



Inner Temple Library

**Transcripts
of Judicial
Proceedings
in England
& Wales**

**A Guide to
Sources**

March 2006

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Introduction

This guide is intended primarily for libraries and information service staff who need guidance on where to refer users wishing to obtain transcripts of the proceedings of courts and tribunals in England and Wales. In terms of arrangement it follows the same pattern as the one produced by the Supreme Court Library (2nd edition, 1996).

Tribunals established within the last few years are excluded, since their decisions are routinely posted on their respective web sites. Links to most of these sites will be found at www.accesstolaw.com under the heading “Courts and Tribunals”. Similarly we do not mention what is available via Lexis, Westlaw and other major subscription-based Internet services since it is assumed that readers will already have tried those resources.

In most cases the service providers included in the guide were consulted directly, either in writing or by telephone, in order to ensure that the information given about their services is as accurate as possible.

Whilst great care was taken in the compilation of the guide, no guarantee can be offered as to the continuing validity of the information it contains: details of services offered, pricing (where applicable) and contact details, especially URLs and email addresses, may change without notice. We would stress particularly that readers wishing to order a transcript are responsible for verifying details with the service provider concerned before entering into any transaction.

House of Lords

Available from: [The Clerk of the Records](#)
Parliamentary Archives
House of Lords Record Office
London
SW1A 0PW

Tel: 020 7219 3074
Fax: 020 7219 2570
Email: hlro@parliament.uk
Web site: www.parliament.uk

Holdings: [Appeal Cases and other records of the House of Lords, 1621 onwards](#)

Charges & Procedure: Before making a request the online catalogue (www.portcullis.parliament.uk) should be searched to obtain the document reference number.

Requests may be made by email, post, fax or telephone. There is a minimum charge of £3.00. Payment must be made in advance (cheque / postal order payable to "House of Lords Account").

Opening Hours: 9.30 a.m. - 5.00 p.m.

Available from: [Lincoln's Inn Library](#)
Lincoln's Inn
London
WC2A 3TN

Tel: 020 7242 4371
Fax: 020 7404 1864
Email: library@lincolnsinn.org.uk
Web site: www.lincolnsinn.org.uk

Holdings: [House of Lords printed cases, judgments and appeal documents 1664 onwards \(1986 onwards on microfiche\)](#)

Charges & Procedure: Normally access is for members of the Inns of Court only, but House of Lords judgments are available to solicitors and academic researchers by appointment. Standard photocopying or document supply charges apply.

Opening Hours: 9.00 a.m. - 8.00 p.m.

Privy Council

Available from: [Judicial Committee of the Privy Council](#)
Privy Council Office
Downing Street
London
SW1A 2AJ

Tel: 020 7276 0483
Fax: 020 7276 0460
Email: judicial.committee@pco.x.gsi.gov.uk
Web site: www.privy-council.org.uk

Holdings: [Full text of judgments from 1999 onwards, and selected judgments prior to this date, are freely available on the web site.](#)

Charges & Procedure: Requests must be made by letter. Older judgments can be supplied in hard copy format, more recent ones can be supplied electronically. No charge is made for this service.

Opening Hours: Monday - Thursday 10.00 a.m. - 5.00 p.m.
Friday 10.00 a.m. - 4.00 p.m.

Available from: [Lincoln's Inn Library](#)
Lincoln's Inn
London
WC2A 3TN

Tel: 020 7242 4371
Fax: 020 7404 1864
Email: library@lincolnsinn.org.uk
Web site: www.lincolnsinn.org.uk

Holdings: [c. 1795 onwards](#)

Charges & Procedure: Normally access is for members of the Inns of Court only, but Privy Council judgments are available to solicitors and academic researchers by appointment. Standard photocopying or document supply charges apply.

Opening Hours: 9.00 a.m. - 8.00 p.m.

Privy Council

Continued

Available from: **Inner Temple Library**
Inner Temple
London
EC4Y 7DA

Tel: 020 7797 8217
Fax: 020 7797 8224
Email: library@innertemple.org.uk
Web site: www.innertemplelibrary.org.uk

Holdings: **1940 onwards**

Charges & Procedure: **Access for members of the Inns of Court only. Standard photocopying or document supply charges apply.**

Opening Hours: **Monday - Thursday 9.00 a.m. - 8.00 p.m.**
Friday 9.00 a.m. - 7.00 p.m.

Court of Appeal (Civil Division)

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **Judgments given after 31st March 1996**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Court of Appeal (Civil Division)

Continued

Available from: **John Larking Verbatim Reporters**
Chancery House
56/64 Chancery Lane
London
WC2A 1QX

Tel: 020 7404 7464
Fax: 020 7404 7443
Email: john.larking@virgin.net

Holdings: **Judgments given between 1st April 1993 and 31st March 1996**

Charges & Procedure: Transcripts available in paper or electronic (email) format.

Requests should be made by post or email.

£29.00 per transcript + VAT (for fast delivery add 20% - will arrive in approx. 24 hours).

Opening Hours: 9.30 a.m. - 5.00 p.m.

Available from: **Harry Counsell**
Cliffords Inn
Fetter Lane
London
EC4A 1LD

Tel: 020 7269 0370
Fax: 020 7831 2526

Holdings: **Mid-1970s to 1st April 1993**

Charges & Procedure: Requests should be made by fax.
Average delivery time is 1 week.
£25.00 + VAT per request.

