

Form

Guidance for requesting a transcript

Updated 14 October 2025

Link:

<https://www.gov.uk/government/publications/order-a-transcript-of-court-or-tribunal-proceedings-form-ex107/guidance-for-requesting-a-transcript>

Request a transcript

If you want a transcript of proceedings in a court or tribunal you must complete form EX107 and pay the cost of the transcription. In criminal proceedings, the transcription company will contact you to tell you how much the transcription will cost.

If you want to order a transcript for more than one case, you must complete a separate form for each different case in which you're interested.

Court staff have 2 working days to process form EX107 and submit it to the transcription company. This should be considered when choosing the service level band where judicial approval is required.

The service level band relates to the time given for the transcription company to either:

- produce the transcript and deliver it to the requester
- submit it to court if judicial approval is required before delivery

It does not include the time taken for the judge's approval to be received.

Not all tribunals record proceedings, so transcription services may not be available. Enquiries must be made to the relevant tribunal before you complete the form.

Form EX107 can be sent by email or post to the court or tribunal. You can [find the contact details for the court or tribunal](#).

A transcript you've requested may have already been produced for HM Courts and Tribunals Service. The court's authorised transcription company may have also provided a stenographer or court logger to make a record of the proceedings. In these circumstances:

- the court's authorised transcription company will provide the transcript
- the court will tell you who to contact

Specific arrangements apply to the Employment Tribunal.

Court of Appeal (Criminal Division) and the Administrative Court

You must complete form EX107 if you want a transcript of a judgment (for example the judge's reasons for the decision) given by either the:

- Court of Appeal (Criminal Division)
- Administrative Court

You must send form EX107 to the authorised transcription company by email or post. See the [contact details for Court of Appeal \(Criminal Division\) and Administrative Court transcripts section](#).

If you want a transcript of any other part of the proceedings, you must complete form EX107 and email or post it to the court. You can [find the contact details for the court](#).

If the transcript you require is from a hearing of the Court of Appeal (Criminal Division) sitting at a regional Crown court on circuit, or from the Administrative Court sitting in the regions, you can choose any of the 5 suppliers. You are not restricted to the authorised suppliers of Court of Appeal (Criminal Division) and Administrative Court transcripts.

Private hearing transcripts

For all private and ex parte cases, you are advised to consult with the relevant court before completing form EX107.

Royal Courts of Justice, Crown courts and tribunals

You must have a judge's permission for transcripts of private hearings heard at:

- the Royal Courts of Justice
- Crown courts
- certain tribunals

All transcripts of private proceedings must be produced by Epiq Europe, the authorised transcription company for the sensitive case service. Due to the sensitive nature of these proceedings, transcription will take place at the secure transcription unit through an attendance based service.

Specific arrangements apply to the Employment Tribunal.

County court for civil cases

In the county court, for civil cases, non-parties to a designated private hearing must:

- [complete form N244](#) to ask for permission to access a transcript
- pay the appropriate court fee

Family court

In the family (lower) court, non-parties to any family hearing must make a formal application to the court for permission to access a transcript.

For family cases you must [complete form C2](#) and pay the appropriate court fee.

For divorce cases you must [complete form D11](#) and pay the appropriate court fee.

If permission is granted to obtain a transcript then:

- form EX107 must be completed as normal
- the appropriate transcript cost must be paid to the transcription company chosen by the applicant

See the [transcription cost section](#).

Types of transcripts

Whole hearing

Whole hearing transcripts are available for the following types of proceedings:

- criminal
- tribunal
- civil
- family

For hearings that last one day or less, you must provide the start and finish times.

For hearings that last over one day, you must provide the dates and, if possible, the start and finish times for each day.

If you request a transcript of an Employment Tribunal hearing, this will not include the judgment and reasons if these are given verbally at the time.

Prosecution opening of the facts

Prosecution opening of the facts transcripts are available for criminal proceedings.

They include the prosecution's summary of the facts.

Mitigation

Mitigation transcripts are available for criminal proceedings.

They cover the defence barrister's speech to the judge about the type of sentence the defendant should receive.

Judge's summing up

Judge's summing up transcripts are available for criminal proceedings.

They include:

- the judge's directions on law
- a summary of the evidence heard during the trial to help the jury make their decision

Sentencing remarks

Sentencing remarks transcripts are available for criminal proceedings.

They include the judge's:

- decision on sentencing
- reasons for imposing the sentence

You can apply for a free transcript of the [judge's sentencing remarks online](#) or using a [paper form \(EX107H\)](#). You can only apply if you:

- are the family member of a victim of homicide (murder, manslaughter or causing death on the road)
- you are the victim of rape or sexual offences (or applying on behalf of the victim)

Antecedents

Antecedents transcripts are available for criminal proceedings.

They include the defendant's:

- background
- previous offences

Proceedings after verdict

Proceedings after verdict transcripts are available for criminal proceedings.

They include the:

- proceedings
- discussions after the jury has delivered its final verdict

Evidence

Evidence transcripts are available for all proceedings.

