

# TRANSCRIPT ORDER FORM

**IMPORTANT NOTE:** A SEPARATE ORDER FORM IS REQUIRED FOR EACH PROCEEDING

A request for a transcript via email of an industrial matter before the Industrial Court; the Queensland Industrial Relations Commission and the Industrial Registrar can be completed and returned to the Industrial Registry reception on Floor 18, Central Plaza 2 between the hours of 8.15 a.m. and 4.45 p.m. Monday to Friday.

## DETAILS OF TRANSCRIPT

MEMBER	MATTER NUMBER	MATTER DETAILS	DATE OF PROCEEDING

## PARTY RELATIONSHIP TO MATTER

[indicate your relationship to the matter]

Applicant

Respondent

Applicant Representative

Respondent Representative

## REQUESTING TRANSCRIPT DETAILS

NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IMPORTANT NOTE:** If you require a certified copy; an audio tape or a hard copy of a transcript you will need to contact the State Reporting Bureau on telephone: 3247 4360

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## OFFICE USE ONLY

Order Received By: \_\_\_\_\_

Fax

Email

Reception

Date of Order: \_\_\_\_\_

Date Request Finalised: \_\_\_\_\_

Industrial Registry, 18th Floor, Central Plaza 2, 66 Eagle Street, (Corner Elizabeth and Creek Streets), BRISBANE QLD 4000  
Postal Address: GPO Box 373, BRISBANE QLD 4001

Facsimile: (07) 3221 6074..... Email: [QIRC.Registry@deir.qld.gov.au](mailto:QIRC.Registry@deir.qld.gov.au) .....Website: [www.qirc.qld.gov.au](http://www.qirc.qld.gov.au)..... General Enquiries: (07) 3227 8060