Opening Hours: 9.00 a.m. - 6.00 p.m.

Court of Appeal (Civil Division)

Continued

Available from: [Lincoln's Inn Library](#)
Lincoln's Inn
London
WC2A 3TN

Tel: 020 7242 4371
Fax: 020 7404 1864
Email: library@lincolnsinn.org.uk
Web site: www.lincolnsinn.org.uk

Holdings: [Microfiche edition 1951-1980](#)

Charges & Procedure: Access for members of the Inns of Court only. Standard photocopying or document supply charges apply.

Opening Hours: 9.00 a.m. - 8.00 p.m.

Available from: [Institute of Advanced Legal Studies Library](#)
Charles Clore House
17 Russell Square
London
WC1B 5DR

Tel: 020 7862 5790
Fax: 020 7862 5770
Email: ials@sas.ac.uk
Web site: www.ials.sas.ac.uk

Holdings: [Microfiche edition 1951-1980](#)

Charges & Procedure: Members of the legal profession may purchase a day ticket available for £20 or make a request via the document supply facility. Forms are available for download via the Library web site.

Opening Hours: 9.00 a.m. - 8.00 p.m.

Court of Appeal (Civil Division)

Continued

Available from: **The Law Society Library**
113 Chancery Lane
London
WC2A 1PL

Tel: 0870 606 2511
Fax: 020 7831 1687
Web site: www.lawsociety.org.uk

Holdings: **Microfiche edition 1951-1980**

**Charges &
Procedure:** **Access available to solicitor members.
Non-members should contact the Law Society
Library for more information on access.**

Opening Hours: 9.00 a.m. - 6.00 p.m.

Court of Appeal (Criminal Division)

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **Judgments after 31st March 1996**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Court of Appeal (Criminal Division)

Continued

Available from: **John Larking Verbatim Reporters**
Chancery House
56/64 Chancery Lane
London
WC2A 1QX

Tel: 020 7404 7464
Fax: 020 7404 7443
Email: john.larking@virgin.net

Holdings: **Judgments given between 1st April 1993 and 31st March 1996**

Charges & Procedure: Transcripts available in paper or electronic (email) format.

Requests should be made by post or email.

£29.00 per transcript + VAT (for fast delivery add 20% - will arrive in approx. 24 hours).

Opening Hours: 9.30 a.m. - 5.00 p.m.

Courts-Martial Appeal Court

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **March 2001 onwards**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added.

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Courts-Martial Appeal Court

Continued

Available from: **John Larking Verbatim Reporters**
Chancery House
56/64 Chancery Lane
London
WC2A 1QX

Tel: 020 7404 7464
Fax: 020 7404 7443
Email: john.larking@virgin.net

Holdings: **Judgments given between 1st April 1993 and 31st March 1996**

Charges & Procedure: Transcripts available in paper or electronic (email) format.

Requests should be made by post or email.

£29.00 per transcript + VAT (for fast delivery add 20% - will arrive in approx. 24 hours).

Opening Hours: 9.30 a.m. - 5.00 p.m.

High Court (Chancery Division)

Available from: **Mechanical Recording Department**
Room WB14
Royal Courts of Justice
London
WC2A 2LL

Tel: 020 7947 6154
Fax: 020 7947 6662
Email: HighCourt.NeutralCitation
@courtservice.gsi.gov.uk

Holdings: **Tapes kept for the last 6 years only**

Charges & Procedure: Requests can be made by completing a tape transcription request form EX107 (see appendix 1); a transcription company (see appendix 2) will then need to be nominated. Charges and timeframe are dependent upon the length of the transcript. To make a request you must have the neutral citation of the case you require or the case title, date and judge's name.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Available from: **British Library**
Patent Enquiry Desk
96 Euston Road
London
NW1 2DB

Tel: 020 7412 7920
Fax: 020 7412 7480
Email: patents-information@bl.uk
Web site: www.bl.uk/collections/patents.html

Holdings: **Patent Court Cases 1970 onwards**

Charges & Procedure: Transcripts must be ordered by citation and can be requested by completing the order form on the web site. Transcripts can be delivered in hard copy or electronic format. £26.00 per document for up to 100 pages and an extra £1.00 per page beyond that limit. Those holding a British Library pass may copy transcripts themselves at a cost of 20p per page.

Opening hours: 9.30 a.m. - 6.00 p.m.

High Court (Queen's Bench Division)

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **Judgments after 31st March 1996**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added.

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

High Court (Queen's Bench Division)

Continued

Available from: **Mechanical Recording Department**
Room WB14
Royal Courts of Justice
London
WC2A 2LL

Tel: 020 7947 6154
Fax: 020 7947 6662
Email: HighCourt.NeutralCitation
@Courtservice.gsi.gov.uk

Holdings: **Tapes kept for the last 6 years only**

Charges & Procedure: Requests can be made by completing a tape transcription request form EX107 (see appendix 1); a transcription company (see appendix 2) will then need to be nominated. Charges and timeframe are dependent upon the length of the transcript. To make a request you must have the neutral citation of the case you require or the case title, date and judge's name.

Opening Hours: 9.00 a.m. - 5.00 p.m.

High Court (Administrative Court / QB Divisional Court)

Available from: [WordWave International Ltd](#)

190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400

Fax: 020 7404 1424

Email: tape@wordwave.co.uk

Web site: www.wordwave.co.uk

Holdings: [Judgments given after 31st March 1996](#)

(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

**Charges &
Procedure:**

Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:

For judgments - £1.47 per folio (72 words)

For proceedings / evidence - £1.35 per folio

One week service:

As above with an extra 10% added.

