



# 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 Supreme Court of Appeal - Civil      Supreme Court of Appeal - Criminal				
Court / Hearing Room					
Other details					
Transcription service					
Order Option	Rate per folio	Turnaround			
Within 7 working days	\$4.17	Order received before 1000: transcript collection by 1800 in 7 working days			
Within 5 working days	\$4.22	Order received before 1000: transcript collection by 1800 in 5 working days			
Next Day	\$5.44	Order received before 1000: transcript collection by 1800 next working day			
Same Day	\$5.95	Order received before 1000: transcript collection by 1800 same working day			
Real Time	-	Please contact us for a quote and delivery times			
Additional Services					
Audio CD	\$29.50	Per date of proceeding (Plus \$7.70 postage)			
Digital audio file download	\$29.50	Per date of proceeding (Plus \$7.70 administration fee)			
Hard Copy transcripts <small>Please also select an order option above</small>	\$0.36	Per page, per copy			
<b>Note:</b> - 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:
Please select ONE of the below options					
I confirm that I am a party to these proceedings and therefore entitled to purchase the transcript or audio.					
I confirm that I am a legal representative of a party to these proceedings and therefore entitled to purchase the transcript or audio. Other.					
I confirm that I am authorised to purchase the transcript or audio in the above proceedings and attach confirmation.					
Signature				Date:	