



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	(03) 9642 5185		
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
Court / Hearing Room					
Other details					
Transcription service					
Order Option	Rate per folio	Turnaround			
Within 7 working days	\$4.10	Order received before 1000: transcript collection by 1800 in 7 working days			
Within 5 working days	\$4.15	Order received before 1000: transcript collection by 1800 in 5 working days			
Next Day	\$5.35	Order received before 1000: transcript collection by 1800 next working day			
Same Day	\$5.85	Order received before 1000: transcript collection by 1800 same working day			
Real Time	-	Please contact us for a quote and delivery times			
Other					
Audio CD	\$29.00	Per CD - Containing a record of a proceeding or part of a proceeding			
Hard Copy transcripts	\$0.35	per page, per copy			
<p>Note:</p> <ul style="list-style-type: none"> - 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:
<p>I confirm that I am a party to these proceedings and therefore entitled to purchase the transcript or audio.</p> <p>I confirm that I am a legal representative of a party to these proceedings and therefore entitled to purchase the transcript or audio.</p> <p>Other. I confirm that I am authorised to purchase the transcript or audio in the above proceedings and attach confirmation.</p>					
Signature			Date:		