

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. Contact details for the relevant venue can be obtained via Court Finder at <https://courtribunalfinder.service.gov.uk/search/>. Specific arrangements apply to the Employment Tribunals.

For Civil, Family and Tribunal 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 or tribunal 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. Specific arrangements apply to the Employment Tribunals.
- 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 cost 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. If you request a transcript of an Employment Tribunal hearing, this will not include the part where the oral judgment was delivered..	Crime, tribunal
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). This will not be provided in respect of an oral judgment given by the Employment Tribunal.	Civil, Family, CACD, Tribunal
Legal Argument(s) and Ruling	The submissions (argument) made to a Judge/Master/Tribunal 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/Tribunal. Please indicate if you are seeking just the arguments or just the ruling. This will not be provided in respect of an oral judgment given by the Employment Tribunal.	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	Acolad UK Ltd (formerly Ubiquis)	Epiq	eScribers	Marten Walsh Cherer	The Transcription Agency	Opus 2
Band 1	Overnight (24 hours)						
Band 2	48 Hours						
Band 3	3 Working days		All prices on application to the individual transcription companies				
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	Acolad UK Ltd (formerly Ubiquis)	Epiq	eScribers	Marten Walsh Cherer	The Transcription Agency	Opus 2
Band 2	48 Hours	£1.41	£1.30	£1.31	£1.43	£1.91	£2.36
Band 5	12 Working days	£0.80	£1.05	£1.02	£1.19	£1.44	£1.71
Band 6	Copy rate	£0.00	£0.33	£0.10 per page	£0.33 per page	£0.43 per page	£0.50 per page

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.

The cost of the transcript will include a title page which contains details to identify the hearing and case, including, subject to, any reporting restrictions (details of which will be included), the names of the parties and legal representatives where applicable, a short description of the type of transcript eg sentencing remarks; witness evidence and copyright notice.

The service level band relates to the time given for the Transcription Supplier to produce the transcript and deliver to the requester or, where judicial approval before delivery is required, for submitting to the court. It does not include the time taken for the Judge's approval to be received. **Please note:** court staff have 2 working days to process the EX107 and submit to the supplier. This should be taken into consideration when choosing the service band where Judicial approval is required.

SECTION 2 – Additional information for persons ordering transcript

2a) Contact details for authorised Transcription Companies

Name	Address	Telephone/Email
Acolad UK Ltd (formerly Ubiqus)	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 www.ubiquis.co.uk/
Epiq Europe Ltd (formerly DTI)	20 Furnival Street London EC4A 1JS	T 020 7421 4036 E civil@epiqglobal.co.uk E crown@epiqglobal.co.uk W www.epiqglobal.com/en-gb
eScribers (formerly Auscript Ltd)	Central Court Suite 303 25 Southampton Buildings London WC2A 1AL	T 03301 005223 F 03301 005213 E uk.clientservices@escribers.net W www.escribers.net
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 www.martenwalshcherer.com/
The Transcription Agency	24–28 High Street Hythe Kent CT21 5AT	T 01303 230038 (public) E court@thetranscriptionagency.com W 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 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 caselaw.nationalarchives.gov.uk If the Judgment you require is not available online, form EX107 should be completed and submitted to request the transcript. Judgments and written reasons from the Employment Tribunal are available for free at www.gov.uk/employment-tribunal-decisions

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

Some Court of Appeal Criminal Division judgments may be found on caselaw.nationalarchives.gov.uk. Where they are not, form EX107 should be completed and submitted to request the transcript.

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
	20 Furnival Street London EC4A 1JS T 020 7421 4036 E rcj@epiqglobal.co.uk	Royal Courts of Justice Strand London WC2A 2LL T 020 7947 6011 E generaloffice@criminalappealoffice.justice.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 generaloffice@administrativecourtoffice.justice.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
Acolad UK Ltd (formerly Ubiquis)	Epiq	The Transcription Agency	Marten Walsh Cherer	eScribers	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 (Minshall)	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	

London	Midlands	South West & Wales	North West	South East	North East
Acolad UK Ltd (formerly Ubiquis)	Epiq	The Transcription Agency	Marten Walsh Cherer	eScribers	Opus2
	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	
		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	