

## QUICK REFERENCE GUIDE

### CROWN COURT – CRIMINAL TRANSCRIPTS



#### Courts we cover

Auscript provides transcription services for 19 court centres throughout England's South East Region.

- [Amersham Law Courts – Crown Court](#)
- [Aylesbury Crown Court](#)
- [Basildon Combined Court – Crown Court](#)
- [Cambridge Crown Court](#)
- [Canterbury Combined Court – Crown Court](#)
- [Chelmsford Crown Court](#)
- [Chichester Combined Court – Crown Court](#)
- [Guildford Crown Court](#)
- [Ipswich Crown Court](#)
- [Kings Lynn Crown Court \(satellite of Norwich Crown Court\)](#)
- [Lewes Combined Court Centre – Crown Court](#)
- [Luton Crown Court](#)
- [Maidstone Combined Court – Crown Court](#)
- [Norwich Combined Court – Crown Court](#)
- [Oxford Combined Court Centre – Crown Court](#)
- [Peterborough Combined Court – Crown Court](#)
- [Reading Crown Court](#)
- [Southend Crown Court](#)
- [St Albans Crown Court](#)



## How to order a transcript

Transcripts can be ordered two ways: by simply submitting the [EX107 Form online](#) or [manually downloading](#), completing and emailing the EX107 Form. Payment is normally required in advance of the transcript being delivered. [Learn more](#) about how to order.



## Costs for transcript

Costs are calculated based on the number of folios (72 words) transcribed and the delivery turnaround time requested.

You can easily and conveniently get an indication of the costs via our [online estimator](#).



## Turnaround times

For Crown Court proceedings heard within the South East jurisdiction, there are several turnaround times available. Contact us if your request is more urgent.

- Within 48 hours\*
- Within 3 working days\*
- Within 7 working days\*
- Within 12 working days\*

Please note: Auscript relies on the Court to approve your request for transcript so there is likely to be a lead time while this approval occurs.

\*Conditions apply.



## How amendments are managed

We aim to deliver a transcript that is 100% accurate. Should you have any concerns please contact us at [uk.clientservices@auscript.com](mailto:uk.clientservices@auscript.com).



## How judgments are handled

Any requests for a transcript for a Judgment are required to be approved by the Judge therefore additional time may be required before the transcript can be released.



## How transcripts are delivered

Final transcripts will be sent via an approved email address in PDF.



### Contact us

To discuss your transcription needs please contact us via  
[uk.clientservices@auscript.com](mailto:uk.clientservices@auscript.com) or telephone 03301 005223.

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