

SHARING TRANSCRIPT COSTS – INFORMATION FOR JOINT REQUESTS

INTRODUCTION

As of 18 April 2023, amendments to the *Recording of Evidence Regulation 2018 (QLD)* will provide for parties (including opposing parties) to share the cost of transcripts of their matters if a transcript does not already exist.

While there is no obligation for parties to share transcripts costs, should parties wish to make a joint request, parties should agree in advance:

- to share transcript costs
- determine the type of transcript to be requested
- how quickly the transcript needs to be produced
- the percentage of the total cost each party will pay.

MAKING A COST-SHARE REQUEST

- One of the parties (or their legal representative) will submit request via [QTranscripts](#) online ordering portal and select 'yes' in the *Cost Sharing Details* section of the order form.

Cost Sharing Details

Is there an agreement to share costs with other party/parties to the proceeding?

No	▲
<input type="text"/>	
Q	
Yes	
No	

- A separate window will appear. Enter the details of each party sharing the cost of the transcript and the percentage split of costs for each party by clicking the 'Add' button.
- *Note! The correct verified email address of each party (the email address utilised to login into QTranscripts) must be entered, otherwise QTranscripts will not accept the request.*

Add Row
✕

First Name

Last Name

Email Address

This email exists.

* Split Percentage ⓘ

Please ensure the total split equals 100% ✕

Cancel Add

- As each party is entered via the “Add” button, their details will appear on the main ordering page.

Number of parties including yourself agreeing to share the transcript cost

Cost sharing parties including yourself

Add
Remove All

Actions	First Name	Last Name	Email Address	Split Percentage
	[REDACTED]			25
	[REDACTED]			25
	[REDACTED]			25
	[REDACTED]			25

- Complete and submit the transcript order form; once submitted, request status can be viewed via the ‘My Activities’ section of QTranscripts.
- Approved cost-sharing requests will be forwarded to the Transcript Service Provider selected when submitting the transcript request who will then contact each party regarding deposit amounts (based on percentage split per the transcript request) and payment options.
 - Note! TSP will not commence production of the transcript until all requestors have paid their deposit and will cancel the request should all requestors have not paid their deposit within 5 business days following receipt of deposit invoice*

- *Should a request be cancelled due to an outstanding deposit amount, requestors who have paid deposits will receive a refund of deposit and a new transcript request should be submitted.*
- TSP may not release the final transcript until all transcript fees have been paid by all requestors.
- For further information regarding your obligations under a joint request for a transcript please see the [Transcript Cost-Sharing policy](#)
- For further information regarding Transcript and Audio Request cancellations and refunds, please see [Deposits, Cancellations and Refunds policy](#)

EXCLUSIONS

- Each cost-sharing party to the request must be a party to the matter for which they are requesting a transcript
- Cost-sharing requests cannot be accepted where a transcript already exists or is in production at the time the cost-sharing request is submitted, or for audio of proceedings. In these instances, each party will be required to submit a separate request and pay the regulated fee.
- A party approved for a waiver of transcript fees due to a Financial Hardship cannot enter in cost-sharing arrangement for the same transcript.

FAQs

1. Why can't I share the cost of a transcript that has already been produced?

The initial production of the transcript incurs the most expense. Once transcript has been produced copies of the transcript are available to eligible people, for payment of a regulated fee that is lower than the original transcription cost.

2. What happens if the other parties don't agree to share?

If the parties cannot come to an agreement on cost sharing, then each will have to decide whether they require a transcript, on the understanding that they will pay the full cost if they are the first to request it.

3. Does cost sharing mean that each party pays an even share?

Not necessarily, the cost does not need to be split evenly between the joint applicants, but the agreed portions must add up to 100% of the total cost.

4. What if the other parties don't follow our agreement?

If one of the parties to the application does not pay their share as agreed the order must be cancelled and those who have made payment will be refunded. This may also cause delays in producing the transcript, because the Transcription Services Provider is unlikely to commence work until a relevant deposit has been taken.

THINGS TO NOTE

- A cost sharing arrangement is not mandatory. It relies on mutual consent of the parties to what is agreed, and to doing the things necessary to make a successful joint application.
- Complex arrangements involving multiple parties, different application and payment methods, and errors in the application process can all cause delays that impacts whether the transcript is produced on time.
- If required, a table that to assist parties to record important information about a cost-sharing arrangement is below in **Appendix 1**.

Should you have any questions regarding cost sharing transcript requests please contact the Recording and Transcription Services Team on 1800 842 122.

Appendix 1 – Informal cost-share agreement

Relevant details for a cost-share agreement for transcription of a court proceeding					
Name and date/s of the proceeding					
Turnaround time	(i.e. 24 hrs, 3 days, 5 days)		Transcript Type	(i.e. Hearing; Judgement)	
Requestor Name (fill as many columns as necessary for all parties to the agreement)	(Party submitting order in this column):				
Email contact					
Phone contact					
Proportion of cost (can be split to 0.01%, total must equal 100%)					
Date of agreement					