



## Transcript Request Form

Version 2

Pursuant to regulation 8 of the *Recording of Evidence Regulations 2018* a party, or their legal representative or agent, is entitled to **one free copy** of a transcript to a proceeding in the Industrial Court of Queensland (ICQ), Queensland Industrial Relations Commission (QIRC), or a matter heard before the Industrial Registrar. This copy can only be produced electronically.

A separate request form is required for each proceeding, and each day of the proceeding.

Persons who are **not** parties to a proceeding, or have exhausted their entitlement under the regulations, can order transcripts of proceedings through [Auscript](#). Fees may be applicable under this option.

Once the form is complete please email it to: [transcripts@qirc.qld.gov.au](mailto:transcripts@qirc.qld.gov.au)

### 1. Details of Transcript:

<b>Date of Proceeding</b>	
<b>File number</b>	
<b>File name</b>	
<b>Member name</b>	

### 2. Requesting party details:

**Note:** a party to a proceeding is an individual, corporation or other entity that has:

- Started a QIRC or ICQ proceeding; or
- Had a QIRC or ICQ proceeding started against them; or
- Later joined a proceeding as a party by orders made by a Member of the QIRC or ICQ.

If a party appoints a legal representative, industrial agent, or union representative, that person becomes the contact in the proceedings for the party they represent.

<b>Name of requesting party</b>	
<b>Organisation (if any)</b>	
<b>Email address*</b>	
<b>Role in proceedings</b> E.g. Applicant/Appellant, Applicant/Appellant representative, Respondent, Respondent representative	

\*The Industrial Registry will only send the transcripts once to a party, therefore the Registry advises against the use of individual agent email addresses.