

# EX107INFO

## Guidance, transcription panel list and prices

### SECTION 1

#### Guidance for completion of form EX107

In the space provided at the top of the form, please give:

- the name of the High Court, County or Family court where the case was issued;
- the Case Number;
- the full name of the Claimant/Applicant/Petitioner/Appellant; and
- the full name of the Defendant/Respondent.

#### Part A

Please provide:

- the name of the judge/magistrate who heard case;
- the name and address of the court where the hearing took place;
- the number of the courtroom where the case was heard; and
- the date of hearing, or the first date only if hearing was for more than one day.

Telephone Hearing: Tick box to show whether by telephone conference or not. If yes, indicate the service provider and the billing number.

#### Part B

Give your details here. Please note that you (the authorised body) are responsible for paying all the costs of transcription direct to the transcriber. If the payment/invoice is made from a different location, this information is to be given in Part E.

#### Part C

You must choose and give the name of the Tape Transcription company here. This company **must** be an official member of the Transcription Panel (*see Section 2 of this guidance for a full list of members*).

Please note Term 5 of the Standard Terms of Agreement on the reverse of the EX107, as there is a premium charged for transcripts required within 48 hours.

#### Part D

Please indicate what type of transcript is required. Please note there are different charges for transcripts of evidence, judgments and for copies of existing transcripts where one exists (*see Section 3 of this guidance for the full list of maximum charges*).

There is further space on the back of the form, if required.

#### Part E

Give details of payment/invoice name and address, if different from Part B. Where the Department is placing the order, please enter the relevant payment codes.

#### Part F

Sign and date the form to confirm request details. By signing the EX107 Tape/Disc Transcription Request you confirm that you accept the Standard Terms of Agreement as shown on the reverse of the form. Please read the Terms carefully.

## SECTION 2

### List of authorised members of the transcription panel from 1 February 2007

NAME	ADDRESS	TELEPHONE / FAX / E MAIL
Marten Walsh Cherer Limited	1 <sup>st</sup> Floor, Quality House 6-9 Quality Court Chancery Lane London WC2A 1HP  DX London/Chancery Lane 410	T 020 7067 2900  F 020 7831 6864  E-mail <a href="mailto:info@martenwalshcherer.com">info@martenwalshcherer.com</a> and a copy to <a href="mailto:jenny@martenwalshcherer.com">jenny@martenwalshcherer.com</a>
WordWave International Ltd trading as DTI	165 Fleet Street London EC4A 2DY  DX 414 LDE	T 020 7421 4036  F 020 7422 6134  E-mail <a href="mailto:ttp@dtiglobal.eu">ttp@dtiglobal.eu</a>
Cater Walsh Reporting Ltd	1 <sup>st</sup> Floor Paddington House New Road Kidderminster DY10 1AL  DX 16318 Kidderminster	T 01562 60921 / 01562 501118  F 01562 743235  E-mail <a href="mailto:aileen@caterwalsh.co.uk">aileen@caterwalsh.co.uk</a>
	The Transcription Suite 3 Beacon Road Billinge Wigan WN5 7HE	T/F 01744 601880  E-mail <a href="mailto:mel@caterwalsh.co.uk">mel@caterwalsh.co.uk</a>
John Larking Verbatim Reporters	Suite 305 Temple Chambers 3-7 Temple Avenue LONDON EC4Y 0HP  DX 13 London/Chancery Lane	T 020 7404 7464  E-mail <a href="mailto:transcripts@johnlarking.co.uk">transcripts@johnlarking.co.uk</a>
	1 Cow Lane Church Farm South Harting West Sussex GU31 5QG  DX 100413 Petersfield	T 01730 826789
AVR Transcription Limited	Turton Suite Paragon Business Park Chorley New Road Horwich Bolton LANCS BL6 6HG  DX 19776 HORWICH	T 01204 693645  F 01204 693669 / 0844 824 6417  E-mail <a href="mailto:support@avrtranscriptionltd.co.uk">support@avrtranscriptionltd.co.uk</a>

