**Pilot - Request for transcription of court proceedings – application process (March 2024)**

Application form

**Please provide the following details.**

* Your name:
* Your connection with the case:
	+ I am the complainer.
	+ I am the complainer’s representative.
	+ Other (please specify).
* If you are not the complainer, please include the complainer’s name and date of birth here:
* Your address:
* Your phone number:
* Your email address:
* Your preferred method of communication:
	+ Email.
	+ Phone.
	+ Post.
* Please ensure that you provide two forms of identification along with your application. Details on what identification is required can be found in the guidance note.
* If you are making a subject access request on another person’s behalf, please provide proof of their identity alongside your written authorisation to act upon their behalf.

**Details of the court proceedings you would like to be transcribed.**

* Date of trial/proceedings:
* Name of Accused(s):
* Location of trial:

**Which part (s) of the trial would you like transcribed?**

Please select one or more of the following options:

* + Jury ballot
	+ Jury sworn in
	+ Crown case
	+ Defence case (Evidence may not have been led)
	+ Closing speeches
	+ Judges charge
	+ Verdict
	+ All of the above

See below for details on stages of the trial(s).

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| --- | --- | --- |
| Stage | What Generally Happens | When Does it happen |
| Jury ballot | Preliminary matters.Jury selected (remotely). | On day 1 of the trial, after the accused has pled not guilty |
| Jury sworn in | Indictment and special defences read to the jury.Oaths/affirmation of jurors administered.Judge provides written directions. | After the ballot and usually in the morning of day 2 of the trial, however it can be in the afternoon of day 1 if jurors are balloted that morning. |
| Crown case | Evidence led by the crown in support of the libel.Objections to evidence. Points of law at the close of the crown case. | After judges provide written directions. |
| Defence case (Evidence may not have been led) | Evidence led on behalf of the accused.Objections to evidence.  | If this stage happens it happens after the crown case. |
| Closing speeches | Crown and the defence address the Jury.Possible further legal submissions. | This happens at the conclusion of all the evidence. |
| Judges charge | Judges gives the jury directions. Jury are then sent out to consider their verdict. | This happens after speeches have concluded. |
| Verdict | Jury return their verdict. Next steps depending on verdict. | This happens when the jury are ready. |

Please note, that legally transcripts cannot always be provided – see the [guidance](https://www.scotcourts.gov.uk/docs/default-source/default-document-library/transcripts/guidance-to-support-funding-applications-for-transcripts---pilot-for-sexual-offences-victims%29.doc) for more information.

**Evaluation Process**

Please note that an evaluation will be carried out as part of the pilot and the information provided below will be shared with the Scottish Government as part of the evaluation process. The evaluation will help to assess the reasons why transcripts are being requested and help in the development of any future policy decisions.

To assist in evaluating the pilot, please outline your reason for requesting a transcript (this is a mandatory requirement to participate in the pilot and will be retained for the purposes of the pilot only).

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| Please provide details: |
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| How did you find out about the pilot? |
|  |

Do you have any other comments relevant to your request for a transcript?

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| Please provide details: |
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Before the launch of the pilot, were there barriers to you applying for a transcript through the existing scheme?

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| --- |
| Please provide details: |
|  |

**For completion by the Scottish Courts and Tribunals Service**

* Has a transcript been produced for other purposes?
* The total cost.
* Time taken to transcribe.
* Time taken to carry out redaction work.
* Any issues with the transcription process.
* Any other comments.

March 2024