

TRANSCRIPT ORDER FORM

Province of British Columbia

Court File Number:

Registry:

DATE OF ORDER: _____

I. ORDERING PARTY DETAILS

Name of ordering agency or party:

- ☐ Court Services Branch ☐ Counsel for Accused or Party ☐ Counsel for Director ☐ Other (please specify) _____
☐ BC Prosecution Service ☐ Legal Services Branch ☐ Corrections Canada _____
☐ Public Prosecution Service Canada ☐ Legal Services Society (please attach approvals) _____

Contact Person: _____ Phone: _____ Email: _____

II. TRANSCRIPTION COMPANY / AUTHORIZED REPORTER DETAILS

Name of company or authorized reporter preparing transcripts:

Contact Person: _____ Phone: _____ Email: _____

III. TRANSCRIPT ORDER DETAILS

Style of Proceeding

Location(s) proceeding heard

Date(s) proceeding heard

Name(s) of judicial officer(s)

Content to be Transcribed:

- ☐ Complete Proceeding at Trial ☐ including pre-trial motions and submissions
☐ Excerpt of Proceeding (specify) _____
☐ Reasons for Judgment ☐ Reasons for Sentence
☐ Ruling
☐ Other (please explain in detail what is being ordered: _____)
☐ Evidence of Witness
Name of Witness: _____ ☐ All evidence ☐ Portion of evidence _____
Name of Witness: _____ ☐ All evidence ☐ Portion of evidence _____
☐ Transcript of witness's evidence to be provided to jury during ongoing deliberations

Type of Proceeding to be transcribed:

- ☐ Supreme Court Civil Chambers ☐ Provincial Family or Civil ☐ Appeal Book
☐ Supreme Court Criminal Chambers including COA ☐ Provincial Criminal appearance ☐ Summary Conviction Appeal
☐ Trial ☐ Preliminary Inquiry/Hearing ☐ ISO proceeding
☐ Other (please specify) _____

IV. TYPE OF SERVICE AND TRANSCRIPT FORMAT

Type of Service (when transcript is required):

- ☐ Daily ☐ Expedited ☐ Priority ☐ Standard ☐ Delayed

Transcript Format:

- ☐ Paper ☐ Bound ☐ Unbound
☐ Electronic

Number of additional copies:

Paper: _____ ☐ Bound ☐ Unbound
Electronic: _____

COMMENTS

V. BILLING INFORMATION (Invoice for transcript order to be sent to)

Name _____ Fax/email _____

REGISTRY USE ONLY:

Transcript order received: Date

Time

Audio recording uploaded: Date

Time

☐ Notification sent

HOW TO COMPLETE THE TRANSCRIPT ORDER FORM

COURT FILE NUMBER and REGISTRY: The court file number and court location file for the transcript you are ordering.

DATE OF ORDER: The date the order for the transcript placed.

I. ORDERING PARTY DETAILS:

Name of ordering agency or party: The name of agency or party ordering the transcript

Contact Person/Phone Number/Email Address: Contact details of the person ordering the transcript

II. TRANSCRIPTION COMPANY / AUTHORIZED REPORTER DETAILS

Name of company or authorized reporter preparing transcripts: The name of transcription company, court reporting firm or authorized reporter being engaged to prepare the transcript.

Contact Person/Phone Number/Email Address: Contact details of the person at the transcription firm or the name of the authorized reporter who will preparing the transcript. (Note: It is not sufficient to enter the name of a court reporting firm).

III. TRANSCRIPT ORDER DETAILS

Style of Proceeding: The full and complete style of proceeding for the matter to be transcribed.

Location(s) Proceeding heard: The court location where the proceeding to be transcribed was heard. If ordering a transcript for proceeding heard over multiple dates and locations, indicate each of the corresponding hearing dates and locations.

Date(s) Proceeding heard: The date the proceeding was heard for the matter to be transcribed. If ordering a transcript for proceeding heard over multiple dates, indicate each of the dates each date proceedings heard. If heard at more than one location, as noted above, ensure dates and corresponding hearing locations clearly identified.

Name(s) of Judicial Officer(s): The first initial and last name of the judicial officer who heard the proceeding. If ordering a transcript for proceeding heard over multiple dates, indicate each of the judicial officers who heard the proceeding. Ensure that the corresponding dates, locations and judicial officers clearly identified.

Content to be transcribed and Type of Proceeding to be transcribed : Indicate what part of the proceeding to be transcribed and the type of proceeding. This information assists in determining whether request for transcript complies with Judicial Access Policies and the format in which the transcript must be prepared.

Transcript of Witness's evidence: Check box if you are ordering a transcript of witness's evidence to be provided to a jury during ongoing deliberations, as special attention must be taken when preparing these transcripts.

IV. TYPE OF SERVICE AND TRANSCRIPT FORMAT

Type of Service (when Transcript is required): The level of service and delivery date required.

- **Daily:** transcript ordered before 4:00 pm to be prepared/provided to the ordering party by 9:00 am the following business day
- **Expedite:** transcript to be prepared/provided to ordering party in electronic format by the 3rd business day following the date it is ordered and in paper format by the fifth business day following the date it is ordered
- **Priority:** transcript to be prepared/provided to the ordering party by the 10th business day after being ordered
- **Standard:** transcript that is not ordered as expedited, daily, priority or delayed will be prepared/provided as soon as possible and no later than 22 business days, and:
 - (a) where it is a transcript of Reasons for Judgment, a Ruling, or a Charge to the Jury, a draft will be provided to the Court within 5 business days after the transcript is ordered;
 - (b) where it is a transcript or transcript extract for appeal purposes, 60 days after bringing the Appeal, unless further extensions are granted by the Court of Appeal; the exception is transcripts ordered for 684 applications or interlocutory criminal matters which can be ordered as daily, expedite or priority
 - (c) where it is a transcript of a hearing under the *Interjurisdictional Support Orders Act*, 14 business days after the transcript is ordered;
 - (d) where it is a transcript of a preliminary inquiry, 22 business days after the transcript is ordered; or
 - (e) in any other case, as soon as possible and no later than 22 business days after the transcript is ordered.
- **Delayed:** transcript required to be prepared/provided or ordering party more than 22 business days from the date of the transcript order and on a date agreeable to the ordering party

Transcript Format and Number of Additional Copies: Select the format and any additional copies required.

Comments: Enter any special details or information for the order

V. BILLING INFORMATION

Name and Fax/Email: Billing information and contact details for where the invoice can be sent by the transcription company, authorized reporter or court reporting firm.