

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 or county court where the case was issued;
- the Claim Number;
- the full name of the Claimant(s); and
- the full name of the Defendant(s).

Part A

Please provide:

- the name of the judge 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.

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

Give the name of the Tape Transcription Company here. This company **must** be an official member of the Tape 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 (*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 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 tape transcription panel from 1 February 2007

NAME	ADDRESS	TELEPHONE / FAX / E MAIL
Marten Walsh Cherer Limited	6 th Floor 12-14 New Fetter Lane London EC4A 1AG DX London/Chancery Lane 410	T 020 7936 6000 F 020 7427 0093 E-mail info@martenwalshcherer.com and a copy to jenny@martenwalshcherer.com
Merrill Legal Solutions (Wordwave)	101 Finsbury Pavement London EC2A 1ER DX 42621 Cheapside	T 020 7422 6131 F 020 7422 6134 E-mail mlstape@merrillcorp.com
Cater Walsh Transcription Limited	1 st Floor Paddington House New Road Kidderminster DY10 1AL DX 16318 Kidderminster 1	T 01562 60921 F 01562 743235 E-mail Info@caterwalsh.co.uk
	IC The Court Newport Road CARDIFF CF24 1RH	T 02920 453258 F 02920 495931
John Larking Verbatim Reporters	Suite 91 Temple Chambers 3-7 Temple Avenue LONDON EC4Y 0HP DX 13 London/Chancery Lane	T 020 7404 7464 F 020 7404 7443 E-mail john.larking@virgin.net
	Coniston Bunch Lane Haslemere SURREY GU27 1ET DX 58114 Haslemere	T 01428 656917 F 01428 661870
Associated Verbatim Reporters	Dunscar Suite Paragon Business Park Chorley New Road Horwich Bolton LANCS BL6 6HG DX 19776 HORWICH	T 01204 693645 F 01204 693669 E-mail info@avreporters.co.uk
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 E-mail Enquiries@jlharphamtd.fsbusiness.co.uk

NAME	ADDRESS	TELEPHONE / FAX / E MAIL
Harry Counsell & Co	Cliffords Inn Fetter Lane LONDON EC4A 1LD DX1049 Chancery Lane	T 020 7269 0370 F 020 7405 9884 E-mail Hc@ubiquus.com
Audio & Verbatim Transcription Services	25 South Park Road Wimbledon LONDON SW19 8RR DX 300107 Wimbledon Central	T 020 8540 0766 F 020 8543 2227 E-mail avtswimbledon@btinternet.com
	10 Herondale Haslemere SURREY GU27 1RQ DX 58103 Haslemere Surrey	T 01428 643408 F 01428 654059 E-mail avtshaslemere@aol.com
Beverley F Nunnery & Co	Quality House Quality Court Chancery Lane LONDON WC2A 1HP DX LDE 21	T 020 7831 5627 F 020 7831 7737 E-mail info@beverleynunnery.com
M K Transcribing Services	29 The Concourse Brunel Business Centre Bletchley Milton Keynes BUCKS MK2 2ES DX 100031 Bletchley	T 01908 640067 F 01908 365958 E-mail Pdownes@mkts.co.uk
Compril Limited	Denmark House 169-173 Stockton Street Middlehaven Middlesborough TS2 1BY DX 60529 Middlesborough	T 01642 232324 F 01642 244001 E-mail rita.watson@compril.co.uk
Mendip Media Group Ltd	1 Chinon Court Lower Moor Way Tiverton Devon EX16 6SS	T 01884 259580 F 01884 250235 E-mail ttp@mendipmediagroup.com
Exigent Group Limited	44 Carnaby Street, LONDON W1F 9PP	T 020 7287 7669 F 020 7287 9351 E-mail admin@exigent-global.com
Apple Transcription Limited	419 Holcombe Road Helmshore Rossendale Lancs BB4 4NF DX 26258 Rawtenstall	T 01706 231 997 F 01706 870838 E-mail pamela@appletranscription.co.uk

NAME	ADDRESS	TELEPHONE / FAX / E MAIL
The Transcription Agency	24-28 High Street Hythe Kent CT21 5AT	T 01303 230038 F 01303 230048 E-mail office@thetranscriptionagency.com
Audrey Jones Transcription	49 Hill Rise Romiley Stockport SK6 3AP DX 23701 Marple	T 0161 430 4705 F 0161 217 9626 E-mail ajtranscription@ntlworld.com
W B Gurney & Sons LLP	Hope House 45 Great Peter Street Westminster SW1P 3LT	T 020 7233 1935 F 020 7233 1935 E-mail gurneys.rbg@btconnect.com
Posib	Y Gilfach Ffordd y Pentref Nercwys, Sir y Fflint CH7 4EL	T 01352 757273 F 01352 737252 E-mail translation@posib.co.uk

Complaints or queries

If you have a complaint or query about the service provided by a Panel Member, please send details in writing to the following address:

Customer Service Unit
HMCS
1st Floor
102 Petty France
London
SW1H 9AJ

DX 152380 Westminster 8

SECTION 3

Maximum prices to authorised bodies from 1 February 2008

Agreed price schedule for the provision of tape transcription services for authorised bodies

*ALL RATES ARE EXCLUSIVE OF VAT

	MAXIMUM** Authorised Bodies Rates
1. Rate per folio* for transcripts from magnetic tape/reel to reel/ DAR 1. Evidence 2. Judgments	(£) 1.44 1.57
2. Rate per folio* for transcriptions from Disk 1. Evidence 2. Judgments	0.75 0.80
3. Rate per folio* for transcriptions from Hard Copy 1. Evidence 2. Judgments	1.44 1.57
4. Copy Rate per A4 Page	0.32
5. Minimum Fee for a Transcript, if applicable	13.86
6. Addition charge, if applicable for transcripts required within 48 Hours	20% Uplift of Folio rate
7. Any other Costs	Postage and Package fees if applicable

* Refers to 72 Words

** MAXIMUM Rates – Suppliers must not exceed these rates when charging Authorised Bodies