



## TRANSCRIPT ORDER FORM

For any queries please contact the **Industrial Registry** (phone: 4226 6888 / fax: 4228 6711)  
Orders must be faxed to 4228 6711 or hand-delivered to the Industrial Registry, Ground Floor, 47 Bridge St, Sydney.

**NOTE:** A daily transcript is only available by order of the Presiding Officer and same day supply is subject to court sittings finishing no later than 4:00 pm that day – otherwise delivery of transcript will be delayed and may not be finalised until the following working day.

*All fields must be completed. Incomplete forms will not be processed and incorrect details supplied may result in delays.*

<b>FULL NAME OF CASE</b>	
<b>PRESIDING OFFICER &amp; JURISDICTION</b>	
<b>DATE OF HEARING</b>	/ /

Full name of ordering solicitor, firm or party \_\_\_\_\_

Address or DX \_\_\_\_\_

Solicitor's own reference number \_\_\_\_\_

Contact telephone number & fax

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Contact email address \_\_\_\_\_

Is this a Legal Aid matter?

YES/NO Legal Aid Reference No \_\_\_\_\_

FEES WAIVED (Civil matters only)

YES/NO If yes, please attach approval form

Email copy to be emailed to

(If different from contact details above)

\_\_\_\_\_  
(Please print clearly)

Emailed transcript will be supplied in Word 2000 format.

**PICK UP ONLY FOR HARD COPY**

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### DELIVERY METHOD

☐ Option 1

EMAIL

☐ Option 2

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\*.Hard copy of transcripts can be collected (subject to being complete and ready) during the normal office hours from the Industrial Registry.

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- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Solicitor or Partner | <input type="checkbox"/> Solicitor's employee | <input type="checkbox"/> Counsel                |
| <input type="checkbox"/> Prosecutor           | <input type="checkbox"/> Litigant in person   | <input type="checkbox"/> Other (please specify) |
- 

I hereby request you to supply transcript in the above matter for which I/my company agree to pay the requisite fees which will be calculated at the current rate. I also certify that I am an authorised representative on behalf of the above named company to attain such services under the following Terms & Conditions:

**TERMS & CONDITIONS**

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NAME \_\_\_\_\_ DATED \_\_\_\_\_  
TITLE \_\_\_\_\_

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**REGISTRY USE ONLY**

Order taken/Processed by \_\_\_\_\_

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NOTES:

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