

EX107

# Request for transcription of Court or Tribunal proceedings

Please refer to the Guidance Notes (EX107GN) before completing this form.

If completing this form by hand please use BLOCK CAPITAL letters.

Once completed, send this form to the relevant court or tribunal.

You can find the address of the court or tribunal at:

<https://www.gov.uk/find-court-tribunal>

## Part A: Your details

**A1.** Your name

**A2.** Your organisation/company name (if applicable)

**A3.** Your involvement in the case

Party  Party's legal representative  No involvement

Party's lay representative

other (please specify)

**A4.** Your reference (if applicable)

**A5.** Your address

Postcode

**A6.** Your DX address (if applicable)

**A7.** Your phone number

**A8.** Your email address - we will use this address to send you the transcript

If you are unable to accept the transcript by email, tick this box.   
It will be posted to the address shown above.

**A9.** Your preferred method of communication

- Email
- Phone
- Post

### Invoicing details

**A10.** Which transcription company have you chosen to do the work?

- eScribers (formely Auscript)       The Transcription Agency
- Marten Walsh Cherer               Acolad UK Ltd (formerly Ubiquis)
- Opus 2 International Ltd             Epiq (formerly DTI)

**A10.** If you want a transcript of proceedings in a Crown Court, you can only use the company allocated to that court - **see Annex A in the guidance notes for details.**

**A11. Employment tribunal cases only**

Are you asking for an employment tribunal transcription to be paid for at public expense?

- Yes
- No. **Go to question 13.**

**A11.** A transcript of an employment tribunal hearing will only be prepared for a party to those proceedings at public expense to ensure the effective participation of a vulnerable party or witness or for a reasonable adjustment for a person with a disability.

If Yes, explain why you need a transcript paid for at public expense.  
Then go to Part B.

**A12.** Is this transcript being paid for at public expense, costs to be shared between parties, or clients public funded certificate?

Yes, attach a copy of the order and state the date of the order

Date of order

No

Don't know

**A13.** Purchase order no. (if available)

**A14.** Is the invoice to be split?

Yes, please give the names and contact details (Including email addresses, where possible) of all the parties paying and how the invoice will be split between them.

No

**A15.** Are your payment details (name, address etc.) the same as those above?

Yes

No, please use the payment details shown below

Name

Organisation/company name (if applicable)

Address

Postcode

## Part B: Case details

**B1.** Name of Court or Tribunal where proceedings/hearing took place

**B2.** Court or Tribunal address

Postcode

**B3.** Case name in full *eg. Smith v Jones*

**B4.** What is the name of the Judge/Master who heard the case or chaired the tribunal?

**B5.** Names of Barrister(Advocate in Scotland)/Solicitor representing the parties

**B6.** Court or Tribunal Case reference number

**B7.** Was a Reporting Restriction and/or Anonymisation imposed?

Yes, details of the restriction are as follows:

No

Don't know

**B8.** Was the case heard in private (ex-parte), in the Royal Courts of Justice or a Crown Court (or at another venue ordered by those courts)?  
If an Employment Tribunal, was any part of the hearing held in private?

Yes

No

Don't know

**B1.** The name of the specific Court or Tribunal which heard the case e.g. name of Crown Court; name of County Court; name of Family Hearing Centre; Court of Appeal Civil Division; Court of Appeal Criminal Division; High Court, Queens Bench Division; High Court, Chancery Division; High Court, Family Division; name of Employment Tribunal office.

**B6.** The case number may be found on Court / Tribunal documents or on the Court / Tribunal list which was published to show when and where the case would be heard

**B7.** a Reporting Restriction is an order made by a court or tribunal prohibiting publication of case details.

**B8.** See page 1 of the guidance notes for more details.

## Part C: Details of the transcript(s) you want to order

**C1.** Give the date and approximate times when the hearing or the relevant part of the proceedings started and ended.

Date of proceedings/hearing	Start time	End time

**C1.** Please provide details as accurately as you can. Incorrect or incomplete information will cause delays to the processing of the order.

**C2.** Court, hearing or CVP hearing room number (if known)

**C3.** What type of Transcription do you need?

### Crime:

- Whole hearing
- Prosecution opening of the facts
- Mitigation
- Judge's summing up
- Sentencing remarks
- Sentencing hearing
- Proceedings after verdict
- Evidence (give details below)
- Counsels' opening/closing remarks (give details below)
- Legal argument(s) and ruling (give details below)
- Confiscation ruling
- Other (give details below)

**C3.** Refer to Table A in the guidance notes for explanations of these types of transcript, and for the information that you should provide.