48 hour service:

As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

High Court (Administrative Court / QB Divisional Court)

Continued

Available from: **John Larking Verbatim Reporters**
Chancery House
56/64 Chancery Lane
London
WC2A 1QX

Tel: 020 7404 7464
Fax: 020 7404 7443
Email: john.larking@virgin.net

Holdings: **Judgments given between 1st April 1993 and
31st March 1996**

**Charges &
Procedure:** **Transcripts available in paper or electronic
(email) format.**

Requests should be made by post or email.

**£29.00 per transcript + VAT (for fast delivery add
20% - will arrive in approx. 24 hours).**

Opening Hours: **9.30 a.m. - 5.00 p.m.**

Technology & Construction Court / High Court (QB Official Referees Business)

Available from: **Mechanical Recording Department**
Room WB14
Royal Courts of Justice
London
WC2A 2LL

Tel: 020 7947 6154
Fax: 020 7947 6662
Email: HighCourt.NeutralCitation
@courtservice.gsi.gov.uk

Holdings: **Tapes kept for the last 6 years only**

Charges & Procedure: Requests can be made by completing a tape transcription request form EX107 (see appendix 1); a transcription company (see appendix 2) will then need to be nominated. Charges and timeframe are dependent upon the length of the transcript. To make a request you must have the neutral citation of the case you require or the case title, date and judge's name.

Opening Hours: 9.00 a.m. - 5.00 p.m.

High Court (Family Division)

Available from: **Mechanical Recording Department**
Room WB14
Royal Courts of Justice
London
WC2A 2LL

Tel: 020 7947 6154
Fax: 020 7947 6662
Email: HighCourt.NeutralCitation
@courtservice.gsi.gov.uk

Holdings: **Tapes kept for the last 6 years only**

Charges & Procedure: Requests can be made by completing a tape transcription request form EX107 (see appendix 1); a transcription company (see appendix 2) will then need to be nominated. Charges and timeframe are dependent upon the length of the transcript. To make a request you must have the neutral citation of the case you require or the case title, date and judge's name.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Central Criminal Court

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **Judgments given after 31st March 1996**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added.

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Central Criminal Court

Continued

Available from: **Sellers Legal Services**
High Holborn House
52-54 High Holborn
London
WC1V 6RL

Tel: 020 7405 4512
Fax: 020 7405 4526
Email: Sydney.abraham@sellers.co.uk

Holdings: **Pre-1996** - Sellers Legal Services held the contract for the CCC. An incomplete archive covering a 5 year period is kept.

Charges & Procedure: Charges and delivery time are based upon the length of the transcript.

Opening Hours: 9.30 a.m. - 5.30 p.m.

Courts-Martial

Available from: **Office of the Judge Advocate General**
81 Chancery Lane
London
WC2A 1BQ

Tel: 020 7218 8077
Fax: 020 7218 8090
Email: jenny.norris@jag.gsi.gov.uk

Holdings: **Partial transcripts (the trial record and a transcript of the summing-up and of any rulings during the trial) are kept for a period of 6 years.**

Charges & Procedure: **Apply here for partial transcripts. If full transcript is required, the transcription company will need to be contacted - see overleaf. The charge made will depend upon the work involved and postage costs.**

Opening Hours: 9.00 a.m. - 5.00 p.m.

Courts-Martial

Continued

Available from: **WordWave International Ltd**
190 Fleet Street
London
EC4A 2AG

Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk
Web site: www.wordwave.co.uk

Holdings: **March 2001 onwards**
(If unavailable on Casetrack then judgment will need to be transcribed from tape.)

Charges & Procedure: Users will need to complete an exit form EX107 (tape transcription request) available for download from the web site.

Standard 3 week service:
For judgments - £1.47 per folio (72 words)
For proceedings / evidence - £1.35 per folio

One week service:
As above with an extra 10% added.

48 hour service:
As for 3 week service with an extra 20% added.

Average / standard fee - £160 plus VAT per hour of court time.

Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Crown Courts

See Appendix 3 for current contracts

County Courts

Contact court for details

Contact information can be obtained from Her Majesty's Courts Service
web site: www.hmcourts-service.gov.uk

Magistrates' Courts

No formal record of proceedings is kept

Coroners' Courts

Contact chief clerk of court for details

Contact information can be obtained from the Coroners' Society of
England and Wales web site: www.coroner.org.uk

Asylum & Immigration Tribunal / Immigration Appeal Tribunal

Available from: [Asylum & Immigration Tribunal / Immigration Appeal Tribunals](#)
PO Box 6987
Leicester
LE1 6ZX

Tel: 0845 6000 877
Fax: 01162 494130
Email: customer@dca.gsi.gov.uk
Web site: www.ait.gov.uk

Holdings: [Decisions, from 2000 onwards, are freely available on the web site.](#)
[Decisions from 1971-1999 are obtainable from the Tribunal itself.](#)

Charges & Procedure: To request a decision that is not available online you will need to contact customer services by telephone (number above) with the case reference. They will locate the file and tell you which department holds it. You must then make your request to that department. Charges and timeframe are dependent upon where the file is located.

Opening Hours: 8.30 a.m. - 5.30 p.m.

Available from: [Supreme Court Library](#)
Royal Courts of Justice
Strand
London
WC2A 2LL

Tel: 020 7947 6587
Fax: 020 7936 7935

Holdings: [1979 onwards](#)

Charges & Procedure: Members of the Inns of Court may request transcripts by telephoning one of the Inn Libraries. The transcripts will then be made available for consultation in that Library.

Opening Hours: 9.00 a.m. - 5.00 p.m.
(For telephone enquiries only)

Care Standards Tribunal / Registered Homes Tribunal

Available from:	Care Standards Tribunal 18 Pocock Street London SE1 0BW
	Tel: 020 7960 0660 Fax: 020 7960 0661/0662 Email: CST@CST.gsi.gov.uk Web site: www.carestandardstribunal.gov.uk
Holdings:	Care Standards Tribunal decisions, from April 2001 onwards, and Registered Homes Tribunal decisions, 1985-2004, are freely available on the web site. A complete archive is also held at the tribunal itself.
Charges & Procedure:	To request decisions not available online you must telephone with a reference number. There is no charge for this service.
Opening Hours:	8.00 a.m. - 6.00 p.m.

Copyright Tribunal / Performing Rights Tribunal

Available from: **Copyright Tribunal**
Room 2G31
Concept House
Cardiff Road
Newport
NP10 8QQ

Tel: 01633 811035
Fax: 01633 811175
Email: copyright.tribunal@patent.gov.uk
Web site: www.patent.gov.uk/copy/tribunal

Holdings: **Decisions, from 1990 onwards, are available to order from the web site.**
A complete archive of decisions is held at the tribunal itself.

Charges & Procedure: **Requests can be fulfilled by post or fax. Charges and timeframe are dependent upon the length of the decision. Total fees under £3.00 are waived. In making a request you must have the case reference number. For a list of decisions (1957 - 1997) see *Decisions of the UK Performing Rights Tribunal & Copyright Tribunal* by Freegard & Black (Butterworths).**

Opening Hours: 9.00 a.m. - 5.00 p.m.

Employment Appeal Tribunal

Available from: **Employment Appeal Tribunal**
Audit House
58 Victoria Embankment
London
EC4Y 0DS

Tel: 020 7273 1049
Fax: 020 7273 1045
Web site: www.employmentappeals.gov.uk

Holdings: Full text of judgments, July 1999 onwards, is freely available on the web site.
A complete archive of decisions is held at the tribunal itself.

Charges & Procedure: To request judgments that are not available online you will need to contact the library by telephone (number above) with your reference. A £10.00 charge is made for the first item and £5.00 for each subsequent item. Payment must be made in advance (cheque / cash). Document can be collected upon receipt of payment.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Available from: **Supreme Court Library**
Royal Courts of Justice
Strand
London
WC2A 2LL

Tel: 020 7947 6587
Fax: 020 7936 7935

Holdings: 1978-2004 approx.

Charges & Procedure: For members of the Inns of Court an item can be requested for collection by telephone via an Inn Library.

Opening Hours: 9.00 a.m. - 5.00 p.m.
(For telephone enquiries only)

Employment Tribunals

Available from: **Bury St Edmunds Tribunal Office**
100 Southgate Street
Bury St Edmunds
IP33 2AQ

Tel: 08457 959775
Fax: 01284 706064
Email: buryet@ets.gsi.gov.uk

Holdings: **A complete archive of decisions is held.**

Charges & Procedure: Users may visit the Tribunal Office to consult transcripts. For decisions pre-1996 you will need the case reference number; post-1996 party names will suffice. Alternatively, requests may be made in writing to the Employment Tribunals Field Support Office, at the above address. Requests must include party names and/or case number. There is a charge of £10.00 per transcript and payment must be made in advance (cheques payable to the Tribunals Service).

Opening Hours: 9.00 a.m. - 5.00 p.m.

Lands Tribunal

Available from:

Lands Tribunal
Procession House
110 New Bridge Street
London
EC4V 6JL

Tel: 020 7029 9780

Fax: 020 7029 9781

Email: Lands@dca.gsi.gov.uk

Web site: www.landstribunal.gov.uk

Holdings:

Decisions, from 1999 onwards, are freely available on the web site.

A complete archive of decisions is held at the tribunal itself.

Charges & Procedure:

To request a decision not available online you must contact the Lands Tribunal by telephone, with the reference number. Decisions will be posted out. There is a charge of £1 per page.

Opening Hours:

9.00 a.m. - 5.00 p.m.

Transport Tribunal

Available from: [Transport Tribunal](#)
Procession House
55 Ludgate Hill
London
EC4M 7JW

Tel: 020 7029 9790
Fax: 020 7029 9782
Email: transport@dca.gsi.gov.uk
Web site: www.transporttribunal.gov.uk

Holdings: [A searchable database of decisions, from 2000 onwards, is available on the web site.](#)
[Decisions from 1954 onwards are held at the tribunal itself.](#)

Charges & Procedure: To request a decision not available online you will need to contact the Transport Tribunal by telephone or in writing quoting the reference number. Recent decisions may be emailed out. No charge is made for this service.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Available from: [Inner Temple Library](#)
Inner Temple
London
EC4Y 7DA

Tel: 020 7797 8217
Fax: 020 7797 8224
Email: library@innertemple.org.uk
Web site: www.innertemplelibrary.org.uk

Holdings: [1955 onwards](#)

Charges & Procedure: Access for members of the Inns of Court only. Standard photocopying or document supply charges apply.

