



# Family Court of Western Australia

## Transcript Request Form

This form must be used by clients and lawyers requesting a transcript of recorded court hearings for cases in which they are involved.

- eLodge this form on the [eCourts Portal](#) of Western Australia
- The court will email an invoice notice for transcript costs after receipt of this form.
- Use the [Transcript Cost Estimator](#) for estimate of transcript costs.

### Person Requesting Transcript

Name	<input type="text" value="Mr/Ms"/>		
Law Firm / Agency	<input type="text"/>		
Address	<input type="text" value="Street"/>		
Address	<input type="text" value="Suburb"/>	<input type="text" value="State"/>	<input type="text" value="Postcode"/>
Telephone / Fax	<input type="text" value="Phone ( )"/>	<input type="text" value="Mobile"/>	<input type="text" value="Fax ( )"/>
Email Address	<input type="text" value="Email"/>		

### Family Court File Details

Parties Names	<input type="text"/>
File Number	<input type="text"/>

### Details of Hearing Dates for Required Transcript

Date 1	<input type="text" value="Date"/>	<input type="text" value="Judicial Officer"/>
Date 2	<input type="text" value="Date"/>	<input type="text" value="Judicial Officer"/>
Date 3	<input type="text" value="Date"/>	<input type="text" value="Judicial Officer"/>
Date 4	<input type="text" value="Date"/>	<input type="text" value="Judicial Officer"/>

### Requested Turnaround Working Days

Select Working Days	<input type="checkbox"/> 14 Working Days	<input type="checkbox"/> 7 Working Days
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NOTE: Turnaround days determines the transcripts costs and only includes the time for the transcript to be produced. Additional days are required for court processing.