

Crown Court Transcript Order Form



Name of defendant	
Indictment number	
Crown Court	

Order Requirements:

Transcript requirements	<input type="checkbox"/> All proceedings <input type="checkbox"/> Prosecution Opening Speech <input type="checkbox"/> Defence Opening Speech <input type="checkbox"/> Evidence <input type="checkbox"/> Prosecution Closing Speech <input type="checkbox"/> Defence Closing Speech <input type="checkbox"/> Summing up <input type="checkbox"/> List of witnesses, Summing up to Verdict <input type="checkbox"/> Verdict <input type="checkbox"/> Prosecution Opening Facts <input type="checkbox"/> Mitigation <input type="checkbox"/> Sentencing remarks <input type="checkbox"/> Judgment <input type="checkbox"/> Other If other please specify:
Date(s) of proceedings	

Name of Judge	
Prosecution Counsel	
Defence Counsel	

Customer details:

Please state if you would like to receive a formal quotation before we proceed with your order.

Requested by	
Connection to case	
Telephone number	
Email Address	
Formal Quotation Required	Yes / No

If you do not know the details of the case (e.g. date/s of proceedings) **please contact** the relevant court who will be able to help you.

Please email, post or fax the completed form to the contact details below.

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MMG can produce transcripts for the following Crown Courts (Areas 9 & 10):

- Bristol
- Bournemouth
- Cardiff
- Dorchester
- Exeter
- Gloucester
- Isle of Wight
- Merthyr Tydfil
- Newport (Gwent)
- Plymouth
- Portsmouth
- Salisbury
- Southampton
- Swansea
- Swindon
- Taunton
- Truro
- Weymouth
- Winchester

Cases older than five years:

If you are requesting a transcript from a case that took place more than five years ago, please be aware that courts destroy tapes after five years unless they have been placed under a preservation order. We will be unable to produce any new transcripts, however, if the case has already been transcribed you would be able to request a copy.

Pre 2004

If proceedings were before August 2004, you will need to contact an alternative transcription company as MMG does not hold any transcriptions prior to this time. For transcripts prior to 2004 in Crown Courts Areas 9 & 10, please contact [Cater Walsh](#) or Virginia Wasson.