

# Request for Free Audio Recording or Transcript

Use this form if you wish to request a free audio recording or written transcript of ACAT proceedings.

ACAT file number

**Important:** you must tell ACAT if there is any change to your circumstances that alters the information you provide on this form.

## 1. Your details

Full name

Telephone

Email

## 2. Request

I am seeking the

Audio recording

Written transcript

For the hearing date/s

If your application is approved, you will be given an audio recording of the hearing. In limited circumstances you will be given a written transcript.

If you are seeking a written transcript, please tell us why this is required, rather than an audio recording?

## 3. Financial details

Are you the primary cardholder of one of the following Commonwealth-issued cards?

Health Care Card

Pensioner Concession Card

Low-Income Health Care Card

Are you legally assisted by one of the following agencies?

Aboriginal Legal Service (NSW/ACT) Limited

Women's Legal Centre (ACT & Region)  
Incorporated

Canberra Community Law Limited, including  
Street Law

Legal Aid

CARE Consumer Law (ACT)

Would payment of the fee to order the audio recording/written transcript impose financial hardship?

 Yes No

In the table below, please provide a list of you and your domestic partner's **weekly** income and expenses, as well as any assets and/or debts. Use whole dollars (e.g. \$25). Attach a separate page if insufficient space.

	Income	Expenses	Assets	Debts/liabilities
<b>Weekly total:</b>	\$	\$	\$	\$

#### 4. Signature

I declare that the information I have provided on this form is true to the best of my knowledge and belief, and where any estimate is given about my financial details, it is given in good faith.

**Signature**

**Date**

When you lodge this application with ACAT you will need to attach photocopies of any documents that support your application, for example, your Health Care Card or Notice of Representation. Photocopy both sides of the card or other document if it has writing on both sides. ACAT will contact you if more supporting information is required, e.g. bank statements or other financial documents.

**Checklist** – if applicable:

- I have attached a copy of my Commonwealth-issued card
- I have shown ACAT staff my digital Commonwealth-issued card
- I have attached a Notice of Representation or legal assistance letter

**What happens next?** If your request is granted, ACAT will place an order for an audio recording or written transcript. In most cases, the external audio/transcript provider will send you the audio/transcript to you directly. You will be informed if your request is not granted.

#### ACAT use only

Not granted                       Granted                     

Free audio for date/s: \_\_\_\_\_                       Free written transcript for date/s: \_\_\_\_\_

Digital wallet version of current Commonwealth-issued card sighted by ACAT staff member

**Signature**

**Date**