

Transcript Request Form - Practice Court

This form is for the purpose of requesting transcription in the **Practice Court (Supreme Court - Common Law Division)**.

If your request relates to transcript requests in the Criminal division, recording requests, requests for the purpose of lodging an appeal, please visit www.courts.vic.gov.au for the details of the appropriate form and/or the appropriate organisation.

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.

Case Details

Name of Matter: _____

Court Case Number: _____

Date of Hearing: _____ Court Location: _____

Presiding Officer/Justice: _____

Applicant Details

Name: _____

Organisation (if applicable): _____

Address (no PO): _____

Email Address: _____

Contact Number: _____

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).

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 within 30 days, stating the total amount due for payment.

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 (if applicable);
- that the details contained on this form are accurate; and
- I 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
Level 12/181 William Street, Melbourne 3000