

# Tape Transcription

To (court and address)

West London County Court  
 43 North End Road  
 London W14 8SZ

In the		High Court/County Court
Claim No	Always quote this	WL203537
Claimant		Steel Services
Defendant		Noëlle - Yvonne - Sylvie KLOSTERKOTTER - DIT RAWÉ

- The above case was heard in the West London County Court before Mr Justice / His Honour Judge M. A. J. J. J. sitting in Court No in chambers

Please tick appropriate box

- (i) A transcript of  the whole case  the evidence  the judgment  legal argument

NB: transcript that was eventually

- ii) A copy of the transcript of  the whole case  the judgment  legal argument  the evidence

is required and a firm order has been placed with Beverley F. Munnery & Co. being a member of the Tape Transcript Panel

The evidence to be transcribed / copied is as follows (give dates and times)<sup>(1)</sup>:-

- Hearing was set on 28 May 2004
- at 10:00 AM
- 
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(1) enter names of witnesses whose evidence is to be transcribed together with the date and approximate time their evidence was given

Do you want additional copies? NO

- The legal argument to be transcribed / copied is as follows<sup>(2)</sup>:
  - [19 ] [20 ] at approximately ..... am/pm
  - [19 ] [20 ] at approximately ..... am/pm
  - [19 ] [20 ] at approximately ..... am/pm

(2) enter date and approximate time

- The judgment was given on ..... [19 ] [20 ] at approximately ..... am/pm

Date transcript/copy to be provided by (see Paras 5.1 and 5.2 of the Standard Terms of Trading on the reverse of this form)

(3) delete as appropriate

- ~~I/We~~ understand that ~~I/We~~ are responsible for all the fees and that these are payable direct to the transcribers

- The invoice should be addressed to:

Name Noëlle K-Dit-RAWÉ  
 Address 3 Jefferson House  
11 Basil St  
 Reference London SW3 1AX

- Inquiries on this order should be raised with:

Name (Dit-RAWÉ)  
 Address .....  
 Reference .....



I understand that this order is placed in accordance with the Standard Terms of Trading printed on the reverse of this form

Signed ..... Dated 4 June 2004  
 Telephone No 020 7645 2004 Fax No .....

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## Standard Terms of Trading

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- 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 will be double spaced, and transcripts of 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 of the date of the despatch of the tapes by the court.
  - 5.2 Transcripts, or copies, of judgments and evidence may be provided, upon request, within forty-eight hours from receipt of the tape, 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 despatch the tape on the day of the receipt of the request, although no guarantee is given of these timescales.
  - 5.4 Unless otherwise agreed the transcriber will provide transcript of judgements 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.
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