They include all the evidence provided during a hearing. You must provide the name of the witness and, if relevant, state whether you want a transcript of:

- all the evidence
- just the evidence in either the evidence in chief, cross examination or re-examination

Counsels' opening and closing remarks

Counsels' opening and closing remarks transcripts are available for all proceedings.

They include the counsels' opening and closing remarks. You must:

- provide the name of the relevant barrister or their role
- state whether you want the opening or closing speeches

Judgment

Judgment transcripts are available for the following types of proceedings:

- civil
- family

- Court of Appeal (Criminal Division)
- tribunal

They include the:

- formal decision
- reasons given by the judge at the end of the proceedings

Transcripts of Employment Tribunal hearings will not include the judgment or reasons given verbally by the tribunal at the time.

Legal arguments and ruling

Legal arguments and ruling transcripts are available for all proceedings.

They include the argument made by a legal representative or party on a specific issue during the proceedings made to a:

- judge
- master
- tribunal

They also cover the decision (ruling) given by the:

- judge
- master
- tribunal

You must say if you want just the arguments or the ruling.

Judgment transcripts will not be provided for a judgment given by the Employment Tribunal.

Confiscation ruling

Confiscating ruling transcripts are available for all proceedings.

Confiscation rulings include the ruling given by the judge in a confiscation hearing.

Other transcript requests

For any other transcript request, you must:

- describe the type of proceedings you want a transcription of
- include the start and finish times for the relevant parts of the proceedings

Transcription cost

The cost of the transcript will include a title page with:

- details of the hearing and case
- any reporting restrictions
- names of parties
- legal representatives
- a short description of the type of transcript

Crown court transcripts

Once you've completed form EX107, the authorised transcription company will tell you how much the transcription will cost.

The services that the transcription companies offer are:

- overnight (24 hours) – band 1
- 48 hours – band 2
- 3 working days – band 3
- 7 working days – band 4
- 12 working days – band 5
- copy rate – band 6

Civil, family or tribunal proceedings transcripts

The price shown is the cost per folio. A folio consists of 72 words. The total cost of the transcript will be the number of folios multiplied by the price shown.

Any of the transcription companies can be used to provide a transcript in civil, family or tribunal proceedings.

The prices are the maximum costs charged by each supplier for the 2 standard service levels. If you need a transcript for a different service level, you must contact the transcription company to agree the charge.

The cost will apply if the transcription company delivers the transcript within the time you have asked for. If they take longer to deliver the transcript, then the transcription company will adjust the cost.

You must agree the cost with the transcription company if you're requesting a transcript to be delivered between 48 hours and 12 working days.

Acolad UK

Service level band	Service description	Cost per 72 words
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Band 2	48 hours	£1.47
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Band 5	12 working days	£0.83
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Band 6	Copy rate	£0.00
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Epiq Europe

Service level band	Service description	Cost per 72 words
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Band 2	48 hours	£1.40
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Band 5	12 working days	£1.12
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Band 6	Copy rate	£0.35
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eScribers

Service level band	Service description	Cost per 72 words
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Band 2	48 hours	£1.41
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Band 5	12 working days	£1.09
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Band 6	Copy rate	£0.10 per page
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Marten Walsh Cherer

Service level band	Service description	Cost per 72 words
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Band 2	48 hours	£1.53
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Band 5	12 working days	£1.28
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Band 6	Copy rate	£0.35 per page
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The Transcription Agency

Service level band	Service description	Cost per 72 words
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Band 2	48 hours	£1.99
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Band 5	12 working days	£1.50
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Band 6	Copy rate	£0.45 per page
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Contact an authorised transcription company

Acolad UK

291 to 299 Borough High Street
London

SE1 1JG
DX 149165 Southwark 9

Telephone: 020 7759 2695

Fax: 020 7405 9884

Email: legal@ubiquus.com

Website: www.ubiquus.co.uk

Epiq Europe

Lower ground
46 Chancery Lane
London
WC2A 1JE

Telephone: 020 7421 4036

Civil email: civil@epiqglobal.co.uk

Crown court email: crown@epiqglobal.co.uk

Website: www.epiqglobal.com/en-gb

eScribers

Ludgate House
107 to 111 Fleet Street
London
EC4A 2AB

Telephone: 03301 005223

Fax: 03301 005213

Email: uk.clientservices@escribers.net

Website: <https://uk.escribers.net/>

Marten Walsh Cherer

1st Floor, Quality House

6 to 9 Quality Court

Chancery Lane

London

WC2A 1HP

DX 410 LDE

Telephone: 020 7067 2900

Fax: 020 7831 6864

Crown court email: crown@martenwalshcherer.com

Civil, family and tribunals email: civil@martenwalshcherer.com

Website: www.martenwalshcherer.com

The Transcription Agency

24 to 28 High Street

Hythe

Kent

CT21 5AT

Telephone: 01303 230038

Email: court@thetranscriptionagency.com

Website: www.thetranscriptionagency.com

Contact details for Court of Appeal (Criminal Division) and Administrative Court transcripts

Authorised transcription company for court judgments in the Court of Appeal (Criminal Division) and Administrative Court

Epiq Europe
Lower ground
46 Chancery Lane
London
WC2A 1JE

Telephone: 020 7421 4036

Email: rcj@epiqglobal.co.uk

Court contact details

Royal Courts of Justice
Strand
London
WC2A 2LL

Criminal appeals telephone: 020 7947 6011

Criminal appeals email: generaloffice@criminalappealoffice.justice.gov.uk

Administrative Court telephone: 020 7947 6655

Administrative Court email: generaloffice@administrativecourtoffice.justice.gov.uk

Track the progress of your transcription

Authorised transcription companies are required to provide up to date tracking and order status information on your transcription. Details of the tracking system are available on the relevant transcription company's website. You can also contact the transcription company.

