

Request that the costs of transcripts be paid at public expense

- Part 52 Civil Procedure Rules (CPR 52.14) applies.
- This form should be fully completed and returned to the court **together with a copy of your appeal notice**.
- Wherever possible you should provide documentary proof of the information you provide. Failure to do so may delay your application.
- This form does not apply to Employment Tribunals. Use form EX107.

About the case

Case/Claim number or
Appeal number

Date of order you are
appealing/intend to appeal
and name of judge who made
the order

Date

Name of judge

What part of the proceedings
do you want to be
transcribed?

☐ Judgment only

☐ Evidence only

☐ Entire proceedings

If you have ticked Evidence
or Entire proceedings, please
give reasons for your request.

Have you obtained any
estimate of the costs of
providing a transcript from the
transcribers?

☐ Yes

☐ No

If Yes, please provide a copy
of the estimate

☐ Copy enclosed

About you

☐ Mr ☐ Mrs ☐ Miss ☐ Ms
☐ Other _____

Last name/family name
Please use BLOCK LETTERS

First name
Please use BLOCK LETTERS

Address
Please include the postcode

Contact telephone number

Relationship status

☐ Single
☐ Married/Civil Partnership
☐ Other _____

Dependants

The people who you look after financially

Give the number of children aged:

<input type="text"/>	Under 11 yrs	<input type="text"/>	16 to 17
<input type="text"/>	11 to 15	<input type="text"/>	18

Others

State who they are and why you look after them financially

Previous applications

Have you made a previous application for transcripts to be paid at public expense on this or any other matter?

☐ Yes ☐ No

If Yes, please provide details including court references

Employment status

☐ Employed☐ Unemployed☐ Retired

If employed, please state your occupation

If you are employed, give name and address of your employer*

*You should also supply a copy of your last three wage slips and your P60

Property in which you live

☐ In your own property☐ In rented property☐ In lodgings☐ In property that you own jointly with someone else☐ Other (please explain below)

Do you or your spouse/partner have an interest in any other property?

☐ Yes☐ No

If Yes, please provide details

About your finances

Your savings

Give total amount for each type of savings you and your partner have.

If you do not have one of the types of savings shown, put 'NIL'.

Bank account (Current)

Premium Bonds

Bank account (Deposit)

Stocks or shares (or both)

Building Society Account

(1)

National Savings Investments

(2)

Other saving (Give details)

Your usual income

Give the amount you receive each month for each type of income.

If you do not have one of the types of income shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total income each month' box.

Your usual take-home pay

 a month

Child Benefit

 a month

Your partner's usual take-home pay

 a month

Other benefit or income which is

Income from other people who live with you

 a month

	<input type="text"/> a month
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Pension(s)

(1) State

 a month

	<input type="text"/> a month
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(2) Private or Occupational

 a month

	<input type="text"/> a month
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	<input type="text"/> a month
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Total income each month

Your usual expenses

Give the amount you pay each month for each type of expense.

If you do not have one of the types of expense shown, put 'NIL'.

Add up the amounts and put the sum in the 'Total expenses each month' box.

Rent or Mortgage

 a month

Child care

 a month

Council Tax

 a month

Travelling expenses

 a month

Food and household essentials

 a month

Water and Sewerage charges

 a month

Maintenance and Child Support

 a month

Court fines

 a month

Electricity

 a month

Outstanding debts

 a month

Gas, coal or oil

 a month

Clothing

 a month

Telephone

 a month

Other expenses which are

TV rent and licence

 a month

	<input type="text"/> a month
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	<input type="text"/> a month
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	<input type="text"/> a month
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Total expenses each month

 a month

Do you have any debts?

☐ Yes

☐ No

If Yes, give name and address of creditor and approximate amount outstanding

Name	Address	Amount

Declaration

I declare that the information I have given is true to the best of my knowledge and belief and I understand that:

- I will be asked to provide documents as evidence to support my statements;
- my request will not proceed if I do not provide the evidence;
- my request will be refused if I have not disclosed any relevant facts in this form.

Signature

Name (please print)

Date

For Court use only

- ☐ Application granted as requested
- ☐ Application granted in these terms:
- ☐ Transcript of evidence only
- ☐ Transcript of judgment only
- ☐ Application refused

Signed

Judge

Date