

# Tape Transcription Request

For help on completing this form and for the full list of transcription companies and prices, please see the guidance 'EX107 Info'.

You should seek a quote from one or more transcription companies.



In the		Court
Claim No.		
Claimant		
Defendant		

## A. Hearing details

Judge's name		Courtroom No.	
Court name and DX or postal address (include post code)		Date of hearing	
Telephone hearing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If 'Yes', service provider:	<input type="checkbox"/> BT <input type="checkbox"/> Legal Connect

## B. Transcription order placed by:

Name		Reference	
DX or postal address (include post code)		Phone	
		Fax	

## C. Transcription order placed with:

Company's name		Date required	
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See Term 5 of Standard Terms of Agreement overleaf.

## D. Transcription requirements (continue overleaf if necessary)

- |  |                 |  |  |
|--|-----------------|--|--|
| <input type="checkbox"/> a new transcript                        | ... required of | <input type="checkbox"/> the whole hearing                       | <input type="checkbox"/> the judgment      |
| <input type="checkbox"/> a new transcript and ..... copy(s)      |                 | <input type="checkbox"/> witness evidence                        | <input type="checkbox"/> legal argument(s) |
| <input type="checkbox"/> ..... copy(s) of an existing transcript |                 | <input type="checkbox"/> discussion / proceedings after judgment |  |

Date of recording	Approx. start & end times		Witness name(s) / legal argument topics (if applicable)

## E. Invoicing details: (if different from B)

Name		Reference	
DX or postal address (include post code)		<i>For court use only:</i> Business Entity Code <input type="text"/> Operating Unit <input type="text"/>	

## F. Declaration

I have placed a **firm order**, in accordance with the Standard Terms of Trading (as shown on the reverse of this form), with the above tape transcription company, which is a member of the Tape Transcription Panel. I understand that I am responsible for paying all of the costs of transcription direct to them.

Signature		Date	
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**D. Transcription requirements (continued)**

- |  |                 |  |  |
|--|-----------------|--|--|
| <input type="checkbox"/> a new transcript                        | ... required of | <input type="checkbox"/> the whole hearing                       | <input type="checkbox"/> the judgment      |
| <input type="checkbox"/> a new transcript and ..... copy(s)      |                 | <input type="checkbox"/> witness evidence                        | <input type="checkbox"/> legal argument(s) |
| <input type="checkbox"/> ..... copy(s) of an existing transcript |                 | <input type="checkbox"/> discussion / proceedings after judgment |  |

Date of recording	Approx. start & end times		Witness name(s) / legal argument topics (if applicable)

## Standard Terms of Agreement

**The Department for Constitutional Affairs does not accept any liability for services provided.**

The agreed **maximum** prices that may be charged by a transcriber are set out in the guidance *EX107 info* but you may wish to negotiate a price within the maximum with the transcriber.

### Terms

1. Transcripts and copies will be provided only with the approval of the court.
2. All queries relating to orders placed must be raised with the transcriber.
3. Unless otherwise agreed, the transcriber will provide all transcripts of evidence within 15 working days of receipt of the tape(s) from the court.
4. Transcripts of judgments will need to be approved by the judge prior to distribution and shall be certified to that effect. The transcriber will therefore provide transcripts of judgments within 5 working days of the judge returning the approved judgment to the transcriber.
5. Upon request, the transcriber will endeavour to provide transcripts or copies of judgments and evidence within 48 hours of receipt of the tape(s) or authorisation, at a 20% premium.
6. Copies of existing transcripts of evidence or judgment shall be supplied within 5 working days of receipt of authorisation from the court, and should be charged at copy rate.
7. Invoices shall be submitted by the transcriber to the ordering party identified on the request form only and payment terms shall be as agreed between the ordering party and the transcriber.
8. If, prior to completion of an order, an additional Authorised Body requests a complete transcription (or exact part of, i.e. judgment/legal argument etc), the total cost will be divided equally between all those who have submitted an order. The total cost will comprise one transcript fee, plus the cost of additional copies.