



# Transcription Order Form

## ACT Law Courts & Tribunal

Submission of form			Contact details	
Email	actcourts@epiqglobal.com		Epiq Australia Pty Ltd PO Box 910, Civic Square, ACT 2608	
Phone	(02) 6230 4110	Fax		
Matter confirmation				
Matter name:				
Matter number:				
Judicial officer/ACAT Member				
Matter date:				
Details of hearing				
Jurisdiction	Magistrates Court Civil      Magistrates Court Criminal      Children's Court      Circle Court Supreme Court Civil      Supreme Court Criminal      Coroners Court      ACAT      Other Supreme Court of Appeal - Civil      Supreme Court of Appeal - Criminal			
Court / Hearing Room				
Other details				
Transcription service				
Order Option	Rate per folio	Turnaround		
Within 7 working days	\$4.17	Order received before 1000: transcript collection by 1800 in 7 working days		
Within 5 working days	\$4.22	Order received before 1000: transcript collection by 1800 in 5 working days		
Next Day	\$5.44	Order received before 1000: transcript collection by 1800 next working day		
Same Day	\$5.95	Order received before 1000: transcript collection by 1800 same working day		
Real Time	-	Please contact us for a quote and delivery times		
Additional Services				
Audio CD	\$29.50	Per CD - Containing a record of a proceeding or part of a proceeding		
Hard Copy transcripts <small>Please also select an order option above</small>	\$0.36	per page, per copy		
<b>Note:</b> - All rates above include GST - If your firm/Department is eligible for "Fee Exemption" or "Fee Waiver" please place the order direct via the ACT Law Courts - Rates are calculated per folio (100 words) - Order received after 10 am on a business day will be treated as if it were received before 10 am on the next working day - Transcript costs can be shared between parties to the proceedings when orders for the same service type, same matter and hearing days are made within 7 days of each other - A minimum fee of \$120 per transcript applies when the total order does not exceed the minimum fee.				
Client details				
Contact name <small>(person placing order)</small>				
Company name				
Contact number		Mobile:		Fax:
Email address				
Postal address				
				Postcode:
<b>Please select ONE of the below options</b>				
I confirm that I am a party to these proceedings and therefore entitled to purchase the transcript or audio.				
I confirm that I am a legal representative of a party to these proceedings and therefore entitled to purchase the transcript or audio. Other.				
I confirm that I am authorised to purchase the transcript or audio in the above proceedings and attach confirmation.				
Signature			Date:	