There is a lead time of, on average, 10 working days for the court staff to:

- locate the audio recording
- send the audio recording to the transcription company

This excludes audio recordings in open court in the Crown court.

Courts will always try, where possible, to accommodate requests of an urgent nature.

Any requests for a transcript for a judgment will need to be approved by the judge, therefore additional time will be required before the transcript can be released.

Court of Appeal (Criminal Division) and Court of Appeal (Civil Division) judgments

You can [find published judgments on the National Archives](#) for:

- Court of Appeal (Criminal Division) judgments
- Court of Appeal (Civil Division) judgments

If the judgment you need is not available online, you must complete form EX107 to request a transcript.

Employment Tribunal judgments

You can find judgments and written reasons, with certain exceptions, on the [Employment Tribunal online register](#). The exceptions include judgments that simply dismiss a claim that a claimant has withdrawn.

If the judgment you need is not available online, you should contact the tribunal office that handled the case for further information.

Make a complaint about a transcription company

Authorised transcription companies are subject to a contract with the Ministry of Justice. Under the terms of that contract, providers are obliged to have a robust complaints procedure in place.

You must contact the relevant transcription company if you want to make a complaint about the provision of a transcript, including:

- prices
- billing
- quality of the product
- other technical issues

You can find out how to [make a complaint about the response or conduct of a transcription company](#).

Crown courts covered by each transcription company

Acolad UK

- Blackfriars Crown court
- Central Criminal Court
- Croydon Crown Court

- Harrow Crown Court
- Inner London Crown Court
- Isleworth Crown Court
- Kingston Upon Thames Crown Court
- Leeds Crown Court
- Snaresbrook Crown Court
- Southwark Crown Court
- Wood Green Crown Court
- Woolwich Crown Court

Epiq Europe

- Birmingham Crown Court
- Coventry Combined Court – Crown Court
- Derby Combined Court Centre – Crown Court
- Great Grimsby Crown Court
- Hereford Crown Court
- Kingston upon Hull Crown Court
- Leicester Crown Court
- Lincoln Crown Court
- Northampton Combined Court – Crown Court
- Nottingham Crown Court
- Shrewsbury Crown Court
- Stafford Combined Court – Crown Court
- Stoke On Trent Combined Court – Crown Court
- Warwick Combined Court – Crown Court
- Wolverhampton Combined Court – Crown Court
- Worcester Crown Court
- York Crown Court

The Transcription Agency

- Bournemouth Crown Court
- Bristol Crown Court
- Caernarfon Crown Court
- Cardiff Crown Court

- Durham Crown Court
- Exeter Crown Court
- Gloucester Crown Court
- Isle of Wight Combined Court
- Merthyr Tydfil Combined Court – Crown Court
- Mold Crown Court
- Newcastle Crown Court
- Newport (South Wales) Crown Court
- Plymouth Combined Court – Crown Court
- Portsmouth Combined Court – Crown Court
- Salisbury Law Courts – Crown Court
- Southampton Crown Court
- Swansea Crown Court
- Swindon Combined Court – Crown Court
- Taunton Combined Court – Crown Court
- Truro Combined Court – Crown Court
- Winchester Combined Court – Crown Court

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- Barrow-in-Furness (Satellite Court for Carlisle Crown Court)
- Bolton Combined Court – Crown Court
- Burnley Combined Court – Crown Court
- Carlisle Combined Court – Crown Court
- Chester Crown Court
- Doncaster Crown Court
- Lancaster Crown Court
- Liverpool Crown Court
- Manchester Crown Court (Crown Square)
- Manchester Crown Court (Minshull)
- Preston Crown Court (Sessions House)
- Sheffield Crown Court
- Warrington Crown Court

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- Amersham Law Courts – Crown Court (Satellite of Aylesbury Crown Court)
- Aylesbury Crown Court
- Basildon Combined Court – Crown Court
- Bradford Crown Court
- Bury St. Edmunds Crown Court
- Cambridge Crown Court
- Canterbury Combined Court – Crown Court
- Guildford Crown Court
- Ipswich Crown Court
- Kings Lynn Crown Court (satellite of Norwich Crown Court)
- Lewes Combined Court Centre – Crown Court
- Luton Crown Court
- Maidstone Combined Court – Crown Court
- Norwich Combined Court – Crown Court
- Oxford Combined Court Centre – Crown Court
- Peterborough Combined Court – Crown Court
- Reading Crown Court
- Southend Crown Court
- St. Albans Crown Court
- Teesside Crown Court