

# Transcript Request Form

## What Can VGRS Provide?

VGRS provides transcription for the following jurisdictions and divisions:

- Supreme Court – Criminal and Practice Court matters
- County Court – Criminal matters
- Magistrates' Court – Committal hearings only
- Coroners Court – Inquests only

Not all court hearings are transcribed as a matter of course. The current price to produce new transcript is listed below and is subject to change. Up to date prices can be found on the [VGRS page of the CSV website](#).

Access to some transcript may be restricted by revisions and/or appeal status or may be suppressed or prohibited by the presiding Justice/Judge/Magistrate. VGRS staff can advise you of your options to access these transcripts at the contact details listed at the bottom of this page.

## Request Details

Name of Matter: \_\_\_\_\_

Court Case Number: \_\_\_\_\_

Jurisdiction: \_\_\_\_\_ Court: \_\_\_\_\_

Justice/Judge/Magistrate/Coroner: \_\_\_\_\_

Parts and Dates of Transcript Required:

- ☐ Plea on: \_\_\_\_\_
- ☐ Sentence on: \_\_\_\_\_
- ☐ Trial - from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Committal - from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Inquest - from: \_\_\_\_\_ to: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_ on: \_\_\_\_\_  
\_\_\_\_\_ on: \_\_\_\_\_

## Distribution and Invoice Details

Organisation Name: \_\_\_\_\_

Request submitted on behalf of the organisation by: \_\_\_\_\_

Person for whom the organisation is making request on behalf of: \_\_\_\_\_  
(If applicable)

Address: \_\_\_\_\_  
Address must be a street address. PO Boxes will not be accepted.

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

DX Number: (if applicable) \_\_\_\_\_

Preferred Delivery Method: ☐ Email ☐ Print and Collect ☐ Print and DX  
(Additional fees apply) (Additional fees apply)

Upon receipt of a valid Transcript Request Form, you will receive an acknowledgement of your request from VGRS. Withdrawal of a valid request must be made via email or in writing.

**Legislated Production Rates** (inclusive of GST - current as at January 2017)

Where transcript has previously been produced	Email Delivery	\$0.90 per page or part thereof.
Where new transcript is required to be produced	Email Delivery	\$16.97 per page or part thereof.
Hard copies can be provided for an additional fee of 10 cents per page)		

**As a guide only**, one hour of hearing is an average of 21 pages of transcript, this could cost approximately \$357 to produce where it has not been previously produced. Depending on the amount of discussion, evidence, level of complexity and the type of hearing, this will change.

A full trial day can often be 6 hours long or more, this could cost approximately \$2,139 to produce.

**Conditions**

- Transcript will be prepared and the cost calculated in line with the Current Legislated VGRS Production Rates as set out in the table above and as amended from time to time (current prices can be found on the [VGRS page of the CSV website](#)).
- The example costs listed above are for guidance purposes only and the production costs of the requested transcript may vary.
- Once the transcript is prepared an invoice will be issued to you via email (or post if requested) setting out the number of pages, printing charges (if any) and total amount due for payment.
- Payment must be made within 20 business days from the date the invoice is issued.
- Transcript will be released to you prior to payment, subject to your organisation not having any outstanding fees payable to VGRS.
- If your organisation has previously failed to pay VGRS invoices within the time period required, then payment may be required up front before transcript is released.
- VGRS endeavours to complete all transcript requests within 14 business days of receiving a valid request. Where this is not possible, you will be informed about the delay and provided with an estimated time for completion.
- If your organisation is acting on behalf of someone, you have the authority to do so.

**Agreement**

I agree:

- to the Conditions set out on this form;
- that I am authorised by the organisation named on this form to make this request;
- that the details contained on this form are accurate; and
- that the organisation will pay the cost of VGRS producing the requested transcript.

Name of authorised person requesting transcript (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission**

Please submit completed form to VGRS by

- Email (preferred):  
To: [vgrs.transcriptrequest@courts.vic.gov.au](mailto:vgrs.transcriptrequest@courts.vic.gov.au)  
Subject: TRANSCRIPT REQUEST: Name of Matter – Date Requested
- Post: **Transcript Requests**  
Victorian Government Reporting Service, 7/436 Lonsdale Street, Melbourne 3000

Invoicing Details				VGRS Reference	Entered By & Date	Revenue Return
Total	Unit	Cost	Total (inc GST)			
		\$	\$	Additional Comments		
		\$	\$			
		\$	\$			
Total Amount Due			\$			

Office use only