



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

CASE DETAILS

Case Name: _____

Name of Judge or Magistrate: _____

File Number: _____

Hearing Date: _____

Matter heard at: _____

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) _____

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)

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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 **\$110.00** (min **\$110.00** for 8 pages, then **\$13/page**)
More than 3 months old: Deposit of **\$134.00** (min **\$134.00** for 8 pages, then **\$15/page**)

Duplicate Recording: \$64.00 per CD (maximum 80 Minutes per CD) Deposit of **\$64.00**

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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