

Request for transcription of court proceedings under the Criminal Procedure (Scotland) Act 1995 s94(2ZA)

Please provide the following details:

Your full name:	
Preferred name for correspondence:	
Your connection with the case:	I am the complainer I am the complainer's representative Other (please specify)
Your address:	
Your phone number:	
Your email address:	
Your preferred method of communication:	Email Phone Post
I would like to receive regular updates on the progress of my application:	Yes No
If you are not the complainer, please include the complainer's name and date of birth here:	

Supporting documents

Please ensure that you provide two forms of identification along with your request form. 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 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:	
Location of Trial	

Please note that legally transcripts cannot always be provided – see the [guidance](#) for more information.

Which part (s) of the trial would you like transcribed? See below for details on stages of the trial(s).

Please select one or more of the following options:

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 charges. 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.	
Judge's 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.	This happens when the jury are ready.	

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

Please provide details:

Please send this completed form to :- correspondence@scotcourts.gov.uk

Please check your spam or junk mail folder to make sure you don't miss any emails from us.