Opening Hours: Monday-Thursday 9.00 a.m. - 8.00 p.m.
Friday 9.00 a.m. - 7.00 p.m.

VAT & Duties Tribunals, Special Commissioners and Financial Services & Markets Tribunal

Available from: VAT & Duties Tribunals, Special Commissioners and Financial Services & Markets Tribunal
15/19 Bedford Avenue
London
WC1B 3AS

Tel: 020 7612 9700

Fax: 020 7436 4150

Email: valton@dca.gsi.gov.uk
sc@dca.gsi.gov.uk

Web site: www.financeandtaxtribunals.gov.uk

Holdings: Decisions from April 2003 onwards and selected decisions prior to this date are freely available on the web site.
A complete archive of decisions is held at the tribunal itself.

Charges & Procedure: Decisions not available online may be supplied by email on request provided that the information has already been placed in the public domain. Requests may be made by telephone and applicants should have a reference number for the decision they are requesting.

Opening Hours: 9.00 a.m. - 5.30 p.m.

VAT & Duties Tribunals, Special Commissioners and Financial Services & Markets Tribunal

Continued

Available from: [The National Archives](#)
Kew
Richmond
Surrey
TW9 4DU

Tel: 020 8876 3444
Web site: www.nationalarchives.gov.uk

Holdings: [Minutes and records of decisions of appeals brought before the Special Commissioners. Subject to 30 year closure unless otherwise stated.](#)

Charges & Procedure: Access is available to reader's ticket holders Documents can be ordered in advance of your visit either by telephone or online. The full document number must be quoted.

Opening Hours: Monday, Wednesday, Friday and Saturday
9.00 a.m. - 5.00 p.m.
Tuesday and Thursday 10.00 a.m. - 7.00 p.m.

Available from: [The National Archives](#)
Kew
Richmond
Surrey
TW9 4DU

Tel: 020 8876 3444
Web site: www.nationalarchives.gov.uk

Holdings: [Value Added Tax Tribunals 1972-1994](#)
[VAT & Duties Tribunals 1994-2003](#)

Charges & Procedure: Access is available to reader's ticket holders Documents can be ordered in advance of your visit either by telephone or online. The full document number must be quoted.

Opening Hours: Monday, Wednesday, Friday and Saturday
9.00 a.m. - 5.00 p.m.
Tuesday and Thursday 10.00 a.m. - 7.00 p.m.

Commons Commissioners

Available from: **Commons Commissioners**
Zone 1/05b
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6EB

Tel: 0117 372 8973
Fax: 0117 372 8250
Email: commons.commissioners
@defra.gsi.gov.uk

Holdings: **A complete archive of decisions is held.**

Charges & Procedure: Copies of decisions may be requested by telephone, email or letter. Requests are usually dealt with the same day and posted out. Some files may need to be ordered and this can extend the delivery time by one or two days. No charge is made for this service

Opening Hours: 8.30 a.m. - 4.30 p.m.

Available from: **Inner Temple Library**
Inner Temple
London
EC4Y 7DA

Tel: 020 7797 8217
Fax: 020 7797 8224
Email: library@innertemple.org.uk
Web site: www.innertemplelibrary.org.uk

Holdings: **1972 onwards**

Charges & Procedure: Access for members of the Inns of Court only. Standard photocopying or document supply charges apply.

Opening Hours: Monday - Thursday 9.00 a.m. - 8.00 p.m.
Friday 9.00 a.m. - 7.00 p.m.

Social Security and Child Support Commissioners

Available from: **Social Security and Child Support Commissioners**
3rd Floor
Procession House
55 Ludgate Hill
London
EC4M 7JW

Tel: 020 7029 9850
Fax: 020 7029 9819
Email: ossccsc@dca.gsi.gov.uk
Web site: www.ossccsc.gov.uk

Holdings: **Decisions from 1991 onwards are freely available on the web site.**
Decisions from 1940 onwards are held at the commissioners.

Charges & Procedure: **Requests for decisions not available online may be made by telephone. If an electronic copy is available it can be emailed free of charge. If it is only available in hard copy then an administrative fee of £20.00 is incurred, along with a charge of £1.00 per page for the document to be faxed.**

Opening Hours: 9.00 a.m. - 5.00 p.m.

Appendix 1

Tape Transcription Request

Example of form EX107 – tape transcription request.

The following form must be completed in order for tapes to be released for transcription. Copies of the form are available from:

Mechanical Recording Department
Room WB14
Royal Courts of Justice
London
WC2A 2LL

Tel: 020 7947 6154

Fax: 020 7947 6662

Email: HighCourt.NeutralCitation@courtservice.gsi.gov.uk

Tape Transcription Request

(Please note: before completion you should seek a quote from one or more transcription company; the court can provide a list of transcription companies)

To *(give court name and address)*

In the	Court
Claim No.	
Claimant	
Defendant	

The above case was heard in the Court before *(give the name of the High Court or County Court where the case was heard)*
 Mr(s) Justice / His (Her) Honour / District Judge *(give the name of the Justice or Judge who heard the case)*
 sitting in courtroom number *(give the number of the courtroom in which the case was heard)*