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE / FAX / E MAIL</b>
J L Harpham Ltd	Queen's Building 55 Queen Street SHEFFIELD S1 2DX  DX 10645 Sheffield 1	T 0114 272 8908  F 0114 249 3628  <b>E-mail</b> <a href="mailto:Enquiries@jlharphamltd.fsbusiness.co.uk">Enquiries@jlharphamltd.fsbusiness.co.uk</a> <a href="mailto:jlhlttd@btconnect.com">jlhlttd@btconnect.com</a>
Ubiquis UK (formerly known as Harry Counsell & Co)	61 Southwark Street LONDON SE1 0HL  DX 149165 Southwark 9	T 020 7269 0370  F 020 7405 9884  <b>E-mail</b> <a href="mailto:infouk@ubiquis.com">infouk@ubiquis.com</a>
Audio & Verbatim Transcription Services	10 Herondale Haslemere SURREY GU27 1RQ  DX 58103 Haslemere Surrey	T 01428 643408  F 01428 654059  <b>E-mail</b> <a href="mailto:avtshaslemere@aol.com">avtshaslemere@aol.com</a>
Beverley F. Nunnery & Co (a division of Opus 2 International Limited)	Beverley F Nunnery & Co (a division of Opus 2 International Limited) 5 Chancery Lane, London EC4A 1BL  DX21 LON/CHY	T 020 7831 5627  F 020 7831 7737  <b>E-mail</b> <a href="mailto:info@beverleynunnery.com">info@beverleynunnery.com</a>
Compril Limited	Denmark House 169-173 Stockton Street Middlehaven Middlesbrough TS2 1BY  DX 60529 Middlesbrough	T 01642 232324  F 01642 244001  <b>E-mail</b> <a href="mailto:rita.watson@compril.co.uk">rita.watson@compril.co.uk</a> <a href="mailto:lrobertson@compril.co.uk">lrobertson@compril.co.uk</a>
Mendip Media Group	Rockeagle House Pynes Hill Exeter EX2 5AZ  DX 742483 Exeter 34	T 01392 213958  F 01392 215643  <b>E-mail</b> <a href="mailto:tp@mendipmediagroup.com">tp@mendipmediagroup.com</a>
Apple Transcription Limited	Suite 204 Kingfisher Business Centre Burnley Road Rawtenstall Rossendale Lancashire BB4 8ES  DX 26258 Rawtenstall	T 0845 604 5642  F 01706 870838  <b>E-mail</b> <a href="mailto:info@appletranscription.co.uk">info@appletranscription.co.uk</a>
The Transcription Agency	24-28 High Street Hythe Kent CT21 5AT	T 01303 230038  <b>E-mail</b> <a href="mailto:court@thetranscriptionagency.com">court@thetranscriptionagency.com</a>
W B Gurney & Sons LLP	83 Victoria St Westminster London SW1H 0HW	T 020 7960 6089  F 020 7960 6100  <b>E-mail</b> <a href="mailto:janet@gurneysreporting.co.uk">janet@gurneysreporting.co.uk</a> <a href="mailto:rhona@gurneysreporting.co.uk">rhona@gurneysreporting.co.uk</a>

NAME	ADDRESS	TELEPHONE / FAX / E MAIL
Posib Ltd	Second Floor St Mary's Chambers 87 High Street Mold Flintshire CH7 1BQ  DX 26560, MOLD	T 01352 757273  F 01352 757752  <b>E-mail</b> <a href="mailto:translation@posib.co.uk">translation@posib.co.uk</a> <a href="mailto:posib@icloud.com">posib@icloud.com</a>  Secure email: <a href="mailto:dorothy.roberts@posib.cjsm.net">dorothy.roberts@posib.cjsm.net</a> <a href="mailto:Christine.vaughan@posib.cjsm.net">Christine.vaughan@posib.cjsm.net</a>  <a href="http://www.posib.co.uk">www.posib.co.uk</a>

## Complaints about service providers

The service providers on the approved list are subject to a contract with the Ministry of Justice. Under the terms of that contract, providers are obliged to have a robust complaints procedure in place.

- If a court or court user wishes to make a complaint relating to the provision of a telephone hearing or transcript, including prices, billing, and quality of product or other technical issues this should be directed to the relevant service provider.
- If a court or court user wishes to make a complaint relating to the conduct of the service provider for transcripts or telephone hearings, they should in the first instance contact the Civil Operations Team, post point 1.41, 102 Petty France, London, SW1H 9AJ or DX 152380 Westminster 8 or email [Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk](mailto:Civil&FamilyBusinessSupport@hmcts.gsi.gov.uk)

## SECTION 3

Tape Transcription Panel (TTP) Contract  
Variation number 7  
Revised Maximum Authorised Bodies Rates  
March 2014

<b>TTP</b>	<b>REVISED MAXIMUM Authorised Bodies Rates</b>
1. Rate per folio* for transcripts from magnetic tape/reel to reel/DAR (including Compact Disc)	
1. Evidence	£1.63
2. Judgments	£1.79
2. Rate per folio* for transcriptions from Hard Copy	
1. Evidence	£1.63
2. Judgments	£1.79
3. Copy Rate per A4 Page	£0.36
4. Minimum Fee for a Transcript, if applicable	£15.75
5. Additional charge, if applicable for transcripts required within 48 Hours	20% Uplift
6. Any other Costs	Postage & Packing where applicable

\* 72 words