

## Request an audio recording or transcript of a VCAT hearing

Is your request for an audio CD or a transcript? (please tick one)     Audio CD     Transcript

Case details	
Names of parties	
Presiding VCAT Member	
VCAT File Number	
Tribunal List	
Date/s of hearing	

Please note: **Compulsory conferences, mediations, adjournment periods and other proceedings will not be recorded or provided to the requesting party.**

Your details			
Your name			
Presenting	<input type="checkbox"/> Applicant/s <input type="checkbox"/> Applicant's representative <input type="checkbox"/> Respondent/s <input type="checkbox"/> Respondent's representative <input type="checkbox"/> Other (please specify) _____		
Organisation			
Phone and mobile number	<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; border: none;"> _____</td> <td style="width: 40%; border: none;"> _____</td> </tr> </table>	_____	_____
_____	_____		
Email			
Postal address			
	<b>Postcode:</b> _____		

### Approved supplier

Please note: You will need to discuss fees and arrange payment directly with the supplier for the service you choose; VCAT does not take payments on behalf of the supplier: (Please tick one)

- |   |   |  |
|---|---|--|
| <b>Epiq Australia Pty Ltd</b><br><b>Legal Transcripts</b>   | <input type="checkbox"/> Level 4, 190 Queen Street, Melbourne, 3000<br><input type="checkbox"/> Level 12, 533 Little Lonsdale Street, Melbourne, 3000   | <b>(☎ 8628 5555)</b><br><b>(☎ 9642 0322)</b>   |
| <b>Transcripts Plus</b><br><b>Pacific Transcription</b><br><b>VIQ Solutions</b><br><b>Court Transcript Services</b> | <input type="checkbox"/> PO Box 78, Balwyn North, 3104<br><input type="checkbox"/> 37 Gordon St, Milton QLD 4064<br><input type="checkbox"/> Level 1, 355 Spencer Street, Melbourne, 3000<br><input type="checkbox"/> Suite 1605, 380 Little Lonsdale Street, Melbourne, 3000 | <b>(☎ 9859 0533)</b><br><b>(☎ 1300 662 173)</b><br><b>(☎ 1800 287 274)</b><br><b>(☎ 9600 2445)</b> |

**Note: Court Transcript Services and Pacific Transcription provide transcripts only.**

It is an offence under the *Court Security Act 1980* to publish or transmit any recording of a proceeding (including a photograph, an audio or audiovisual recording) unless authorised to do so under the *Court Security Act 1980*.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

After you have arranged for transcription or the production of an audio recording with one of the approved suppliers, please forward this request to:

Victorian Civil and Administrative Tribunal  
 55 King Street,  
 Melbourne VIC 3000

**Email**    [transcripts@vcat.vic.gov.au](mailto:transcripts@vcat.vic.gov.au)  
**Phone**    03 9628 9952  
**Website**    [www.vcat.vic.gov.au](http://www.vcat.vic.gov.au)