



**REQUEST FOR TRANSCRIPT – VICTIM ORDER FORM**

**Lodgement of this form**

<b>Email</b>	clientservices@auscript.com.au
<b>Fax</b>	1300 739 037

**General enquiries**

<b>Contact Auscript</b>	1800 287 274 (1800 AUSCRIPT)
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**Important Information**

- This form must be accompanied by an **Application for one free copy of a transcript or recording by a victim of a personal offence** form. Not providing a fully completed form at the time of application will delay the provision of the transcript.
- An application can only be made for criminal proceedings in the Supreme and District Courts.
- Transcript is only provided free of charge if it has already been transcribed. If a transcript does not exist, a recording of the proceedings will be made available.

**Details of the proceedings**

<b>Matter Title</b>			
<b>Matter Number</b>			
<b>Jurisdiction</b> (Supreme Court, Children's Court, Magistrates Court etc)	<input type="checkbox"/> Civil <input type="checkbox"/> Criminal		
<b>Judicial Officer / Presiding Member</b>			
<b>Location</b> (City/Courthouse)	<b>Courtroom</b>		
<b>Date/s Required</b>	Please specify <b>ALL</b> required dates		

**Delivery requirements**

<b>Turnaround required</b>	Transcripts will be provided within <b>10 working days</b> of the Department of Justice and Attorney-General verifying your entitlement to a free transcript.			
<b>Delivery</b> <i>If more than one delivery address, copy costs will apply.</i>	<input type="checkbox"/> Email (word doc) <i>Please provide delivery email below.</i>	<input type="checkbox"/> CD (word doc) <i>Please provide delivery address in Section below.</i>	<input type="checkbox"/> Post (Printed) <i>Please provide delivery address in Section below.</i>	<input type="checkbox"/> Collect (Printed) <i>From the nearest Auscript office.</i>
<b>Email address/es</b> (If emailed)				

**Details of the person making the request**

<b>Full Name</b>	
<b>Organisation</b>	
<b>Phone</b> (incl. area code)/ <b>Mobile</b>	
<b>Email address</b>	
<b>Postal address</b>	

**Please review and complete before submitting**

**COPYRIGHT IN THIS TRANSCRIPT IS VESTED IN THE STATE OF QUEENSLAND (DEPARTMENT OF JUSTICE & ATTORNEY-GENERAL). COPIES THEREOF MUST NOT BE MADE OR SOLD WITHOUT THE WRITTEN AUTHORITY OF THE DIRECTOR OF REPORTING, FINANCE & COMMUNITY ENGAGEMENT, QUEENSLAND COURTS.**

- I agree that copyright in the transcript remains with the State of Queensland (Department of Justice and Attorney-General)
- I have read and accept Auscript's Terms and Conditions of business, available at:  
[http://www.auscript.com.au/terms\\_conditions.html](http://www.auscript.com.au/terms_conditions.html)
- I understand Auscript will only fill the present transcript order if there is no restriction on release.
- I am aware that orders for transcript cannot be cancelled once lodged with Auscript Australasia Pty Limited. I will be liable for all charges.

<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>	/	/
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# APPLICATION FOR ONE FREE COPY OF A TRANSCRIPT OR RECORDING BY A VICTIM OF A PERSONAL OFFENCE



## Part A – Details of proceeding

Victim:

AND

Defendant:

Estimated date/s of Supreme/District Court proceedings:

Location of Supreme/District Court proceedings:

## Part B – Statement of eligibility for application

*NOTE: Under s.9 Recording of Evidence Regulation 2018 if you are a victim of a personal offence the subject of a criminal proceeding in the Supreme Court or the District Court you are entitled to 1 free copy of (a) an existing transcription of a record under the Act of the proceeding ; or (b) if a transcription does not exist – the part of the record under the Act, consisting of an audio recording of the proceeding, and you satisfy one or more of the following categories (please tick the appropriate box):*

**I am applying for a free copy of an existing transcription or an audio recording of the abovementioned proceeding on the basis that:**

Category	Please tick
I am the victim of a personal offence	
The victim is a child, and I am the parent / legal representative of the child ( <i>cross out whichever does not apply</i> )	
The victim is an adult and has died as a result of a personal offence. I am the spouse / parent / child / sibling of the victim. ( <i>cross out whichever does not apply</i> )	
I am the victim's legal representative	
I am the victim's guardian appointed under the <i>Guardianship and Administration Act 2000</i>	
I am the victim's attorney appointed by the person under an enduring power of attorney under the <i>Powers of Attorney Act 1998</i>	

A **personal offence** means an indictable offence committed, or alleged to have been committed, against the person of someone.

A **victim**, of a personal offence, means a person against whom the offence is committed or alleged to have been committed.

If you are unsure if you are a victim of a personal offence or would like information and guidance on financial assistance and support services, you may wish to contact Victim Assist Queensland on 1300 546 587

If you qualify for a free transcript as outlined in the note above, please complete part C.

## Part C - Verification

VERIFICATION OF STATEMENT	
I, _____ (Full name of deponent) of _____ (residential or business address or place of employment), _____ (occupation or other description) states on oath [or: solemnly and sincerely affirms and declares]:	
The information set out in this statement, and any other attached statement, is true and correct to the best of my knowledge and belief.	
Sworn [or: affirmed] by _____ (full name) on _____ (date) at _____ (place) in the presence of:	
(Signature of Deponent)	(Signature of person taking statement)
.....	.....
(Full name of Deponent)	(Full name and Qualification of Witness)
.....	.....
Deponent	.....
<small>[Witness to insert following statement only if required (see R.433(1) and (2) UCPR): who certifies that the affidavit was read in the presence of the deponent who seemed to understand it, and signified that that person made the affidavit OR who certifies that the affidavit was read in the presence of the deponent who seemed to understand it, and signified that that person made the affidavit, but was physically incapable of signing it]</small>	

### WARNING:

- A person who makes a verified statement that the person knows is false in a material particular when the person is required by law to make the statement in the form of a verified statement commits a crime. **Maximum penalty - 7 years imprisonment. s.193 Criminal Code.**
- A person who makes a declaration that the person knows is false in a material particular, whether or not the person is permitted or required by law to make the declaration, before a person authorised by law to take or receive declarations, commits a misdemeanour. Maximum penalty - 3 years imprisonment. s.194 Criminal Code.

**The completed form must be returned to:**

**Auscript Australasia**

**Email: [clientservices@auscript.com.au](mailto:clientservices@auscript.com.au)**

**Fax: 1300 739 037**