<p>I require</p> <p><input type="checkbox"/> a transcript <i>(tick if there is no existing transcript)</i></p> <p><input type="checkbox"/> a transcript and copy(s) <i>(tick if there is no existing transcript and give number of copies required)</i></p> <p><input type="checkbox"/>copy(s) <i>(tick if a transcript already exists, and give number of copies required)</i></p>	<p>...of</p> <p><input type="checkbox"/> the whole case</p> <p><input type="checkbox"/> the judgment <i>(complete section 1)</i></p> <p><input type="checkbox"/> witness evidence <i>(complete section 2)</i></p> <p><input type="checkbox"/> legal argument(s) <i>(complete section 3)</i></p> <p><input type="checkbox"/> discussion / proceedings after judgment <i>(complete section 2 or 3 as appropriate)</i></p>
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and I have placed a **firm order** with
 (which is a member of the Tape Transcript Panel) *(give the name of transcription company with which you have agreed a quote)*

<p>1 Complete this section if you require a transcription of the judgment</p>	date of judgment	approx. start and end times	
<p>2 Complete this section if you require a transcription of the evidence of one or more witnesses</p>	witness name(s)	date of evidence	approx. start and end times
<p>3 Complete this section if you require a transcription of one or more legal arguments</p>	legal argument topic	date of argument	approx. start and end times

I understand that I am responsible for paying all of the costs of transcription direct to the transcription company, and that this order is placed in accordance with the Standard Terms of Trading *(as shown on the reverse of this form)*.

Date by which I require the transcript / copy(ies)
(Please note items 5.1 and 5.2 of the Standard Terms of Trading on the reverse of this form)

<p>My contact details for invoicing purposes:</p> <p>Name</p> <p>Address</p> <p><i>(please include post code)</i></p> <p>Reference</p>	<p>My contact details for enquiries on this order <i>(if different)</i>:</p> <p>Name</p> <p>Address</p> <p><i>(please include post code)</i></p> <p>Reference</p>
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Signed Telephone

Dated Fax

Standard Terms of Trading

- 1.1 Orders shall be placed on this form to transcribe tape recordings of court proceedings, and provide copies as requested, under the terms stated below.
- 1.2 The Lord Chancellor's Department does not accept any liability for services provided.
- 1.3 Transcriptions and copies will be provided only with the approval of the court.
- 1.4 All queries relating to orders placed must be raised with the transcriber.
- 2.1 Invoices shall be submitted by the transcriber to the ordering officer identified on the order form.
- 3.1 Rates payable for services ordered on this form will be disclosed by transcribers on request and will be as agreed with the Lord Chancellor's Department.
- 4.1 All transcripts of judgments or evidence will be single spaced.
- 4.2 Copies of the Court of Appeal will be of original quality and **not** photocopies.
- 5.1 Unless otherwise agreed, the transcriber will provide all transcripts of evidence within three weeks from receipt of the tape(s).
- 5.2 Upon request, the transcriber **will endeavour** to provide transcripts or copies of judgments and evidence within forty-eight hours from receipt of the tape(s) or authorisation, at a 20% premium.
- 5.3 Unless otherwise agreed, tapes will normally be despatched by the court within five working days of receipt of a request for a tape to be transcribed. When a transcript is required within forty-eight hours, the court will normally dispatch the tape on the day of the receipt of the request, although **no guarantee** is given on these timescales.
- 5.4 Unless otherwise agreed the transcriber will provide transcript of judgments to the judge also within 15 working days of the date of despatch of the tapes by the court.
- 5.5 Transcripts of judgments will be approved by the judge prior to distribution and shall be certified to that effect. Distribution of transcripts of judgments by the transcriber will take place within 5 working days of the judge returning the approved judgment to the transcriber.
- 5.6 Additional copies of transcripts of evidence or judgments shall be supplied within 5 working days of receipt of the authorised order from the Department.
- 5.7 Where more than one order is placed for a transcription prior to its completion, the total cost will be divided equally between all those who have submitted an order. The cost will comprise one transcript fee, plus the cost of additional copies.
- 6.1 This contract will remain in force until 31st March 2004, unless terminated by the Department on provision of three months written notice to the panel of transcribers, once twelve months have elapsed.
- 6.2 No orders may be placed against the contract once it has been terminated or expired.

Appendix 2

Tape Transcription Panel

For transcripts requested via the Mechanical Recording Department one of the transcription companies listed below will need to be selected.

Tapes are released from the Mechanical Recording Department to the chosen transcription company within 1-2 days. Delivery timeframes start upon receipt of the tapes to the transcription company.

Once completed, transcripts must be approved by the presiding judge before they may be distributed.

For tapes previously transcribed, transcription companies generally keep an archive of the last 5 years only, although this can vary.

The following companies are members of the tape transcription panel and for the purposes of this guide are listed alphabetically.

Company: [Associated Verbatim Reporters](#)
Tel: 01204 693645
Fax: 01204 693669
Email: info@avreporters.co.uk

Information & Charges: Transcriptions take an average of 10 days upon receipt of tapes. An expedited service of 5 or 2 working days can be provided for a higher fee. Charges are based upon a folio (72 words). Quotes are given on the estimated length of the hearing. 1 hour's court time equates to approx. £120 - £130.

Opening Hours: 8.00 a.m. - 5.15 p.m.

Company: [Audio & Verbatim Transcription Services](#)
Tel: 020 8540 0766
Fax: 020 8543 2227
Email: avts.wimbledon@virgin.net

Information & Charges: No information available.

Opening Hours: 8.30 a.m. - 6.00 p.m.

