

Tape Transcription Request (EX107)

Please fax/return to both:

(1) the relevant court centre

(2) Harry Counsell on 020 7405 9884

To (give court name and address)	In the ...	
	Court	
	Claim No	
	Claimant	
	Defendant	

The above case was heard in the _____ court before

Mr(Mrs) Justice / His(Her) Honour Judge/District Judge _____

Sitting in court number: _____

<p>I/we require</p> <p><input type="checkbox"/> A transcript (tick if there is no existing transcript)</p> <p><input type="checkbox"/> a transcript and _____ copy(s) (tick if there is no existing transcript and give number of copies required)</p> <p><input type="checkbox"/> _____ copy(s) (tick if a transcript already exists and give number of copies required)</p>	<p>... of</p> <p><input type="checkbox"/> the whole case</p> <p><input type="checkbox"/> the judgment (complete section 1)</p> <p><input type="checkbox"/> witness evidence (complete section 2)</p> <p><input type="checkbox"/> legal argument (complete section 3)</p> <p><input type="checkbox"/> discussion/proceedings after judgment (complete section 2 or 3 as appropriate)</p>
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I have placed a firm order with **Harry Counsell who are a Member** of the Tape Transcription Panel. If case was heard in Liverpool County Court, Birmingham County Court or the High Court, tapes will be picked up directly from the court.

1. Complete this section if you require a transcription of the judgment	Date of judgment _____	Approx start and end times _____	
2. Complete this section if you require a transcription of the evidence of one or more witnesses	Witness names _____	Date of evidence _____	Approx start and end times _____
	_____	_____	_____
	_____	_____	_____
3. Complete this section if you require a transcription of one of more of the legal arguments	Legal argument topic _____	Date of argument _____	Approx start and end times _____
	_____	_____	_____
	_____	_____	_____

I/we understand that I/we are responsible for paying all the costs of transcription direct to Harry Counsell, who was our chosen transcription company, and that this order is placed in accordance with the Standard Terms of Trading (available upon request from the court).

Date by which I/we require the transcript copy(ies) _____

My contact details for invoicing purposes:

Name/Ref: _____

Company Name/Address: _____

Tel: _____

Fax: _____

Email: _____

My contact details for enquiries on this order:

Name/Ref: _____

Company Name/Address: _____

Signed: _____

Dated: _____

Tape Transcription Request Information Harry Counsell, a division of Ubiquis

Harry Counsell is a member of the Tape Transcription Panel, licensed by the Ministry of Justice to transcribe proceedings in any civil court in England or Wales.

We provide the following notes to help you in the transcription process. Please contact us on 0207 269 0370 with any questions.

Checklist: Have you

- Faxed a copy of your EX107 form to the court?
- Faxed a copy of your EX107 form to Harry Counsell on 020 7405 9884?
- Indicated on the form when you need the transcript?
- Forwarded to Harry Counsell any lists of names or relevant court bundles?

Transcription Process

- 1) **You complete an EX107 form.**
 - a. Fax a copy to the court.
 - b. Fax a copy to us on 020 7405 9884.
- 2) **We receive tapes from the court.** If the case was heard in the Royal Courts of Justice or in the Birmingham or Liverpool County Courts, our local staff collect the tapes from the court. This helps to speed the process. If the case was heard in another court, the court sends us the tapes. It sometimes takes several days for the tapes to arrive from the court.
- 3) **We transcribe the tapes.** Transcripts of proceedings, submissions and evidence are delivered to you immediately on completion. Judgments must be approved by the judge before we can deliver the transcript to you.
- 4) **Approval of judgments.** Transcripts of judgments must be approved in writing by the judge. This step of the process is not within our control and sometimes takes several days or weeks.
- 5) **We deliver the transcript to you.** We usually deliver transcripts by email, but please let us know if you prefer to receive a paper or disk copy.

Delivery Times

We can transcribe court tapes very quickly when required. However, there are also a number of factors outside our control that affect how quickly we can deliver your documents.

- 1) **Choice of turnaround times.** Please specify your delivery requirements on the EX107 form. We offer three turnaround times, starting when we receive the tapes:
 - a. 1 week
 - b. 48 hour
 - c. 24 hour
- 2) **Deposit.** A deposit is required before transcription for all clients except existing account holders and Government departments.
- 3) **Delivery timeframes start when we receive the tapes from the court.** After receiving your EX107 form, courts normally send tapes for standard service orders within 5 days, and for 48-hour orders on the same day. However, tapes can occasionally take much longer to be sent out. The speed of this step is controlled by the courts.
- 4) **Judgments and bundles.** The Ministry of Justice requires that we check all documents that are quoted by the judge in his or her judgments. This can include letters, emails, faxes, authorities and previous judgments. To facilitate this process please forward the bundles used in court. Failure to supply the bundles may result in delay.
- 5) **Approval of judgments.** For judgments, turnaround times apply to transcription of the draft judgment. Transcripts of judgments must be approved in writing by the judge. This step of the process is not within our control and sometimes takes several days or weeks.