

# Request that the costs of transcripts be paid at public expense

- Part 52 Civil Procedure Rules (CPR 52.14) applies.
- This form should be fully completed and returned to the court **together with a copy of your appeal notice**.
- Wherever possible you should provide documentary proof of the information you provide. Failure to do so may delay your application.
- This form does not apply to Employment Tribunals. Use form EX107.

## About the case

Case/Claim number or  
Appeal number

Date of order you are  
appealing/intend to appeal  
and name of judge who made  
the order

Date

Name of judge

What part of the proceedings  
do you want to be  
transcribed?

Judgment only

Evidence only

Entire proceedings

If you have ticked Evidence  
or Entire proceedings, please  
give reasons for your request.

Have you obtained any  
estimate of the costs of  
providing a transcript from the  
transcribers?

Yes

No

If Yes, please provide a copy  
of the estimate

Copy enclosed

## About you

- Mr     Mrs     Miss     Ms  
 Other \_\_\_\_\_

Last name/family name  
Please use BLOCK LETTERS

First name  
Please use BLOCK LETTERS

Address  
Please include the postcode

Contact telephone number

Relationship status

- Single  
 Married/Civil Partnership  
 Other \_\_\_\_\_

## Dependants

The people who you look after financially

Give the number of children aged:

Under 11 yrs

16 to 17

11 to 15

18

## Others

State who they are and why you look after them financially

## Previous applications

Have you made a previous application for transcripts to be paid at public expense on this or any other matter?

- Yes     No

If Yes, please provide details including court references

## Employment status

 Employed

 Unemployed

 Retired

If employed, please state your occupation

If you are employed, give name and address of your employer\*

\*You should also supply a copy of your last three wage slips and your P60

## Property in which you live

 In your own property

 In rented property

 In lodgings

 In property that you own jointly with someone else

 Other (please explain below)

Do you or your spouse/partner have an interest in any other property?

 Yes

 No

If Yes, please provide details

## About your finances

### Your savings

Give total amount for each type of savings you and your partner have.

If you do not have one of the types of savings shown, put 'NIL'.

Bank account (Current)

Premium Bonds

Bank account (Deposit)

Stocks or shares (or both)

Building Society Account

(1)

National Savings Investments

(2)

Other saving (Give details)


## Your usual income

Give the amount you receive each month for each type of income.

If you do not have one of the types of income shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total income each month' box.

Your usual take-home pay	<input type="text"/> a month	Child Benefit	<input type="text"/> a month
Your partner's usual take-home pay	<input type="text"/> a month	Other benefit or income which is	
Income from other people who live with you	<input type="text"/> a month		<input type="text"/> a month
Pension(s)			<input type="text"/> a month
(1) State	<input type="text"/> a month		<input type="text"/> a month
(2) Private or Occupational	<input type="text"/> a month		<input type="text"/> a month
<b>Total income each month</b>			<input type="text"/>

## Your usual expenses

Give the amount you pay each month for each type of expense.

If you do not have one of the types of expense shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total expenses each month' box.

Rent or Mortgage	<input type="text"/> a month	Child care	<input type="text"/> a month
Council Tax	<input type="text"/> a month	Travelling expenses	<input type="text"/> a month
Food and household essentials	<input type="text"/> a month	Water and Sewerage charges	<input type="text"/> a month
Maintenance and Child Support	<input type="text"/> a month	Court fines	<input type="text"/> a month
Electricity	<input type="text"/> a month	Outstanding debts	<input type="text"/> a month
Gas, coal or oil	<input type="text"/> a month	Clothing	<input type="text"/> a month
Telephone	<input type="text"/> a month	Other expenses which are	
TV rent and licence	<input type="text"/> a month		<input type="text"/> a month
			<input type="text"/> a month
			<input type="text"/> a month
<b>Total expenses each month</b>			<input type="text"/> a month

Do you have any debts?

Yes  No

If Yes, give name and address of creditor and approximate amount outstanding

Name	Address	Amount

## Declaration

I declare that the information I have given is true to the best of my knowledge and belief and I understand that:

- I will be asked to provide documents as evidence to support my statements;
- my request will not proceed if I do not provide the evidence;
- my request will be refused if I have not disclosed any relevant facts in this form.

Signature

Name (please print)

Date

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### For Court use only

- Application granted as requested
- Application granted in these terms:
- Transcript of evidence only
  - Transcript of judgment only
- Application refused

Signed

Judge

Date