CTTT
Consumer, Trader & Tenancy Tribunal

Request for sound recording or transcript

Please complete this form using BLOCK letters with a black or blue pen.

Send or lodge your completed form with a money order/cheque to your local CTTT Registry. Money orders and cheques to be payable to '*Consumer, Trader and Tenancy Tribunal*' or *CTTT'.*

Hearing details		
CTTT File Number:		
Parties' names:		
Please complete hearing details for sound recording/transcript		
Date of hearing:	**Hearing venue:**	**Time and duration of hearing:**

Request type	
What are you requesting:	☐ Sound recording *(select time frame required)* ☐ *Standard* (10 working days) ☐ *Urgent* (5 working days) ☐ Transcript (turnaround approx 3 weeks)
Preferred method of delivery:	☐ Post ☐ Collect in person
Costs: Sound recording (80 mins per CD)	**Standard:** $24.00 per CD (standard) **Urgent:** $66.00 per CD (urgent)
Transcript	$300.00 per hearing hour ($2000 initial deposit must be paid)

Details of person making the request (your details)	
Full name:	
Address:	
	Postcode
Who are you:	☐ Applicant ☐ Respondent ☐ Other _____
Email address:	
Contact number:	(H): (W): (Mob):

☐ I understand that I will be liable for any balance owing prior to the delivery of the sound recording and/or the transcript.

Name	**Signature**	**Date**
		/ /

Office use only:	
Date received:	Tribunal Member:
Date processed:	Counter reading start/finish time:
Deposit paid: ☐ Receipt no: _____	
Total cost:	
Less deposit:	
Balance / refund owing:	
Date returned:	RSU Officer: