

## TRANSCRIPT ORDER FORM

For any queries please contact the **Supreme Court Registry** (phone: 9230 8057 / fax: 9230 8628) Orders must be faxed to 9230 8628 or delivered by hand to the Supreme Court Registry on Level 5, Law Courts Building, Queens Square, 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.

FULL NAME OF CASE								
PRESIDING OFFICER & JURISDICTION								
DATE OF HEARING	1 1							
Full name of ordering solicitor, firm or party	20 To the second							
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								
DELIVERY METHOD								
Option 1	EMAIL							
Option 2	HARD COPY*							
* Hard copy of transcripts can be collected (subject to being complete and ready) during the normal office hours of the Supreme Court Registry.								
IF MORE THAN ONE EMAIL ADDRESS IS ON THE ORDER FORM COPY COSTS WILL APPLY								

PLEASE SPECIFY RELATIONSHIP OF ORDERING PARTY TO HEARING									
	]	Solicitor or Partner Prosecutor		Solicitor's e			Counsel 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									
TERMS & CONDITIONS									
7.	Proceedings held in Closed Courts and confidential transcripts must be collected by an authorised party and cannot be emailed or posted.								
2.	A daily transcript service 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.								
3.	In ordering a daily transcript, you are committing to requiring receipt of daily transcript for the duration of the trial, and you/your company will be liable for the cost of the continual supply of a daily transcript for the duration of the trial. Should you decide at any time during the trial that you no longer wish to receive a daily transcript, and would like to make other arrangements please contact the registry outlining the name of the presiding officer, the parties names (eg Smith v Jones) and the matter number as stated by the court as reference.								
4.	<ol> <li>Copyright of this transcript is reserved for the Crown. The reproduction, except under authority from the Crown, of the contents of this transcript for any purpose other than the conduct of these proceedings is prohibited.</li> </ol>								
NA	M	F			DATED				
TIT					DATED _				
REGISTRY USE ONLY									
Order taken/Processed by									
NC	)TE	ES:	22						