Company: **Beverley F. Nunnery & Co.**
Tel: 020 7831 5627
Fax: 020 7831 7737
Email: info@beverleynunnery.com

Information & Charges: Prices vary according to the speed of delivery. Same day, 24 and 48 hour services can be provided. The standard service takes approximately 5-7 working days. Charges are dependent upon the length of the transcript and the service selected.

Opening Hours: 9.00 a.m. - 6.00 p.m.

Company: **Cater Walsh Transcriptions Ltd**
Tel: 01562 60921
Fax: 01562 743235
Email: Info@caterwalsh.co.uk

Information & Charges: Charges are based on a folio (72 words). The final cost and delivery time are dependent upon the length of the transcript.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Company: **Catherine Gane Verbatim Reporter**
Tel: 01619 989339
Fax: 01619 989339
Email: catherinegane@aol.com

Information & Charges: Charges are based on a folio (72 words), £1.28 + VAT per folio (or £128 per hour). Transcriptions take approximately 10-16 days depending on length.

Opening Hours: 10.00 a.m. - 6.00 p.m.

Company: **Compril Ltd**
Tel: 01642 232324
Fax: 01642 244001
Email: rita.watson@compril.co.uk

Information & Charges: Charges are based on a folio (72 words), £1.20 + VAT per folio. The maximum turnaround period is 15 days, but most assignments are completed within 5 days.

Opening Hours: 8.30 a.m. - 5.00 p.m.

Company: **Exigent Group Ltd**
Tel: 020 7808 7313
Fax: 020 7808 7100
Email: dholme@exigent-global.com

Information & Charges: Charges are based on a folio (72 words), £1.00 per folio for a 48 hour turnaround, or £1.20 per folio for same day delivery.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Company: **Fiona Shipley Transcription Services**
Tel: 020 8667 9626
Fax: 020 8686 3636
Email: transcripts@fionashipley.com

Information & Charges: Charges are based on a folio (72 words), £1.47 + VAT (per folio) for judgments and £1.35 + VAT (per folio) for evidence. For copies to be made there is a charge of 26p per page.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Company: **Harry Counsell**
Tel: 020 7269 0370
Fax: 020 7405 9884
Email: Hc@ubiquis.com

Information & Charges: The average delivery time is one week. A charge is made of £25.00 + VAT per request.

Opening Hours: 9.00 a.m. - 6.00 p.m.

Company: **J. L. Harpham Ltd**
Tel: 01142 728908
Fax: 01142 493628
Email: Enquiries@jlharphamltd.fsbusiness.co.uk

Information & Charges: An approximate charge of £130 + VAT for every hour of proceedings (pro rata if less than an hour), or £1.25 per folio (72 words). The normal timescale for delivery is three weeks, unless instructed otherwise. There is a 20% premium if a transcript is required within 48 hours.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Company: [John Larking Verbatim Reporters](#)

Tel: 020 7404 7464

Fax: 020 7404 7443

Email: john.larking@virgin.net

Information & Charges: A charge is made of £29.00 per transcript + VAT.
A 24 hour service is available for a 20% increase in price.

Opening Hours: 9.30 a.m. - 5.00 p.m.

Company: [M. K. Transcribing Services](#)

Tel: 01908 640067

Fax: 01908 365958

Email: Pdownes@mkts.co.uk

Information & Charges: The rate of routine turnaround is 15 working days, with a charge of £1.17 + VAT per folio (72 words). A priority service (3-15 days) is available for a charge of £1.22 + VAT per folio. An expedited service (48 hours) is available for a charge of £1.17 per folio plus a premium of 20% + VAT.

Opening Hours: 10.00 a.m. - 5.00 p.m.

Company: [Margaret Wort & Co.](#)

Tel: 01543 682718

Fax: 01543 675990

Email: Margaretwort@tiscali.co.uk

Information & Charges: Requests should be made via fax or letter. A charge is made of £150 + VAT per hour of spoken word . For expedited service add 20%. Transcriptions take approximately 2-3 weeks depending on length.

Opening Hours: 9.30 a.m. - 6.00 p.m.

Company: [Marten Walsh Cherer](#)

Tel: 020 7405 5010

Fax: 020 7405 5026

Email: info@martenwalshcherer.com

Information & Charges: A charge is made of approx. £90 + VAT per half hour of a judgment. Payment must be made before transcription will begin. The timeframe is related to length of the judgment.

Opening Hours: 8.30 a.m. - 6.00 p.m.

Company: **North West Shorthand Writers**
Tel: 01539 445 306
Fax: 01539 445 306
Email: gunningham@alltami.fsbusiness.co.uk

Information & Charges: A charge is made of £1.25 per folio (72 words), approx. £125 per hour of court time. Delivery time depends upon length of transcript.

Opening Hours: Normal office hours (9.00 a.m. - 5.00 p.m.) but some availability out of hours.

Company: **R. & W. Shorthand Services**
Tel: 01727 844503
Fax: 01727 810876
Email: Elaine.reed@btopenworld.com

Information & Charges: A charge is made of £1.22 per folio (72 words) for judgments and £1.12 per folio for proceedings. If a transcript has already been prepared an additional copy can be supplied at 20p per page. Transcription will normally take 3 weeks, although a faster service can be arranged.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Company: **Sellers Legal Services**
Tel: 020 7405 4512
Fax: 020 7405 4526
Email: Sydney.abraham@sellers.co.uk

Information & Charges: Charges and delivery time are dependent upon the length of the transcript.

