

Transcript Request Form

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.

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: _____

Address: _____

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

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 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

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