

Party Request for Transcript and/or Audio Access Form, ACT Law Courts and Tribunal

Jurisdiction				
Please tick	Supreme Court	Magistrates Court	Children's Court	ACAT

Contact Details		
Organisation name:		
Address:	State:	Postcode:
Contact name:	Phone:	
Transcript delivery email address:		

Transcription Service Details			
Hearing date:	Consecutive hearing dates: (tick)	Hearing room / Court number:	
Matter number:	Civil	Criminal	
Judicial officer / ACAT member:			
Title of proceedings:			
Date last heard:	Commencement page number (if known):		
Special instructions:			

Transcript Order Type	Price Per Folio	Explanation
Within seven (7) working days	\$3.54	Transcript ordered before 10am on working day 1 will be supplied before 6pm on working day 7.
Within five (5) working days	\$3.58	Transcript ordered before 10am on working day 1 will be supplied before 6pm on working day 5.
Next day	\$4.59	Transcript ordered before 10am on day 1 will be delivered before 6pm on working day 2.
Same day	\$5.04	Transcript ordered before 10am on day 1 will be delivered before 6pm on day 1 for proceedings up to 4:15 pm on day 1. Transcript of proceedings after 4:15pm will be delivered by 10am the following working day.

Other Services	Price	Explanation
Access to audio online	\$56.64	Access to audio can be provided via a standard web browser. Access is granted for 48 hours. The audio is not available for download and is streamed (refer note 1)
Audio CD	\$25.65	Audio of proceedings on CD (refer note 1) (please select format below)

Important:	Windows PC	Apple Mac		
1. Please note that a minimum fee of \$110.00 applies to each order, including Audio CDs and Access to audio online 2. Children's Court, Audio CD and Access to audio online requests will be referred to the Registrar for decision (referral will be within two hours of request or 9 am next business day for requests received after 4pm). Children's Court requests will be receipted at the time of approval and Audio CD and Access to audio online will be provided within 24 hours of approval 3. Our transcription rates are calculated per folio (or 100 words transcribed) 4. When a request for a next day transcript is made with respect to a multiple day proceeding, the delivery time shall be varied by a day for each additional day of the proceedings 5. An order received after 10 am on day 1 will be treated as if it were received before 10 am on the next working day 6. Transcript costs can be shared between parties to the proceedings when orders for the same service type, same matter and hearing days are made within 7 days of each other 7. For same day requests, if matters adjourn for a period of one or more business days, a second order form for the resumption will be required 8. All prices are inclusive of GST				

Entitlement to Transcript and Audio			
I confirm I am a party in these proceedings and I am entitled to purchase the transcript or audio in the abovementioned proceedings.			
I confirm I am a legal representative of a party in these proceedings and I am entitled to purchase the transcript or audio in the abovementioned proceedings.			
Other. Please attach a copy of the authorisation to purchase the transcript or audio in the abovementioned proceedings. Your request will be forwarded to the Registrar ACAT, Children's Court, Magistrates Court or Supreme Court for approval.			
If you are not a party in these proceedings, their legal representative or an authorised representative, please provide your reasons for requesting the transcript or audio in the abovementioned proceedings. Your request will be provided to the Registrar ACAT, Children's Court, Magistrates Court or Supreme Court for approval.			
Approved		Not Approved	
Signature:		Date:	
Payment			
Credit Card	Visa (2 % surcharge)	MasterCard (2% surcharge)	AMEX (3.5% surcharge)
Card Number:		Expiry Date:	
Name of Cardholder:			
Signature:		Date:	
Acknowledgement of Spark & Cannon's Terms of Sale Agreement			
By signing below, I have read and agree to be bound by Spark & Cannon's Terms of Sale Agreement , available at www.sparkandcannon.com.au . I acknowledge and accept that orders for transcript cannot be cancelled once commenced and that I am liable for all charges relating to this order. I am placing this order in the capacity as principal and not to you as an agent. Note: This order will not be commenced until a deposit (determined by Spark & Cannon) has been received and cleared.			
Signature:		Date:	
Name:			

Please print, sign and return this form by email to clientservices@sparkandcannon.com.au or facsimile to 1300 364 861