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## Civil Transcripts Request with EX107 form

**Ubiquus (Acolad UK Ltd) is an official provider of transcription services for Civil and family courts in England & Wales.**

From 26th of June 2017, Ubiquus (Acolad UK Ltd) was appointed by the Ministry of Justice to transcribe High Court and County Court hearings in England and Wales.

### £ Price Guide

Civil Court **Proceedings** and judgment cost from **£0.80** per folio\*

– estimated £96 per hour + VAT –  
for our standard 12 working day or 48 hour turnaround.

\* a folio is 72 words transcribed

Ubiquus (Acolad UK Ltd) is accredited by the



**Ministry of  
JUSTICE**

([https://legal.ubiquus.co.uk/wp-](https://legal.ubiquus.co.uk/wp-content/uploads/ex107c-eng.pdf)

[content/uploads/ex107c-eng.pdf](https://legal.ubiquus.co.uk/civil-transcripts/))



**REQUEST  
A QUOTE**

[Privacy & Cookies Policy](#)



(tel:02077592695)

or

✉ Email us (<mailto:legal@ubiquis.com>,?subject=Civil%20Transcript%20request%201

## How to order a civil transcript

Contact our Legal department on 0207 759 2695

They will supply and advise you on how to complete the form

Once filled out, attach your EX107 form to the below on-line form.

AND send a copy to the relevant court.

We will request the audio file of your hearing to the relevant court.

Once the audio is received, we will provide you with a quotation based on the information provided and request prepayment.

EX107 form by Ubiquis

To get an estimate cost of your civil transcript contact us at

Email: [legal@ubiquis.com](mailto:legal@ubiquis.com) (<mailto:legal@ubiquis.com>)

Tel: 0207 759 2695 (tel:02077592695).



All costs are estimated. We will only be able to confirm the final amount once the transcript is done.

[Privacy & Cookies Policy](#)

 **DISCLAIMER**

## 2 Copies Of Ex107 Forms are needed

Do not forget to send two copies of your EX107 form: one to Ubiquis (Acolad UK Ltd) and one to the court.

To find a suitable email address for the court, you can use: Find a court or tribunal – GOV.UK ([www.gov.uk](http://www.gov.uk)) (<https://www.gov.uk/find-court-tribunal>)

## Receipt of audio file from court

Ubiquis (Acolad UK Ltd) does not have immediate access to the audio files of your hearing. We will have to request them to the court. In our experience, some courts are efficient in sending the audio back, some others aren't. As part of our service, **we will gladly chase the court for the audio** if it is not provided within a reasonable time frame. ***Ubiquis (Acolad UK Ltd) cannot be held responsible for a slow response from the court. It often helps to have the client chasing the audio as well.***

**Once we have received the audio,** we will be able to prepare an **estimate** for providing the transcript request.

## Our estimate needs approval & prepayment

**Upon written approval of our estimate and prepayment in full (including VAT), we will start work** on transcribing the hearing.

## Judgments need to be approved

**All civil judgments need to be approved by the judge.** We won't be able to send you the judgment before the judge sends it back to us. The time taken by the judge to review the document is excluded from the agreed delivery time frame.

 **Turnaround times**

**The turnaround time starts from when we receive the audio from the court and payment is carried out in full (including VAT).**

Please note that in the case of judgments, **the court must approve the transcript before we are able to release it to our client.** We aim to amend and release the approved version on the day of receipt from the court

\*This does not include Weekends or Bank Holidays. Read our Terms & Conditions here (<https://legal.ubiquis.co.uk/terms-conditions/>).

 **Your order, step by step**

**You send your EX107 in full to us AND the court.**

2

**Your request is processed. We request the audio of the hearing.**

3

**We make sure we get the right audio file from the court.**

4

**With the right audio, we prepare the quote & request prepayment from you.**

5

**You carry out the prepayment. We start the transcription process. Your agreed turnaround time starts now.**

6

**The transcript of your judgement is sent to the judge for approval within the agreed time frame.**

7

**The judge sends us their amendments.**

8

**We amend the document and send it to you via email.**

9

**A final invoice is sent to you.**

## i **Contact us**

Please submit this information to our legal team preferably by [email \(mailto:legal@ubiquis.com,?\)](mailto:legal@ubiquis.com), [subject=Civil Transcript request from the website](#)) (enquiries are dealt with Monday to Friday, 9am to 6pm). We aim to respond to all emails within 10 working days.  
or call us between, Monday to Friday: **0207 759 2695 and select 1.**

## Your details

If you are a client and you have a login and password, click here

Sign in

[Privacy & Cookies Policy](#)

**Organisation \*****Name \*****Email address \*****Phone \*****Expected turnaround time**

7 working days



**Please note all quotes are based on our standard turnaround of 7 working days.**

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**About your request**

**Please provide full details to help us quote more accurately**

  

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**Attach files to your request****Attach your EX107 to your request****File** Choose file No file chosen**File** Choose file No file chosen**File** Choose file No file chosen**Control code \***[Privacy & Cookies Policy](#)



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Submit your request

Website terms of use & Privacy Policy (<https://legal.ubiquis.co.uk/website-terms-use-privacy/>)

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