

Tape Transcription Request

For help on completing this form please see the guidance 'EX107 Info'

You should seek a quote from the transcription company.

In the	Court
Claim No.	
Claimant	
Defendant	

A. Hearing Details

Judge's name Courtroom No.

Court name and DX or postal address (include post code) Date of hearing

Telephone hearing? Yes No If 'Yes', service provider: BT Legal Connect

B. Transcription order placed by:

Name Reference
DX or postal address (include post code) Phone
Fax

C. Transcription order placed with:

Company's name **Mendip Media Group, 2 Chinon Court, Lower Moor Way, Tiverton Devon, EX16 6SS. DX 49013 TIVERTON** Date required
See Term 5 of Standard Terms of Agreement overleaf

D. Transcription requirements (continue overleaf if necessary)

- a new transcript ... required of the whole hearing the judgment
 a new transcript and copy(s) witness evidence legal argument(s)
 copy(s) of an existing transcript discussion / proceedings after judgment

Date of recording	Approx. start & end times		Witness name(s) / legal argument topics (if available)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E. Invoicing details: (if different from B)

Name Reference
DX or postal address (include post code)

F. Declaration

I have placed a **firm order**, in accordance with the Standard Terms of Trading (as shown on the reverse of this form), with Mendip Media Group, who are a member of the Tape Transcription Panel.

I understand that I am responsible for paying all of the costs of transcription direct to them.

Signature Date

D. Transcription requirements *(continued)*

<input type="checkbox"/> a new transcript	... required of	<input type="checkbox"/> the whole hearing	<input type="checkbox"/> the judgment
<input type="checkbox"/> a new transcript and copy(s)		<input type="checkbox"/> witness evidence	<input type="checkbox"/> legal argument(s)
<input type="checkbox"/> copy(s) of an existing transcript		<input type="checkbox"/> discussion / proceedings after judgment	
Date of recording	Approx. start & end times		Witness name(s) / legal argument topics <i>(if available)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Standard Terms of Agreement

The Ministry of Justice does not accept any liability for services provided.

The agreed **maximum** prices that may be charged by a transcriber are set out in the guidance *EX107 info* but you may wish to negotiate a price within the maximum with the transcriber.

Terms

1. Transcripts and copies will be provided only with the approval of the court.
2. All queries relating to orders placed must be raised with the transcriber.
3. Unless otherwise agreed, the transcriber will provide all transcripts of evidence within 15 working days of receipt of the tape(s) from the court.
4. Transcripts of judgments will need to be approved by the judge prior to distribution and shall be certified to that effect. The transcriber will therefore provide transcripts of judgments within 5 working days of the judge returning the approved judgment to the transcriber.
5. Upon request, the transcriber will endeavour to provide transcripts or copies of judgments and evidence within 48 hours of receipt of the tape(s) or authorisation, at a 20% premium.
6. Copies of existing transcripts of evidence or judgment shall be supplied within 5 working days of receipt of authorisation from the court, and should be charged at copy rate.
7. Invoices shall be submitted by the transcriber to the ordering party identified on the request form only and payment terms shall be as agreed between the ordering party and the transcriber.
8. If, prior to completion of an order, an additional Authorised Body requests a complete transcription (or exact part of, i.e. judgment/legal argument etc), the total cost will be divided equally between all those who have submitted an order. The total cost will comprise one transcript fee, plus the cost of additional copies.