

Guidance Notes – Request for Transcription of Court or Tribunal proceedings

If you want a transcript of proceedings in any court or tribunal (except the Court of Appeal Criminal Division or the Administrative Court*), please complete form EX107. If you want to order a transcript for more than one case, please complete a separate form EX107 for each different case in which you're interested.

Please note that not all Tribunals record proceedings so transcription services may not be available. Enquiries should be made to the relevant tribunal prior to completion of this form.

EX107 can be sent digitally or by post to the court or tribunal. Contract details for the relevant venue can be obtained via Court Finder at <https://courtribunalfinder.service.gov.uk/search/>

For Civil and Family jurisdictions where you are selecting a transcription company, you are advised to talk with the transcription company before you complete form EX107. If an EX107 is requested by your chosen transcription company this should, where possible, be sent digitally using the e-mail addresses in Section 2a. You may send by post if you do not have an e-mail account.

There may be occasions where a transcript you have requested via the EX107 may have already been produced for HMCTS. There may also be times where the court's authorised Transcription Company provided a stenographer or court logger to make a record of the proceedings. In these circumstances the court's authorised Transcription Company will provide the transcript and the court will tell you who to contact.

Where a transcript is required of a court hearing which was held in private (ex parte) the process will vary by jurisdiction as follows:

- a) In cases heard at the Royal Courts of Justice and Crown Courts **and some tribunals** (or if the Court so orders at other venues), where a transcript is required of Court proceedings which were officially designated by the judge as being held in private (ex-parte), authorisation will be required from a Judge. All such transcripts of private proceedings will be produced by the authorised transcription company for the Sensitive Case Service, Opus 2. Due to the sensitive nature of these proceedings, transcription will take place at the Secure Transcription Unit through an attendance based service.
- b) In the County Court, for civil cases, non-parties to a designated private hearing must make a formal application to the Court for permission to access a transcript using N244 and pay the appropriate court fee.

In Family (Lower) Court, non-parties to any Family Hearing must make a formal application to the Court for permission to access a transcript, using form C2 for family cases or D11 for divorce cases and pay the appropriate court fee.

If permission is granted to obtain a transcript then form EX107 should be completed as normal and the appropriate transcript fee paid to the transcription company chosen by the applicant (see table B2 below).

- c) For all private and ex parte cases, you are advised to consult with the relevant court prior to completion of the EX107 form.

*If you want a transcript of a judgment given by the Court of Appeal Criminal Division or the Administrative Court (i.e. the judge's reasons for the decision), please complete form EX107 and e-mail or send it to the official transcribers.

If you want a transcript of any other part of the proceedings, complete form EX107 and email or send it to the Court. See Section 2d for the contact details for the authorised suppliers of Court of Appeal Criminal Division and Administrative Court transcripts.

Please note, if the transcript you require is from a hearing of the Court of Appeal Criminal Division sitting at a regional Crown Court on circuit or from the Administrative Court sitting in the regions then you can choose any of the six suppliers to undertake the work and are not restricted to the authorised suppliers of Court of Appeal Criminal Division and Administrative Court transcripts.

Table A

| Type of transcript | Description and comments | Jurisdiction |
|------------------------------------|---|-------------------------------|
| Whole hearing | Transcript of the whole hearing from start to finish. For a hearing lasting a day or less, please supply the start and finish times. For a hearing lasting over a day, please supply the different dates and, if possible, the start and finish times for each day. Please note that if you request a transcript of a criminal trial, this will cover the Prosecution opening speech up to and including the verdict. | Crime |
| Prosecution Opening of the Facts | The Prosecution's summary of the facts of the case following a guilty plea. | Crime |
| Mitigation | Transcript of the defence barrister's speech to the judge putting forward factors on behalf of the defendant about the type of sentence which should be imposed. | Crime |
| Judge's Summing Up | The judge's directions on law and summary of the evidence heard during trial to assist the jury in making their decision. | Crime |
| Sentencing Remarks | The judge's decision on sentencing and reasons for imposing the sentence. | Crime |
| Antecedents | The defendant's background and previous offences. | Crime |
| Proceedings after Verdict | Transcript of proceedings and discussion after the jury has delivered its verdict. | Crime |
| Evidence | Please provide the name of the witness and if relevant state whether you want all the evidence or just evidence in chief/cross examination/re-examination. | All |
| Counsels' Opening/ Closing Remarks | Please specify the name of the relevant barrister (or their role e.g. Prosecution) and whether you want the opening or closing speech(es). | All |
| Judgment | A formal decision and reasons given by the judge at the end of the proceedings in a Civil or Family case (or in the Court of Appeal Criminal Division). | Civil, Family, CACD, Tribunal |
| Legal Argument(s) and Ruling | The submissions (argument) made to a Judge/Master by a legal representative or party on a specific issue during the proceedings and a transcript of the decision (ruling) given by the Judge/Master. Please indicate if you are seeking just the arguments or just the ruling. | All |
| Confiscation Ruling | Transcript of the Ruling given by the Judge in a Confiscation hearing. | |
| Other - provide details | For any other transcript request, describe the precise nature of the proceedings for which the request is being made. Include the start and finish times for the relevant part of the proceedings. | All |

