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| NSW Government Justice logoReporting Services BranchSUPREME COURT TRANSCRIPT ORDER FORM |
|  Please forward your completed order form to: |
| Email: RSB.Client.Services@justice.nsw.gov.au | Fax: 02 8688 9671 |
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| Terms and ConditionsThis form must be used to order transcript. However, before placing your transcript order, you should be aware of the following terms and conditions:* By completing this form **you are agreeing to pay** the total transcript fee payable\*.

If you are unable to pay the fee for transcript, you may apply to have this requirement waived or postponed. You can download an application for fee waiver or postponement from the Court’s website [http://www.supremecourt.justice.nsw.gov.au/](http://www.supremecourt.justice.nsw.gov.au/%20) under the sub-heading Forms and Fees.\*Transcript fees are prescribed in Schedule 3 of the Criminal Procedure Regulation 2005 and Schedule 1 of the Civil Procedure Regulation 2005. The fee is calculated on a per page rate. The Court will invoice you with the precise amount payable once the transcript is ready for delivery or collection. If you are unable to pay the calculated fee, you may apply for waiver or postponement.* In accordance with [Practice Note SC Gen 2 – Access to Court Files](http://www.lawlink.nsw.gov.au/practice_notes/nswsc_pc.nsf/Web%20Version%20Notes?OpenView&Start=1&Count=50&Expand=6.1#6.1), **only parties and their legal representatives are entitled to obtain transcript** from court proceedings. Non-parties may apply for access to transcript by completing the “Application to Access Court File” form available from the Forms & Fees section of the Court’s website, under the sub-heading Forms and Fees.
* **By ordering a daily transcript, you are agreeing to receive transcript for each day of the trial/hearing until its completion.** You will be liable for the cost of this continual supply throughout the trial/hearing.
* **Same-day supply of daily transcript is subject to court sittings finishing no later than 4.00pm**. If the court sits later than 4.00pm, the transcript will not be available until the next working day.
* **Reporting Services Branch must receive Transcript Order Forms no later than 2.30pm to ensure same day delivery.**
* **Transcripts are subject to Crown copyright.** Without the Crown’s authorisation, the reproduction of transcript for any purpose other than the conduct of court proceedings is prohibited. For further information about Crown Copyright, please contact the Community Relations Unit at <http://www.justice.nsw.gov.au/community-relations>
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| TRANSCRIPT DETAILS (please complete all fields to avoid unnecessary delay) |
| MATTER NAME |  | Legal Aid?(please circle) | Y |
| N |
| Legal Aid # |  |
| MATTER NUMBER |  | PRESIDING JUDICIAL OFFICER |  |
| TYPE OF TRANSCRIPT REQUIRED (Daily or Back Transcript): |
| 🞏 DAILY ongoing current matter (see Terms and Conditions) | 🞏 BACK TRANSCRIPT matter previously heard (Specific Date/s) |
| Start Date |  |  |  |  |  |
| Estimated Duration (days) |  |  |  |  |  |
| APPLICANT DETAILS (All required) |
| Full Name |  |
| Contact Number |  |
| Postal Address |  |
| **ROLE IN PROCEEDINGS:** |
| **🞏** Solicitor (firm name) | **🞏** Counsel |
| ***FOR NON-PARTY REQUESTS, PLEASE SEE “TERMS AND CONDITIONS” - ACCESS TO COURT FILES*** | **🞏** Litigant in person |
| **EMAIL ADDRESS FOR SUPPLY:** |
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| AUTHORISATION |
| I confirm that I have read and understood the “Terms and Conditions” and that I agree to pay the total transcript fee.SignedDate: |