



Attorney General
& Justice

Reporting Services Branch Supreme Court Transcript Order Form

Please submit your order by any of the following methods:

Email: rsb_transcript_sales@agd.nsw.gov.au

Fax: 02 8688 9671

Post: Reporting Services Branch
GPO Box 6
Sydney NSW 2001

In Person: Hand to a Court Reporter
in court

TERMS AND CONDITIONS

This form must be used to order transcript. However, before placing your transcript order, you should be aware of the following terms and conditions:

- By completing this form **you are agreeing to pay** the total transcript fee payable*.
If you are unable to pay the fee for transcript, you may apply to have this requirement waived or postponed. You can download an application for fee waiver or postponement from the Forms & Fees page of the Court's website www.lawlink.nsw.gov.au/sc, under the sub-heading "[Administrative Forms](#)".
*Transcript fees are prescribed in Schedule 3 of the Criminal Procedure Regulation 2005 and Schedule 1 of the Civil Procedure Regulation 2005. The fee is calculated on a per page rate. The Court will invoice you with the precise amount payable once the transcript is ready for delivery or collection. If you are unable to pay the calculated fee, you may apply for waiver or postponement.
- In accordance with [Practice Note SC Gen 2 – Access to Court Files](#), **only parties and their legal representatives are entitled to obtain transcript** from court proceedings. Non-parties may apply for access to transcript by completing the "Application to Access Court File" form available from the Forms & Fees section of the Court's website, under the sub-heading "[Administrative Forms](#)".
- **Parties can only set up a daily transcript service if the presiding judicial officer has previously requested a daily transcript.** You can confirm that a daily transcript is available for your proceedings by speaking with the Court Reporter in court, or by contacting RSB Client Service on (02) 8238 9273.
- **By ordering a daily transcript, you are agreeing to receive transcript for each day of the trial/hearing until its completion.** You will be liable for the cost of this continual supply throughout the trial/hearing.
- **Same-day supply of daily transcript is subject to court sittings finishing no later than 4.00pm.** If the court sits later than 4.00pm, the transcript will not be available until the next working day.
- **Reporting Services Branch must receive Transcript Order Forms no later than 2.30pm to ensure same day delivery.**
- **Transcripts are subject to Crown copyright.** Without the Crown's authorisation, the reproduction of transcript for any purpose other than the conduct of court proceedings is prohibited. For further information about Crown Copyright, please contact the Community Relations Unit at communityrelations@agd.nsw.gov.au



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Transcript Details (please complete all fields to avoid unnecessary delay)

Matter Name		Legal Aid? (please circle)	Y
			N
		Legal Aid #	
Matter Number		Presiding Judicial Officer	

Type of transcript required (Daily or Back Transcript):

<input type="checkbox"/> Daily	<input type="checkbox"/> Back Transcript (Specific Date/s)				
Start Date					
Estimated Duration (days)					

Applicant Details (All required)

Full Name	
Contact Number	
Postal Address	

Role in proceedings:

- Solicitor (firm name) _____ Counsel
 Other (please specify) _____ Litigant in person

Preferred delivery method:

- Email _____
 Post (Typed document delivered on CD-ROM)

Authorisation

I confirm that I have read and understood the "Terms and Conditions" and that I agree to pay the total transcript fee.

Signed _____ Date: _____