Table B

B1 – Transcription Companies authorised to provide transcripts of Crown Court proceedings in the Regions

| Service Level Band | Service Description | Ubiquis | Epiq | Auscript | Marten Walsh Cherer | The Transcription Agency | Opus 2 |
|--------------------|----------------------|---|------|----------|---------------------|--------------------------|--------|
| Band 1 | Overnight (24 hours) | All prices on application to the individual transcription companies | | | | | |
| Band 2 | 48 Hours | | | | | | |
| Band 3 | 3 Working days | | | | | | |
| Band 4 | 7 Working days | | | | | | |
| Band 5 | 12 Working days | | | | | | |
| Band 6 | Copy rate | | | | | | |

B2 – Transcription Companies authorised to provide transcripts of proceedings other than in the Crown Court

The price shown is the cost per folio. A folio consists of 72 words. The total cost of the transcript will be the number of folios multiplied by the price show.

| Service Level Band | Service Description | Ubiquis | Epiq | Auscript | Marten Walsh Cherer | The Transcription Agency | Opus 2 |
|--------------------|---------------------|---------|-------|----------|---------------------|--------------------------|--------|
| Band 2 | 48 Hours | £1.27 | £1.24 | £1.25 | £1.36 | £1.82 | £2.25 |
| Band 5 | 12 Working days | £0.72 | £1.00 | £0.97 | £1.14 | £1.37 | £1.64 |
| Band 6 | Copy rate | £0.00 | £0.31 | £0.10 | £0.31 | £0.41 | £0.41 |

Any of the 6 Transcription Companies in Table B2 above can be used to provide a transcript in Civil, Family or Tribunal proceedings. Table B2 above shows the maximum cost charged by each of the six suppliers for the two standard service levels which are available. If you require the transcript at an alternative service level please contact the Transcription Company to agree the charge.

The prices above shall apply where the transcript is delivered within the requested timescale (service level). If it takes the Transcription Company longer to deliver the transcript (i.e. they deliver a lower service level), the price payable will be the price applicable to the lower service level.

Please note: any request for a transcript to be delivered in less than 12 working days or greater than 48 hours will be charged at either the 12 working day or 48 hour rate, as agreed with the supplier.

SECTION 2 – Additional information for persons ordering transcript

2a) Contact details for authorised Transcription Companies

| Name | Address | Telephone/Email |
|---------------------------------------|--|--|
| Ubiquis UK Ltd | 291–299 Borough High Street London SE1 1JG DX 149165 Southwark 9 | T 020 7759 2695 F 020 7405 9884 E legal@ubiquis.com W https://www.ubiquis.co.uk/ |
| Epiq Europe Ltd (formerly DTI) | Lower Ground Floor 18–22 Furnival Street London EC4A 1JS DX 414 LDE | T 020 7421 4036 E civil@epiqglobal.co.uk E crown@epiqglobal.co.uk W http://www.epiqglobal.com/en-gb |
| Auscript Ltd | Central Court Suite 303 25 Southampton Buildings London WC2A 1AL | T 03301 005223 F 03301 005213 E uk.clientservices@auscript.com W https://www.auscript.com/ |
| Marten Walsh Cherer Ltd | 1st Floor, Quality House 6–9 Quality Court Chancery Lane London WC2A 1HP DX 410 LDE | T 020 7067 2900 F 020 7831 6864 E crown@martenwalshcherer.com (for Crown Court) E civil@martenwalshcherer.com (for Civil, Family and Tribunals) W https://www.martenwalshcherer.com/ |
| The Transcription Agency | 24–28 High Street Hythe Kent CT21 5AT | T 01303 230038 (public) E court@thetranscriptionagency.com W https://www.thetranscriptionagency.com/ |
| Opus 2 International Ltd | 5th Floor 5 New Street Square London EC4A 3BF | Helpdesk 020 7831 5627 T 020 7831 5627 E criminal@opus2.digital (for Crown Court orders) E civil@opus2.digital (for all other orders) W http://www.opus2.com/ |

2b) Tracking the progress of your order

1. Authorised Transcription Companies are required to provide up to date tracking and order status information on your transcription. Details of the tracking system are available on the relevant Transcription Company's website or by using the contact details in the previous table.
2. Please note that, save for audio recordings in open court in the Crown Court, there will be a 'lead time' of on average 10 working days for the Court staff to locate and send the audio recording to the transcription company. Courts will always try, where possible, to accommodate requests of an urgent nature.
3. Any requests for a transcript for a Judgment will need to be approved by the Judge therefore additional time will be required before the transcript can be released.

