



HM Courts &  
Tribunals Service

# Ordering transcription

The way that you order transcriptions is changing.

Between 26 June and 1 August 2017 HMCTS will be introducing new contracts for the provision of transcription services across all courts and tribunals in England & Wales.

There will be three transcription services available:

**Off-site transcription service:** This service commences on 26th June 2017. If you require a transcript of a hearing that has been recorded you will need to use this service. Hearings are recorded in the Crown Courts, Civil and Family Courts and in some Tribunals.

Six suppliers have each been allocated an HMCTS region for which they will be the only supplier to the Crown Courts. If you require a transcript of a Civil, Family or Tribunal hearing you will be able to choose which of the six suppliers you want to handle your request.

**Real-time transcription service:** This service commences on 26th June 2017. This service will provide for the recording and transcribing of a hearing in a Crown Court, in real time, where it has been previously agreed by the Judge that an instant record of proceedings is required.

If you think that you require this service your legal representative should contact the court in advance of the hearing to discuss your requirements.

**The Off-Site and Real-Time services will both start on 26 June 2017.**

**Attendance based transcription service:** This service commences on 1 August 2017. Attendance-based transcription covers the use of a stenographer or logger in court to make a record of proceedings as they happen. This service is not available to the public however you can request a copy of a transcript produced through this service by submitting the EX107 form to the court.

**This service will start on 1 August 2017.**

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From 26 June 2017, if you require a transcript you will need to complete the new EX107 form. Full details of how to complete the form, pricing structures and where to send the completed form is provided in the guidance note which accompanies the form.

The EX107 form and guidance notes will be available from your court or tribunal from 23 June 2017 and will also be available online at HMCTS Form Finder and Gov.UK. Full details of the available suppliers and the regions they cover can be found in a leaflet, copies of which can be obtained from your local court or hearing centre.

