



## Request for transcript – Media

Lodgment of this form	
Email	clientservices@auscript.com.au
Fax	1300 739 037

Enquiries		
Auscript	General enquiries	1800 287 274
	National Account Manager	(07) 3503 1122
Federal Court	Manager, Courtroom Technology	(02) 9230 8358

### Important Information

The Court may make orders restricting access to the transcript of a proceeding. We will proceed with your order once we have confirmed there is no restriction on the provision of transcript. Please note, this may delay your order.

### A - Details of the proceedings

Title of proceedings		
Judge/Registrar presiding		
Matter number		
Location <i>(Registry, courtroom)</i>		
Type of hearing and date/s required	<input type="checkbox"/> Full transcript	Date/s:
	<input type="checkbox"/> Extract	Specify date/s, time/s and evidence required:
Specific instructions		

### B - Delivery requirements

How would you like to receive the document? <i>If more than one delivery address, copy costs will apply.</i>	<input type="checkbox"/> Email (PDF & Word)	<input type="checkbox"/> Post (printed)	<input type="checkbox"/> Collect (printed)
Email address/es <i>(if emailed)</i>			
Postal address <i>(if posted)</i>			Postcode:

### C - Details of the person making the request

Full name		
Organisation		
Phone <i>(incl. area code)</i>		
Mobile		
Email <i>If same as above, write 'As above'</i>		
Postal address <i>Mandatory – for invoicing purposes</i>		Postcode:



**Request for transcript – Media (continued)**

<b>D - Applicable costs</b>			
<p>These charges are based on the transcript having already been prepared and paid for by at least one of the parties. Where transcript has not been ordered by the parties, the media will be charged the full cost of transcript. Auscript will contact you with an estimate of costs prior to processing with your order.</p>			
	Unit	Rate (Incl GST) <i>Valid until 30/06/2010</i>	Comments
<b>Transcript</b>	per page	\$0.61	Minimum charge = 10 pages (per hearing date requested)
<b>Service charge</b>	per 30 mins	\$24.21	

<b>E - Credit card details</b>																							
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Diners Club	<input type="checkbox"/> AMEX																				
<b>1.5% surcharge</b>		<b>3.33% surcharge</b>																					
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<b>F - Please review and complete before submitting</b>	
<p><b>TRANSCRIPT COPYRIGHT IS OWNED BY THE FEDERAL COURT OF AUSTRALIA. REPRODUCTION OR DISTRIBUTION IN ANY WAY IS NOT PERMITTED WITHOUT PRIOR WRITTEN APPROVAL.</b></p> <p>It is important that you have read and understand Auscript's <b>Terms and Conditions</b> of business, available online at <a href="http://www.auscript.com.au/terms_conditions.html">http://www.auscript.com.au/terms_conditions.html</a>, as they govern service delivery.</p>	
<input type="checkbox"/> I have read and accept Auscript's Terms and Conditions of business.	
<input type="checkbox"/> In particular, I agree that: <ul style="list-style-type: none"> <li>a) copyright in the transcript remains with the Court (on behalf of the Commonwealth); and</li> <li>b) the transcript will not be provided to me until the current transcript provider (Auscript) has been paid any copying or service fee specified by the provider; and</li> <li>c) the transcript will only be used for the purposes of reporting on the proceeding; and</li> <li>d) no part of the transcript will be copied or made available to any other person except for that purpose; and</li> <li>e) no part of the transcript will be provided by me or the organisation I represent to any of the parties to the proceedings; and</li> <li>f) any additional conditions specified by the presiding Judge will be complied with.</li> </ul>	
<input type="checkbox"/> I understand Auscript will only fill the present transcript order if there is no restriction on release by the Federal Court.	
<input type="checkbox"/> I understand that orders for transcript cannot be cancelled once lodged with Auscript Australasia Pty Limited. I will be liable for all charges.	
<hr/> <b>Signature / Printed Name</b>	<hr/> <b>Date</b>