



Changes to the transcription service

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. For the first time, your choice of transcription provider will be based upon the service that you require and not the jurisdiction in which the hearing took place.

There will be three transcription services available:

Off-site transcription service

This service will start on
26 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 a 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.

Those six suppliers will also provide the Off-Site Transcription Service in the Civil, Family and Tribunal jurisdictions, replacing the existing Tape Transcription Panel. If you require a transcript of a CFT hearing you will be able to choose which of the six suppliers you want to handle your request.

Real-time transcription service

This service will start on
26 June 2017

This service will provide for the recording and transcribing of a hearing in a court or tribunal 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.

Attendance based transcription service

This service will start on
1 August 2017

Attendance-based transcription covers the provision of a stenographer or logger in court to make a record of proceedings as they happen or transcribe from a recording in a secure location.

This service is designed to meet HMCTS requirements and is not available to the public. You can still request a copy of a transcript produced through the attendance-based service however you will need to submit your request to the court using the standard form as your request may need to be authorised by a judge.

Requesting a transcript

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 accompanying Guidance Notes.

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 <http://hmctsformfinder.justice.gov.uk/>

New suppliers

The table below lists the suppliers who will provide the new transcription services and the regions in which they will produce Crown Court transcripts.

Requests for transcripts in all jurisdictions other than the Crown Court can be made to any of the suppliers shown below.

Requesters will not be able to choose a preferred supplier for Real-Time Transcription Services. HMCTS will be responsible for appointing a supplier for requests which have been approved by the Judge in the Crown Court.

Off-Site Transcription Service

Region (for Crown Court transcripts)	Transcription Company	Transcription company contact details
London	Ubiquis UK Ltd	T. 020 7759 2695
		E. legal@ubiquis.co.uk
Midlands	DTI	T. 020 7421 4036
		E. courttranscripts@dtiglobal.eu
South East	Auscript Ltd	T. 03301 005223
		E. uk.clientservices@auscript.com
North West	Marten Walsh Cherer Ltd	T. 020 7067 2900
		E. crown@martenwalshcherer.com <i>(for Crown Court hearings)</i>
		E. civil@martenwalshcherer.com <i>(for Civil, Family and Tribunals)</i>
South West and Wales	The Transcription Agency	T. 01303 230038
		E. court@thetranscriptionagency.com
North East	Opus2 International Ltd	T. 020 7831 5627
		E. criminal@opus2.digital <i>(Crown Court orders)</i>
		E. civil@opus2.digital <i>(all other orders)</i>

Attendance based Transcription Service

Area of Work	Transcription Company	Contact Details
Court of Appeal (none Criminal)/ Tribunals/Secure transcripts/ Regional Courts	Opus2 International Ltd	T. 020 7831 5627
		E. criminal@opus2.digital <i>(Crown Court orders)</i>
		E. civil@opus2.digital <i>(all other orders)</i>
Court of Appeal Criminal Division	DTI	T. 020 7421 4036
		E. courttranscripts@dtiglobal.eu

Real-Time Transcription Service

	Transcription Company	Contact Details	
Individual completion for each occasion	Opus2 International Ltd	T. 020 7831 5627	
		E. criminal@opus2.digital <i>(Crown Court orders)</i>	
		E. civil@opus2.digital <i>(all other orders)</i>	
	DTI	DTI	T. 020 7421 4036
			E. courttranscripts@dtiglobal.eu