Opening Hours: 9.30 a.m. - 5.30 p.m.

Company: **Sorene Court Reporting & Training Services**
Tel: 020 8907 8249
Fax: 020 8907 5820
Email: marysorene@ntlworld.com

Information & Charges: Charges and delivery time are dependent upon the length of the transcript.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Company: **V. Wason & Associates**
Tel: 020 7385 7878
Fax: 020 7385 6044
Email: Wason@freezone.co.uk

Information & Charges: Charges are based on a folio (72 words), £1.25 + VAT per folio for proceedings, £1.35 + VAT per folio for judgments. Transcriptions take approximately 6-7 working days depending upon length.

Opening Hours: 9.00 a.m. - 5.00 p.m.

Company: **WordWave International Ltd**
Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk

Information & Charges: **Standard 3 week service:**
For judgments - £1.47/folio (72 words)
For proceedings / evidence - £1.35/folio
One week service:
As above with an extra 10% added
48 hour service:
As for 3 week service with an extra 20% added.
Average / standard fee - £160 plus VAT per hour of court time.
Timeframes listed above begin after tapes have been received from the court.

Opening Hours: 9.00 a.m. - 5.30 p.m.

Appendix 3

Crown Court Reporting Contracts

Court Reporting Contracts (1/8/04 to 31/7/06)
This information was gathered from the Department for Constitutional Affairs web site: www.dca.gov.uk/procurement/current.htm

Contract Area 1: Durham, Newcastle, Teesside, Bradford, Leeds & York

Reporters: J. L. Harpham Ltd.
Tel: 0114 272 8908
Fax: 0114 249 3628
Email: Enquiries@jlharphamltd.fsbusiness.co.uk

Opening hours: 9.00 a.m. - 5.30 p.m.

Contract Area 2: Manchester Crown Square, Manchester Minshull St, Bolton, Preston, Burnley, Carlisle & Liverpool

Reporters: Cater Walsh Transcription Ltd.
Tel: 01562 60921
Fax: 01562 743235
Email: Info@caterwalsh.co.uk

Opening hours: 9.00 a.m. - 5.00 p.m.

Contract Area 3: Caernarfon, Dolgellau, Welshpool, Mold, Chester, Knutsford & Warrington

Reporters: Cater Walsh Transcription Ltd.
Tel: 01562 60921
Fax: 01562 743235
Email: Info@caterwalsh.co.uk

Opening hours: 9.00 a.m. - 5.00 p.m.

Contract Area 4: Stoke on Trent, Stafford, Shrewsbury, Derby, Leicester, Nottingham, Worcester & Lincoln

Reporters: Margaret Wort & Co.
Tel: 01543 682718
Fax: 01543 675990
Email: Margaretwort@tiscali.co.uk

Opening hours: 9.30 a.m. - 6.00 p.m.

Contract Area 5: **Doncaster, Sheffield, Kingston upon Hull & Great Grimsby**

Reporters: **Margaret Wort & Co.**
Tel: 01543 682718
Fax: 01543 675990
Email: Margaretwort@tiscali.co.uk

Opening hours: 9.30 a.m. - 6.00 p.m.

Contract Area 6: **Birmingham, Coventry, Warwick, Northampton & Wolverhampton**

Reporters: **Harry Counsell**
Tel: 020 7269 0370
Fax: 020 7405 9884
Email: Hc@ubiquis.com

Opening hours: 9.00 a.m. - 6.00 p.m.

Contract Area 7: **Norwich, Cambridge, Ipswich, Chelmsford, Basildon, Luton, St Albans & Peterborough**

Reporters: **Sellers Legal Services**
Tel: 020 7405 4512
Fax: 020 7405 4526
Email: Sydney.abraham@sellers.co.uk

Opening hours: 9.30 a.m. - 5.30 p.m.

Contract Area 8: **Guildford, Reading, Maidstone, Croydon, Canterbury, Lewes, Chichester, Aylesbury & Oxford**

Reporters: **Marten Walsh Cherer**
Tel: 020 7405 5010
Fax: 020 7405 5026
Email: info@martenwalshcherer.com

Opening hours: 8.30 a.m. - 6.00 p.m.

Contract Area 9: **Bristol, Gloucester, Swindon, Taunton, Salisbury, Swansea, Merthyr Tydfil, Newport Gwent & Cardiff**

Reporters: **Mendip Curriculum Services**
Tel: 01884 254144
Fax: 01884 253246
Email: patricia@mendipservices.co.uk

Opening hours: Monday-Thursday 8.30 a.m. - 5.00 p.m.
Fridays 8.30 a.m. - 4.30 p.m.

Contract Area 10: Exeter, Plymouth, Truro, Bournemouth, Dorchester, Newport IOW, Portsmouth, Southampton & Winchester

Reporters: Mendip Curriculum Services
Tel: 01884 254144
Fax: 01884 253246
Email: patricia@mendipservices.co.uk

Opening hours: Monday-Thursday 8.30 a.m. - 5.00 p.m.
Fridays 8.30 a.m. - 4.30 p.m.

Contract Area 11: Central Criminal Court, The Patent Courts, Southwark & Woolwich

Reporters: WordWave International Ltd
Tel: 020 7404 1400
Fax: 020 7404 1424
Email: tape@wordwave.co.uk

Opening hours: 9.00 a.m. - 5.30 p.m.