

B8 – Request for Transcripts (EX107)
Request costs of Transcripts (...) (EX105)

Case ref: ED24F00300
Hearing Date: 26.11.2024
Date: 13.04.2025

IN THE FAMILY COURT AT EDMONTON

IN THE MATTER OF
THE FAMILY LAW ACT 1996

BETWEEN:

Miss Irene Sara Spalletti

Applicant

– and –

Mr Alexander Michael Luke Wolf Walker

Respondent

B8 – Request for Transcripts (EX107)
Request costs of Transcripts to be paid at public expense (EX105)

Hearing Date: 26.11.2024



HM Courts & Tribunals Service

EX107

Request for transcription of Court or Tribunal proceedings

Please refer to the Guidance Notes (EX107GN) before completing this form. <https://www.gov.uk/government/publications/order-a-transcript-of-court-or-tribunal-proceedings-form-ex107/guidance-for-requesting-a-transcript>

If completing this form by hand please use BLOCK CAPITAL letters.

Once completed, send this form to the relevant court or tribunal. You can find the address of the court or tribunal at: <https://www.gov.uk/find-court-tribunal>.

Part A: Your details

A1. Your name

A2. Your organisation/company name (if applicable)

A3. Your involvement in the case

- ☐ Party
- ☐ Party's legal representative
- ☐ No involvement
- ☐ Party's lay representative
- ☐ Other (please specify)

A4. Your reference (if applicable)

A5. Your address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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A6. Your DX address (if applicable)

A7. Your phone number

A8. Your email address – we will use this address to send you the transcript

If you are unable to accept the transcript by email, tick this box. ☐

It will be posted to the address shown above.

A9. Your preferred method of communication

☐ Email

☐ Phone

☐ Post

Invoicing details

A10. Which transcription company have you chosen to do the work?

- ☐ eScribers (formely Auscript)
- ☐ Marten Walsh Cherer
- ☐ The Transcription Agency
- ☐ Acolad UK Ltd (formerly Ubiquis)
- ☐ Epiq (formerly DTI)

A10. If you want a transcript of proceedings in a Crown Court, you can only use the company allocated to that court - see Annex A in the guidance notes for details.

Employment tribunal cases only

A11. Are you asking for an employment tribunal transcription to be paid for at public expense?

- ☐ Yes
- ☐ No. **Go to question 13.**

A11. A transcript of an employment tribunal hearing will only be prepared for a party to those proceedings at public expense to ensure the effective participation of a vulnerable party or witness or for a reasonable adjustment for a person with a disability.

If Yes, explain why you need a transcript paid for at public expense.

Then go to Part B.

A12. Is this transcript being paid for at public expense, costs to be shared between parties, or clients public funded certificate?

☐ Yes, attach a copy of the order and state the date of the order

Date of order

Day

Month

Year

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☐ No

☐ Don't know

A13. Purchase order no. (if available)

A14. Is the invoice to be split?

☐ Yes

☐ No

If Yes, please give the names and contact details (Including email addresses, where possible) of all the parties paying and how the invoice will be split between them.

A15. Are your payment details (name, address etc.) the same as those above?

☐ Yes

☐ No, please use the payment details shown below

C1. Please provide details as accurately as you can. Incorrect or incomplete information will cause delays to the processing of the order.

Name

Organisation/company name (if applicable)

Address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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Part B: Case details

B1. Name of Court or Tribunal where proceedings/hearing took place

B2. Court or Tribunal address

First line of address

Second line of address

Town or city

County (optional)

Postcode

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B3. Case name in full eg. Smith v Jones

B4. What is the name of the Judge/Master who heard the case or chaired the tribunal?

B5. Names of Barrister(Advocate in Scotland)/Solicitor representing the parties

B6. Court or Tribunal Case reference number

B1. The name of the specific Court or Tribunal which heard the case e.g. name of Crown Court; name of County Court; name of Family Hearing Centre; Court of Appeal Civil Division; Court of Appeal Criminal Division; High Court, Queens Bench Division; High Court, Chancery Division; High Court, Family Division; name of Employment Tribunal office.

B6. The case number may be found on Court/Tribunal documents or on the Court /Tribunal list which was published to show when and where the case would be heard

B7. Was a Reporting Restriction and/or Anonymisation imposed?

☐ Yes, details of the restriction are as follows:

☐ No

☐ Don't know

B7. a Reporting Restriction is an order made by a court or tribunal prohibiting publication of case details.

B8. Was the case heard in private (ex-parte), in the Royal Courts of Justice or a Crown Court (or at another venue ordered by those courts)? If an Employment Tribunal, was any part of the hearing held in private?

☐ Yes

☐ No

☐ Don't know

B8. See page 1 of the guidance notes for more details.

