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**Request for the Transcription of a Military Court Hearing**

Once complete, email to MCS-Group@mod.gov.uk

1. **Your contact details (this will be used for invoicing):**

|  |  |
| --- | --- |
| Title, first and surname |  |
| Unit, organisation, or company name |  |
| Address for any correspondence |  |
| Phone number |  |
| Email address (any transcripts or other communications will be sent here) |  |

Your involvement with the case (please click the check box to indicate *and* specify below).

[ ]  Participant [ ]  Party’s legal representative [ ]  No involvement

Please specify here:

|  |
| --- |
|  |

1. **Case details:**

Name of Court where hearing took place

|  |
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|  |

Case name in full e.g., *R v [service number, rank i.e., Sgt] Jones*

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1. **Details of the transcript(s) you wish to request:**

Please give the date(s) of the hearing(s) for which you require transcriptions (including multiple days)

|  |  |  |
| --- | --- | --- |
| Date of hearing | Start date | End date |
|  |  |  |
|  |  |  |
|  |  |  |

**What type of transcript do you require?**

[ ]  Skeleton transcript [ ]  Full transcript

(does not include witness evidence)

[ ]  Judge’s summing-up [ ]  Judge’s reasons for sentence

[ ]  Other (please give details below)

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|  |

**Would you like a quote before ordering the transcript?**

[ ]  Yes [ ]  No

**What turnaround time for the transcript(s) do you require?**

[ ]  Overnight (24 hours) [ ]  Within 5 working days

[ ]  Within 10 working days [ ]  Within 15 working days

***DISCLAIMER***

***The MCS will endeavour to obtain a quote within 48 hrs of receipt of request and will return completed transcripts within 48 hrs upon receipt from the contractor, pending necessary redactions.***

**What is your reason for requesting the transcript?**

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|   |

1. **Declaration:**

I declare that I have read and accept the terms and conditions listed below.

1. I understand that I am responsible for paying all the costs associated with the transcription(s) directly to the transcription company.
2. Transcripts and copies are provided subject to the service specification agreed by the Military Court Service and the transcription supplier.
3. Some transcripts may be redacted by MCS as appropriate, before being released to the requesting party. This may add to the turnaround time stated by the contractor.
4. All queries relating to orders placed must be raised with the Military Court Service.
5. By signing this form, I understand I am obliged to pay the contractor for any transcript produced.

|  |  |  |
| --- | --- | --- |
| **Signature** | **Surname print** | **Date** |
|  |  |  |