



## TRANSCRIPT ORDER FORM

CHILDREN'S COURT

All fields must be completed. Incomplete forms will not be processed and incorrect details supplied may result in delays

### APPLICANT DETAILS

Name/Law Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Legal Aid Matter: YES/NO      **Legal Aid Reference:** \_\_\_\_\_

NB: IF MORE THAN ONE (1) EMAIL ADDRESS, COPY COSTS MAY APPLY

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### CASE DETAILS

Case Name: \_\_\_\_\_

Name of Judge or Magistrate: \_\_\_\_\_

File Number: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

Matter heard at: \_\_\_\_\_

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### APPLICATION

Transcript       Duplicate Sound Recording

Please tick:

Evidence and judgement (excludes submissions)

Other (please specify) \_\_\_\_\_

Evidence (excludes submissions)       Remarks on sentencing

Judgement

Other (please specify) \_\_\_\_\_

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RELATIONSHIP OF ORDERING PARTY TO HEARING

- Solicitor or Partner       Solicitor's Employee       Counsel
- Prosecutor       Litigant in person       Other (please specify)

REASON for requiring transcript from the Children’s Court (please complete)

.....  
.....  
.....

DELIVERY METHOD

- BY EMAIL
- .....

I hereby request you to supply transcript in the above matter for which I/my company agree to pay the requisite fees which will be calculated at the current rate.

**Transcript Fees**

Less than 3 months old: Deposit of **\$112.00** (min **\$112.00** for 8 pages, then **\$13/page**)  
More than 3 months old: Deposit of **\$137.00** (min **\$137.00** for 8 pages, then **\$15/page**)

**Duplicate Recording: \$65.00** per CD (maximum 80 Minutes per CD) Deposit of **\$65.00**

CHILDREN’S COURT ONLY

**Initial Deposit Required:** I, the undersigned, understand the supply of transcripts is conditional upon the applicant paying the fees, and a deposit (minimum charge) is required at the time of application. Balance to be paid before receipt of transcript.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Exemption to Transcript Fees**

\*\*The general exemption in the payment of fees by NSW Government Departments does not extend to service fees for transcripts and photocopying, unless a specific exemption applies.

Some specific exemptions are conditional, therefore a reason or purpose of requesting a transcript must be provided where the applicant is claiming a fee exemption.

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