



Justice

District Court of New South Wales Civil Jurisdiction

TRANSCRIPT ORDER FORM

PLEASE COMPLETE THE FOLLOWING INFORMATION (all fields required)

Hearing date/s required:	Presiding Officer:	Matter no:
Full name of case:		Court Location:

CONTACT DETAILS (all fields required)

Name / Law Firm:		
Address:	State	Postcode
Contact name:	Phone:	
Email addresses for supply:		

ROLE IN PROCEEDINGS

☐ Solicitor ☐ Counsel ☐ Litigant in person

TRANSCRIPT COSTS

Transcript will not be commenced until credit card details have been provided. You will be contacted regarding payment asap upon receipt of order form.

☐ **Daily Transcript** (*ongoing current matter*)
\$19.50 per page

Email: **RSB.Daily.Assignment@justice.nsw.gov.au**
Fax: **02 8238 9244**

☐ **Back Transcript** (*matter previously heard*)
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PLEASE READ AND SIGN THE FOLLOWING TERMS OF SALE**ACKNOWLEDGEMENT OF TERMS OF SALE**

By signing this form, I have read and agree to be bound by the Terms of Sale. I acknowledge the following:

- I am authorised to place this order and I am placing it on behalf of my firm / company or myself and do so in the capacity as a principal and not in any capacity as an agent.
- My firm / company / I agree to pay all of the fees which will be charged for providing the requested service.
- The Contractor is providing goods and services to my firm / company or me on the essential condition that the Contractor is providing them to my firm / company or me as the principal and not in any capacity as an agent.
- Transcripts are subject to Crown copyright. Without the Crown's authorisation, the reproduction of transcript for any purpose other than the conduct of court proceedings is prohibited.

DAILY TRANSCRIPT

- In ordering a daily transcript, I am committing to requiring receipt of daily transcript for the duration of the matter, including any related listings for the matter, and my firm / company / I will be liable for the cost of the continual supply of daily transcript.
- Transcription rates are calculated per page of transcript; a minimum fee of \$250.00 is applicable. The minimum is payable if the service is cancelled within 24 hours of the commencement of the matter. If more than one completed order form is received for the same matter and for the same hearing dates, the costs will be shared equally and invoiced and charged accordingly. All prices are inclusive of GST.
- Provision of the daily transcript service is subject to the court sitting no later than 4pm that day. Transcript will be emailed to the above address by 6pm on the same business day unless court concludes after 4pm or the order is received after 10am – otherwise the delivery of transcript may be delayed and may not be finalised until the following working day. Transcript will not be commenced until payment details have been received by the nominated service provider

PLEASE NOTE: The fee is calculated on a per page rate; number of pages per day may vary between a minimum of 1 to over 100 pages.

Solicitor/Authorised Representative signature

Date