

# Obtaining a Transcript - Frequently Asked Questions



## What is recorded at the State Administrative Tribunal?

All full hearings and directions hearings, (other than Class 1, Planning and Development Directions) are recorded for the purposes of maintaining a record of proceedings. Mediations are held in private, no recording is made. Recordings of hearings are not transcribed automatically and are only produced on an "as required" basis. This includes the production of reasons or where a party has made a request for the transcript to be provided.

## Who can apply for a transcript?

A transcript of proceedings may be requested by any person involved in the matter. This only includes the applicant, the respondent, their respective representatives or any other party who can show a vested interest in the matter. (There is a separate application and process for requesting transcripts for Guardianship and Administration hearings).

## How do I request a transcript?

(For Guardianship and Administration (GAA) transcript requests, you must make a Section 112(4) application under the *Guardianship and Administration Act 1990*, to make an application you need to proceed to the "Application Wizard" web page click [here](#) for a GAA transcript request/application).

All other requests for transcripts are to be made by completing the Transcript request form (available [here](#)) and then emailing it to [sat.transcripts@justice.wa.gov.au](mailto:sat.transcripts@justice.wa.gov.au).

Alternatively, you can post, hand deliver or fax the form to the Tribunal.

## How much will my transcript cost?

Hearings recorded at the State Administrative Tribunal are not initially transcribed. Therefore the exact cost of an individual transcript can not be specified until it has been produced; however the Tribunal will provide an estimate of the cost.

If your transcript has not previously been produced, upon approval of your request the Transcript Officer will contact you to arrange for a deposit of 75% of the estimated cost of the transcript. Once your transcript has been received, the Transcript Officer will contact you to inform you of the outstanding balance which needs to be paid prior to dispatching of the transcript.

If your transcript has already been produced, upon approval of your request the Transcript Officer will contact you and notify you of the total cost.

Transcripts are charged at a rate of \$6.35 per page and a minimum fee of \$19.35 is charged for three pages or less.

Please note, all requested transcripts are e-mailed out to requesting parties unless specified.

## Transcript in an Audio form

If you are requesting a transcript, you may apply for the Audio version. Currently this service is provided **free** of charge. Please note, the Tribunal does reserve a right to charge a fee for this service in the future.

Digital recordings are provided on a CD-Rom and can't be played on a CD player, but may be played via a computer or laptop.

## Transcript needed for review or an appeal

If you are lodging an appeal against the decision made by the Tribunal, you will need to request a written transcript.

## How long will it take?

A transcript request takes a minimum of 10 business days to prepare (longer for extended and multiple day hearings). A request for audio takes up to 4 business days.

## How can I pay for my transcript?

The State Administrative Tribunal only accepts the following methods of payment:

- **Cash**

In person at the State Administrative Tribunal. (Please **do not** send any cash payments through the mail).

- **Cheque**

Via post it should be made out to:  
State Administrative Tribunal  
GPO Box U1991  
PERTH WA 6845 or in person.

- **Australian Money Order**

(These can be obtained from participating Post Offices for values up to and including \$5000. Please contact 13 7678 to find out if your local post office issues money orders.)

Via post (Be sure to complete the senders details on the back of the money order so that we can issue you with a receipt) or In person at the State Administrative Tribunal.

- **Credit/Debit Card (Visa & MasterCard Only)**

By e-mailing a Credit Card Payment Form available [here](#) to:  
[sat.transcripts@justice.wa.gov.au](mailto:sat.transcripts@justice.wa.gov.au)

Or by facsimile on (08) 9325 5099

## Other transcript questions?

If you have any other transcript questions, please email your questions by clicking on: [State Administrative Tribunal – transcript questions](#) or by telephoning 9219 3111.