

Transcript Request Form - Criminal

This form is for the purpose of requesting criminal transcription. If your request relates to recording requests, requests for the purpose of lodging an appeal or requests related to civil matters, please visit www.courts.vic.gov.au for the details of the appropriate form and/or the appropriate organisation.

VGRS provides transcription for the following jurisdictions:

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

Not all court hearings are transcribed as a matter of course and some transcripts may be restricted by the court. Transcript requests will be completed in line with the prescribed fees outlined on the next page.

Prior to releasing transcript VGRS require authorisation from the presiding judicial officer. VGRS will contact the court on your behalf.

Case Details

Name of Matter: _____

Court Case Number: _____

Jurisdiction: _____ Court Location: _____

Justice/Judge/Magistrate: _____

Parts and Dates of Transcript Required:

- Plea on: _____
- Sentence on: _____
- Trial - from: _____ to: _____
- Committal - from: _____ to: _____
- Other: _____ on: _____
 _____ on: _____

Applicant Details

Name: _____

Organisation: _____

Contact Number: _____

Email Address: _____

Reason for request

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

Where transcript has previously been produced	Email Delivery	\$0.90 per page
Where new transcript is required to be produced	Email Delivery	\$16.97 per page

As an indicative guide only, one hour of hearing is an average of 21 pages of transcript and could cost approximately \$350 (per hour). A full trial day can often be 5 hours or more which could cost approximately \$1,750 to produce.

Conditions

- Transcript will be prepared and the cost calculated in line with the *Evidence (Miscellaneous Provisions) (Transcript Fees) Regulations 2017* as set out in the table above.
- The indicative 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 stating the total amount due for payment.
- Payment must be made within 30 business days from the date the invoice is issued.
- Transcript will be released to you via email prior to payment, subject to your organisation not having any outstanding fees payable to VGRS.
- If your organisation is acting on behalf of someone, you have the authority to act on their behalf.
- Upon authorisation from the presiding judicial officer, VGRS will endeavour to complete your request within 14 business days.

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.

Signature: _____ Date: _____

Submission

Please submit completed form to VGRS by:

- Email: vgrs.enquiries@courts.vic.gov.au
- Post: **Victorian Government Reporting Service**
7/436 Lonsdale Street, Melbourne 3000
- DX: 210309