hearing day)	\$470 - 525
<b>Next Day</b> (within 10 business hours)	\$455 - 510
<b>1.5 Day</b> (within 15 business hours)	\$370 - 415
<b>3 Day</b> (within 30 business hours)	\$350 - 390
<b>5 Day</b> (within 50 business hours)	\$335 - 380
<b>10+ Day</b> (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.

## 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](#).

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

**Submit this form and any questions to [orders@auscript.com.au](mailto:orders@auscript.com.au)**