2c) Judgments of the Court of Appeal Civil Division

Appeal Judgments are usually available free of charge online at www.bailii.org

2d) Contact details for Court of Appeal Criminal Division and Administrative Court transcripts

| Name | Authorised Transcription Company for Court judgments | Court Contact details - for transcripts of proceedings other than judgments |
|--|--|--|
| Court of Appeal Criminal Division | Epiq Europe Ltd | Criminal Appeal Office |
| | Lower Ground Floor 18–22 Furnival Street London EC4A 1JS DX 414 LDE T 020 7421 4036 E rcj@epiqglobal.co.uk | Royal Courts of Justice Strand London WC2A 2LL T 020 7947 6011 E criminalappealoffice.generaloffice@hmcts.x.gsi.gov.uk |
| Administrative Court | Opus 2 International Ltd | Administrative Court Office |
| | 5th Floor 5 New Street Square London EC4A 3BF T 020 7831 5627 E civil@opus2.digital | Royal Courts of Justice Strand London WC2A 2LL T 020 7947 6655 E administrativecourtoffice.generaloffice@hmcts.x.gsi.gov.uk |

2e) Complaints about Transcription Companies

All suppliers on the above list of authorised Transcription Companies are subject to a contract with the Ministry of Justice. Under the terms of that contract, providers are obliged to have a robust complaints procedure in place.

- If you wish to make a complaint relating to the provision of a transcript, including in relation to prices, billing, and quality of product or other technical issues this should be directed initially to the relevant Transcription Company.
- If you wish to make a complaint relating to the response or conduct of the Transcription Company further information can be found on GOV.UK.

Annex A – list of Crown Courts and the region to which they belong

| London | Midlands | South West & Wales | North West | South East | North East |
|----------------------------------|---|---|--|--|--|
| Ubiquis | Epiq | The Transcription Agency | Marten Walsh Cherer | Auscript | Opus2 |
| Blackfriars Crown Court | Birmingham Crown Court | Bournemouth Crown Court | Bolton Combined Court - Crown Court | Amersham Law Courts - Crown Court (Satellite of Aylesbury Crown Court) | Bradford Combined Court - Crown Court |
| Central Criminal Court | Coventry Combined Court - Crown Court | Bristol Crown Court | Burnley Combined Court - Crown Court | Aylesbury Crown Court | Doncaster Crown Court |
| Croydon Crown Court | Derby Combined Court Centre - Crown Court | Exeter Crown Court | Carlisle Combined Court - Crown Court | Basildon Combined Court - Crown Court | Durham Crown Court |
| Harrow Crown Court | Hereford Crown Court | Gloucester Crown Court | Chester Crown Court | Bury St. Edmunds Crown Court | Great Grimsby Crown Court |
| Inner London Crown Court | Leicester Crown Court | Isle of Wight Combined Court | Lancaster Crown Court | Cambridge Crown Court | Kingston-upon-Hull Crown Court |
| Isleworth Crown Court | Lincoln Crown Court | Plymouth Combined Court - Crown Court | Liverpool Crown Court | Canterbury Combined Court - Crown Court | Newcastle Combined Court - Crown Court |
| Kingston Upon Thames Crown Court | Northampton Combined Court - Crown Court | Portsmouth Combined Court - Crown Court | Manchester Crown Court (Crown Square) | Chelmsford Crown Court | Leeds Crown Court |
| Snaresbrook Crown Court | Nottingham Crown Court | Salisbury Law Courts - Crown Court | Manchester Crown Court (Minshull) | Chichester Combined Court - Crown Court | Sheffield Crown Court |
| Southwark Crown Court | Shrewsbury Crown Court | Southampton Crown Court | Preston Crown Court (Sessions House) | Guildford Crown Court | Teesside Combined Court - Crown Court |
| Wood Green Crown Court | Stafford Combined Court - Crown Court | Swindon Combined Court - Crown Court | Warrington Crown Court | Ipswich Crown Court | York Crown Court |
| Woolwich Crown Court | Stoke On Trent Combined Court - Crown Court | Taunton Combined Court - Crown Court | Barrow-in-Furness (Satellite Court for Carlisle Crown Court) | Kings Lynn Crown Court (satellite of Norwich Crown Court) | |
| | Warwick Combined Court - Crown Court | Truro Combined Court - Crown Court | | Lewes Combined Court Centre - Crown Court | |
| | Wolverhampton Combined Court - Crown Court | Winchester Combined Court - Crown Court | | Luton Crown Court | |
| | Worcester Crown Court | | | Maidstone Combined Court - Crown Court | |
| | | Caernarfon Crown Court | | Norwich Combined Court - Crown Court | |
| | | Cardiff Crown Court | | Oxford Combined Court Centre - Crown Court | |

| London | Midlands | South West & Wales | North West | South East | North East |
|----------------|-------------|---|----------------------------|---|--------------|
| Ubiquis | Epiq | The Transcription Agency | Marten Walsh Cherer | Auscript | Opus2 |
| | | Merthyr Tydfil Combined Court - Crown Court | | Peterborough Combined Court - Crown Court | |
| | | Mold Crown Court | | Reading Crown Court | |
| | | Newport (South Wales) Crown Court | | Southend Crown Court | |
| | | Swansea Crown Court | | St Albans Crown Court | |