



Transcription Order Form NT Local Court

Submission of Form			
Email: transcripts.doj@nt.gov.au			
Phone: (08) 8981 4424			
Matter Confirmation			
Name of proceedings			
Applicant			
Judge		File number	
Location		Court number	
Sitting time(s) & date(s)			
Details of Proceedings			
Nature	<input type="checkbox"/> Youth Justice Court	<input type="checkbox"/> Work Health Court	<input type="checkbox"/> Coronial
	<input type="checkbox"/> Local Court Crime	<input type="checkbox"/> Local Court Civil	<input type="checkbox"/> Other (provide details)
Other details			
Transcription Service			
Delivery	<input type="checkbox"/> Email	<input type="checkbox"/> Hard copy (collect)	\$15 / page
Invoice Details			
Company name			
Contact name		Reference to be quoted on invoice	
Contact numbers			
Email			
Postal address		Postcode	
Are you a party or a legal representative for a party to the proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If 'No', nature / purpose of your request?			
Comments/ Additional Requests			
Terms & Conditions			
EPIQ Australia's Terms & Conditions of Business			
I declare that I am authorised to act on behalf of the above firm and agree that, notwithstanding any express or implied agency agreement which the firm or I may have with any third party, the above firm accepts responsibility for the payment of all accounts within 7 days of rendering of same by Epiq Australia Pty Ltd (Epiq)			
I agree to the following conditions:			
1. Epiq may render interim invoices progressively at appropriate stages during the running of the above matter.			
2. All interim and final invoices rendered must be paid strictly within 7 days of rendering of the invoice.			
3. Epiq may withdraw its services at any time should any of the above conditions not be complied with.			
4. Epiq is not affected by any express or implied arrangement or agreement of the ordering firm with any third party (including its client in the proceeding).			
5. The person signing this order asserts and warrants that he/she has authority to do so on behalf of the ordering firm.			
The ordering firm acknowledges that, upon acceptance of this order by Epiq, this order is irrevocable.			
I have read and accept Epiq Australia's Terms & Conditions of Business.			
Organisation	Officer's Name		Date



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Local Court Approval		
	YES	NO
Does the request relate to a Closed Hearing?		
Are there applicable Suppression Orders?		
EPIQ/ Local Court staff been advised of the court decision?		
Routine transcript request?		
Approving Officer's Name:		
APPROVED		
	COURT	APPLICANT
PARTY TO BE CHARGED		
TRANSCRIPT EMAIL RECIPIENTS		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		