Part C: Details of the transcript(s) you want to order

- C1.** Give the date and approximate times when the hearing or the relevant part of the proceedings started and ended.

Date of proceedings/hearing

Day	Month	Year

Start time

End time

- C2.** Court, hearing or CVP hearing room number (if known)

- C3.** What type of Transcription do you need?

Crime:

- ☐ Whole hearing
- ☐ Prosecution opening of the facts
- ☐ Mitigation
- ☐ Judge's summing up
- ☐ Sentencing remarks
- ☐ Sentencing hearing
- ☐ Proceedings after verdict
- ☐ Evidence (give details below)
- ☐ Counsels' opening/closing remarks (give details below)
- ☐ Legal argument(s) and ruling (give details below)
- ☐ Confiscation ruling
- ☐ Other (give details below)

C3. Refer to Table A in the guidance notes for explanations of these types of transcript, and for the information that you should provide.

Civil, Family and Tribunals:

- ☐ Whole hearing
- ☐ Counsels' opening/closing submissions (give details below)
- ☐ Evidence (give details below)
- ☐ Judgment (give details to indicate if it is the main judgment or on specific points such as costs, permission to appeal, etc.)
- ☐ Proceedings after judgment
- ☐ Other (give details below)

C4. Do you want a new transcript or a copy of an existing transcript?

- ☐ New transcript
- ☐ Copy of an existing transcript - number of copies required

C5. Which Service Level Band do you require?

Crime

- ☐ Overnight (within 24 hours)
- ☐ Within 48 hours
- ☐ Within 3 working days
- ☐ Within 7 working days
- ☐ Within 12 working days

Civil, Family and Tribunals

- ☐ Within 48 hours
- ☐ Within 12 working days

C6. Once your chosen transcription company is in receipt of the recording do you require an estimate of cost before they produce the transcript?

- ☐ Yes
- ☐ No

C5. Please note each jurisdiction has its own service bandings.

For more information on Service Level Bands please read the guidance notes -Table B1 and B2.

C7. Is the original audio in Welsh?

☐ Yes, do you need an English Translation?

☐ Yes

☐ No

☐ No

C8. Is this transcript required urgently?

☐ Yes

☐ No

C9. What is your reason for requesting this transcript?

C9. Please provide a general reason why the transcript is being requested. If the transcript is required for a future hearing and the date has been fixed please give details of the hearing for which it is required and the date of that hearing.

C10. Was this a

☐ Telephone hearing

The name of the Service Provider is

The billing number is

☐ Skype Hearing

☐ Cloud Video Platform (CVP) Hearing

☐ Fully Video Hearing (FVH)

☐ Other (please supply details)

☐ None of the above

Part D: Declaration

Please read the declaration carefully and understand that by signing the request you are obliged to pay for any transcript you request.

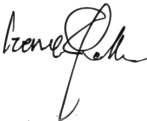
I declare that I have read and accept the terms and conditions listed below.

I understand that I am responsible for paying all the costs associated with transcription directly to the transcription company save where a court or tribunal has ordered that the transcript be provided at public expense.

- 1. Transcripts and copies are provided subject to the service specification agreed by the Ministry of Justice and the Transcription Supplier.
- 2. All queries relating to orders placed must be raised initially with the Transcription Company supplying the transcript.
- 3. If, prior to completion of an order, an additional authorised request for the same transcription is received, the total cost will be divided equally between all of those who have submitted an order. The total cost will comprise one transcript fee together with the cost of additional copies.
- 4. You should contact the chosen provider for terms of payment. You may be requested to make payment in advance.
- 5. By signing this form, you are obliged to pay if a transcript is produced.

Signature





Date

Day	Month	Year

Part E: For completion by Court/Tribunal staff only

E1. Does the requester have permission to order this transcript?

☐ Yes

☐ No - tell the requester that permission has been refused

E2. Is this a duplicate request for a transcript?

☐ Yes, the name of the transcript company that produced the original transcript is

☐ No

E3. Name of Judge/Person giving permission where applicable

E4. Should the transcript be returned to the Court for approval by a judge prior to release?

☐ Yes, and the reason why the judge must approve the transcript is

The transcript/judgment should be emailed to

☐ No

E5. Are there any Reporting Restrictions and/or Anonymisation to be applied in relation to this case/proceedings?

☐ Yes, and the restrictions are as follows:

☐ No

E6. Does any transcript request relate to proceedings which were held in private?

☐ Yes, and details of the proceedings are below

☐ No

E7. Is there an order for supply at public expense in relation to any of the transcripts requested?

☐ Yes

Purchase order number (must be provided at this stage)

☐ No

E8. Does the order relate to a telephone hearing?

☐ Yes

Name of service provider

Billing no.

