

## REQUEST FOR TRANSCRIPT- PARTIES - FAMILY COURT OF AUSTRALIA

Lodgement of this form	
<b>Email</b>	clientservices@auscript.com.au
<b>Fax</b>	07 3503 1199

General enquiries	
<b>Contact Auscript</b>	1800 287 274 (1800 AUSCRIPT)

**Estimate only? If you require an estimate, please complete and return page one (1) only**  
**PLEASE NOTE:** If you do **not** hold an **authorised credit account** with Auscript, you will **automatically receive an estimate of costs** (even if you do not tick the box above). **Payment** for the full estimated amount is required prior to processing your order.

Details of the matter required	
<b>Name of matter</b>	
<b>Registry file number</b>	<b>Location</b> (Registry, courtroom)
<b>Judicial Officer</b>	
<b>Applicant's Name</b>	<b>Name of Counsel:</b>
<b>Respondent's Name</b>	<b>Name of Counsel:</b>
<b>Independent Children's Lawyer</b>	
<b>Other Parties</b>	

Segments to be transcribed	
<i>PLEASE NOTE: If you require a portion of a transcript and you do not fill the details below (testimony, start &amp; finish times), please be aware that you may be charged an Administration Fee for the time it takes our Client Services Officers to find the portion of the hearing you need.</i>	
<b>Transcript required</b>	<input type="checkbox"/> Full Transcript <input type="checkbox"/> Consecutive Days <input type="checkbox"/> One Day <input type="checkbox"/> Portion
<b>Date/s Required</b>	Please specify <u>ALL</u> required dates
<b>Please provide details</b>	<b>Specific Testimony (if portion):</b>
	<b>Start time:</b> _____ <b>Finish time:</b> _____
<b>Comments</b>	

Delivery Requirements	
<b>Turnaround required*</b>	<input type="checkbox"/> Progressive <input type="checkbox"/> Same Day <input type="checkbox"/> Next Day <input type="checkbox"/> 3 Day <input type="checkbox"/> 5 Day <input type="checkbox"/> 10 Day
<b>Delivery</b>	<input type="checkbox"/> Email (Softcopy) <input type="checkbox"/> Post (Printed) <input type="checkbox"/> Collect (Printed)
<b>Email address/es (If emailed)</b>	<small>Please provide delivery email address below.                Please provide delivery address in section D below                From the nearest Auscript office.</small>
<b>Will these transcripts be used for appeal books?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO <small>*if yes – please ensure you have ordered all proceeding dates in the section above.</small>

*\*Turnaround describes when a transcript will be received by the ordering party.*  
 =For matters already heard, this is calculated from the time the order and payment/account details are received.  
 =For matters yet to be heard, this is calculated from the time the relevant proceedings begin.  
**All 'Same Day' transcript orders (including 'Progressive') must be received by 4:30 pm local time at the location in which the proceedings are taking place, on the day before the proceedings, in order to be produced within the required turnaround period.**  
 'Progressive' turnaround provides parties with a draft transcript of the morning session after the lunch break, and a finalised document of the whole day by 6pm on the day of the hearing. Only available on the day of the hearing.  
 'Same Day' turnaround provides parties with a finalised transcript by 6pm on the day of the hearing.  
 'Next Day' turnaround provides the ordering party with a finalised transcript within 24 hours of Auscript receiving the transcript order. Where the day after receipt of the order is a non working day, the transcript will be delivered on the next working day.  
 Orders placed in advance are welcomed.

Details of the person making the request	
<b>Full name</b>	
<b>Involvement</b>	<input type="checkbox"/> Applicant <input type="checkbox"/> Respondent <input type="checkbox"/> Legal Representative Applicant <input type="checkbox"/> Legal Representative Respondent <input type="checkbox"/> Independent Children's Lawyer