### Civil, Family and Tribunals:

- Whole hearing
- Counsels' opening/closing submissions (give details below)
- Evidence (give details below)
- Judgment (give details to indicate if it is the main judgment or on specific points such as costs, permission to appeal, etc.)
- Proceedings after judgment
- Other (give details below)

**C4.** Do you want a new transcript or a copy of an existing transcript?

New transcript

Copy of an existing transcript - number of copies required

**C5.** Which Service Level Band do you require?

**Crime**

Overnight (within 24 hours)

Within **48** hours

Within **3** working days

Within **7** working days

Within **12** working days

**Civil, Family and Tribunals**

Within **48** hours

Within **12** working days

**C5.** Please note each jurisdiction has its own service bandings.

For more information on Service Level Bands please read the guidance notes - Table B1 and B2.

**C6.** Once your chosen transcription company is in receipt of the recording do you require an estimate of cost before the produce the transcript?

Yes

No

**C7.** Is the original audio in Welsh?

Yes, do you need an English Translation?

Yes

No

No

**C8.** Is this transcript required urgently?

Yes

No

**C9.** What is your reason for requesting this transcript?

**C9.** Please provide a general reason why the transcript is being requested. If the transcript is required for a **future hearing and the date has been fixed** please give details of the hearing for which it is required and the date of that hearing.

**C10.** Was this a

Telephone hearing

The name of the Service Provider is

The billing number is

Skype Hearing

Cloud Video Platform (CVP) Hearing

Fully Video Hearing (FVH)

Other (please supply details)

None of the above

## Part D: Declaration

I declare that I have read and accept the terms and conditions listed below.

I understand that I am responsible for paying all the costs associated with transcription directly to the transcription company save where a court or tribunal has ordered that the transcript be provided at public expense.

**Please read the declaration carefully and understand that by signing the request you are obliged to pay for any transcript you request.**

1. Transcripts and copies are provided subject to the service specification agreed by the Ministry of Justice and the Transcription Supplier.
2. All queries relating to orders placed must be raised initially with the Transcription Company supplying the transcript.
3. If, prior to completion of an order, an additional authorised request for the same transcription is received, the total cost will be divided equally between all of those who have submitted an order. The total cost will comprise one transcript fee together with the cost of additional copies.
4. You should contact the chosen provider for terms of payment. You may be requested to make payment in advance.
5. By signing this form, you are obliged to pay if a transcript is produced.

Signature

Date

## Part E: For completion by Court/Tribunal staff only

**E1.** Does the requester have permission to order this transcript?

Yes

No - tell the requester that permission has been refused

**E2.** Is this a duplicate request for a transcript?

Yes, the name of the transcript company that produced the original transcript is

No

**E3.** Name of Judge/Person giving permission where applicable

**E4.** Should the transcript be returned to the Court for approval by a judge prior to release?

Yes, and the reason why the judge must approve the transcript is

The transcript/judgment should be emailed to

No

**E5.** Are there any Reporting Restrictions and/or Anonymisation to be applied in relation to this case/proceedings?

Yes, and the restrictions are as follows:

No

**E6.** Does any transcript request relate to proceedings which were held in private?

Yes, and details of the proceedings are below

No

**E7.** Is there an order for supply at public expense in relation to any of the transcripts requested?

Yes

Purchase order number

Cost Centre

Operating unit

No

**E8.** Does the order relate to a telephone hearing?

Yes

Name of service provider

Billing no.

No

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Name

Date

Once this transcript request is ready to proceed, send this form together with the relevant audio recording held by the Court to the Transcription supplier named by the requestor or allocated by the Court. If it is a Crown Court case and the recording is held on DARTS then only send the form to the Transcription supplier.

Transcripts at public expense for Civil, Family and Tribunal cases must be sent to the supplier offering best value for money for the service level requested however a Crown Court case where the recording is held on DARTS must be sent to the relevant supplier for that region.

If this was a case where supplier personnel attended the hearing under the ATS contract the form and the audio should be sent to the ATS supplier whose personnel attended the hearing.