☐ No

Name

Date

Day

Month

Year

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Once this transcript request is ready to proceed, send this form together with the relevant audio recording held by the Court to the Transcription supplier named by the requestor or allocated by the Court. If it is a Crown Court case and the recording is held on DARTS then only send the form to the Transcription supplier. Transcripts at public expense for Civil, Family and Tribunal cases must be sent to the supplier offering best value for money for the service level requested however a Crown Court case where the recording is held on DARTS must be sent to the relevant supplier for that region. If this was a case where supplier personnel attended the hearing under the ATS contract the form and the audio should be sent to the ATS supplier whose personnel attended the hearing.

Request that the costs of transcripts be paid at public expense

- Part 52 Civil Procedure Rules (CPR 52.14) applies.
- This form should be fully completed and returned to the court **together with a copy of your appeal notice**.
- Wherever possible you should provide documentary proof of the information you provide. Failure to do so may delay your application.
- This form does not apply to Employment Tribunals. Use form EX107.

About the case

Case/Claim number or
Appeal number

Date of order you are
appealing/intend to appeal
and name of judge who made
the order

Date

Name of judge

What part of the proceedings
do you want to be
transcribed?

☐ Judgment only

☐ Evidence only

☐ Entire proceedings

If you have ticked Evidence
or Entire proceedings, please
give reasons for your request.

Have you obtained any
estimate of the costs of
providing a transcript from the
transcribers?

☐ Yes

☐ No

If Yes, please provide a copy
of the estimate

☐ Copy enclosed

About you

☐ Mr ☐ Mrs ☐ Miss ☐ Ms
☐ Other _____

Last name/family name
Please use BLOCK LETTERS

First name
Please use BLOCK LETTERS

Address
Please include the postcode

Contact telephone number

Relationship status

☐ Single
☐ Married/Civil Partnership
☐ Other _____

Dependants

The people who you look after financially

Give the number of children aged:

<input type="text"/>	Under 11 yrs	<input type="text"/>	16 to 17
<input type="text"/>	11 to 15	<input type="text"/>	18

Others

State who they are and why you look after them financially

Previous applications

Have you made a previous application for transcripts to be paid at public expense on this or any other matter?

☐ Yes ☐ No

If Yes, please provide details including court references

Employment status

☐ Employed

☐ Unemployed

☐ Retired

If employed, please state your occupation

If you are employed, give name and address of your employer*

*You should also supply a copy of your last three wage slips and your P60

Property in which you live

☐ In your own property

☐ In rented property

☐ In lodgings

☐ In property that you own jointly with someone else

☐ Other (please explain below)

Do you or your spouse/partner have an interest in any other property?

☐ Yes

☐ No

If Yes, please provide details

About your finances

Your savings

Give total amount for each type of savings you and your partner have.

If you do not have one of the types of savings shown, put 'NIL'.

Bank account (Current)

Premium Bonds

Bank account (Deposit)

Stocks or shares (or both)

Building Society Account

(1)

National Savings Investments

(2)

Other saving (Give details)

Your usual income

Give the amount you receive each month for each type of income.

If you do not have one of the types of income shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total income each month' box.

Your usual take-home pay

 a month

Child Benefit

 a month

Your partner's usual take-home pay

 a month

Other benefit or income which is

Income from other people who live with you

 a month

	<input type="text"/> a month
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Pension(s)

(1) State

 a month

	<input type="text"/> a month
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(2) Private or Occupational

 a month

	<input type="text"/> a month
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	<input type="text"/> a month
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Total income each month

Your usual expenses

Give the amount you pay each month for each type of expense.

If you do not have one of the types of expense shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total expenses each month' box.

Rent or Mortgage

 a month

Child care

 a month

Council Tax

 a month

Travelling expenses

 a month

Food and household essentials

 a month

Water and Sewerage charges

 a month

Maintenance and Child Support

 a month

Court fines

 a month

Electricity

 a month

Outstanding debts

 a month

Gas, coal or oil

 a month

Clothing

 a month

Telephone

 a month

Other expenses which are

TV rent and licence

 a month

	<input type="text"/> a month
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	<input type="text"/> a month
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	<input type="text"/> a month
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Total expenses each month

 a month

Do you have any debts?

☐ Yes

☐ No

If Yes, give name and address of creditor and approximate amount outstanding

Name	Address	Amount

Declaration

I declare that the information I have given is true to the best of my knowledge and belief and I understand that:

- I will be asked to provide documents as evidence to support my statements;
- my request will not proceed if I do not provide the evidence;
- my request will be refused if I have not disclosed any relevant facts in this form.

Signature



Name (please print)

Date

For Court use only

- ☐ Application granted as requested
- ☐ Application granted in these terms:
- ☐ Transcript of evidence only
- ☐ Transcript of judgment only
- ☐ Application refused

Signed

Judge

Date