

## REQUEST FOR AUDIO

Lodgement of this form	
Email	clientservices@auscript.com.au
Fax	1300 739 037

General enquiries	
Contact Auscript	1800 287 274 (1800 AUSCRIPT)

All Audio Recordings are made available either online through Court.fm or on Audio CD. Court.fm enables online access to audio requested through a unique username and password. Credentials will be provided on receipt of payment and access will be granted to the audio online. Should a copy on CD be required, Auscript will copy the audio to CD and post.

The Department may place restrictions on some audio and as a result the audio will not be available for purchase.

Involvement in the Proceedings (Please select) :    Self-Represented Litigant    Legal Representation    Non - Party

**Estimate only? If you require an estimate, please complete and return page one (1) only**

**PLEASE NOTE:** If you do **not** hold an **authorised credit account** with Auscript, you will **automatically receive an estimate of costs** (even if you do not tick the box above). **Payment** for the full estimated amount is required prior to processing your order.

### Details of the proceedings

Matter Title

Matter Number

**Jurisdiction** (Supreme Court - Criminal, Children's Court, Magistrates Court etc)

**Judicial Officer / Presiding Member**

**Location** (Registry Location, Courtroom)

**Date/s Required**

Please specify **ALL** required dates

### Details of the audio recording required

**PLEASE NOTE:** You may be charged an Administration and Audio Retrieval Fee for every 15 minutes the Client Services and IT Helpdesk teams take to fulfil the order and retrieve the audio file(s) requested from archives. You will be advised of this cost if it is to be levied.

<b>Recording required</b>	Full recording of matter	Extract*
*If extract was selected please provide details here	<b>Specific Portion:</b>	
	<b>Start time:</b>	<b>Finish time:</b>
<b>Comments</b> (Domestic and Family Violence, your involvement in the matter)		
<b>Delivery Method</b>	Online (Court.fm) within 2 - 5 business days    CD posted within 5 – 10 business days	

### Details of the person making the request

<b>Full name</b>	
<b>Organisation</b>	
<b>Phone (incl. area code)/ Mobile</b>	
<b>Email address</b>	
<b>Postal address (Mandatory for invoicing)</b>	



**REQUEST FOR AUDIO (CONTINUED)**

Applicable costs		
	Unit	Rates (Ex GST)
Base fee – the first audio hour (or part thereof)	Per Hour	\$67.08
Additional fees – for audio exceeding 1 hour in length in 15 minute units (or part thereof)	Per 15 minutes of Audio	\$11.19
Copy on CD – Additional cost for CD and postage	Per CD	\$33.55

Payment Method	
<b>Established Auscript account</b>	Account code (if known):
<b>Money order/bank cheque</b>	Post to: PO Box 13038, George St Post Shop Brisbane QLD 4003
<b>Direct deposit</b>	Auscript Australasia, BSB: 114-879, Account number: 485-976-490
<b>Credit card</b>	Complete below

Credit Card Details			
<b>Visa</b> 1.5% surcharge	<b>MasterCard</b> 1.5% surcharge	<b>Diners Club</b> 3.33% surcharge	<b>AMEX</b> 3.33% surcharge
<b>Card Number</b>			
<b>Expiry date</b> ____/____/____		<b>CVV Number</b>	
<b>Name of cardholder</b>			
<b>Billing Address</b>			
<b>Signature</b>		<b>Date</b> /      /	

Please review and complete before submitting		
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<p><i>I agree that copyright in the recording remains with the State of Queensland (Department of Justice and Attorney-General)</i></p>		
<p><i>I have read and accept Auscript's Terms and Conditions of business, available at:</i> <a href="http://www.auscript.com.au/terms_conditions.html">http://www.auscript.com.au/terms_conditions.html</a></p>		
<p><i>I understand Auscript will only fill the present audio order if there is no restriction on release.</i></p>		
<p><i>I am aware that orders for audio cannot be cancelled once lodged with Auscript Australasia Pty Limited. I will be liable for all charges.</i></p>		
<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b> /      /