

TRANSCRIPT ORDER FORM		Court File Number:	
Province of British Columbia		Registry:	
I. ORDERING PARTY DETAILS		Date of Order:	
Name of ordering agency or party:			
<div><input type="checkbox"/> Court Services Branch<input type="checkbox"/> Counsel for Accused or Party*<input type="checkbox"/> Counsel for Director<input type="checkbox"/> Member of the Public</div> <div><input type="checkbox"/> BC Prosecution Service<input type="checkbox"/> Legal Services Branch<input type="checkbox"/> Corrections Canada</div> <div><input type="checkbox"/> Public Prosecution Service Canada<input type="checkbox"/> Legal Aid BC (please attach approvals)</div> <div>(please specify name &/or agency)</div>			
Contact Person: Phone: Email:			
II. AUTHORIZATION, DELIVERY AND BILLING INFORMATION (Details of where and to whom the Transcript and the Invoice are to be sent. If a law firm, please include counsel's name and the name of the law firm.)			
Name: Email:			
Address:			
Signature:			
III. TRANSCRIPTION COMPANY / AUTHORIZED REPORTER DETAILS			
Name of company or authorized reporter preparing transcripts:			
Contact Person: Phone: Email:			
IV. TRANSCRIPT ORDER DETAILS			
Style of Proceeding/File Name			
Location(s) proceeding heard			
Date(s) proceeding heard			
Name(s) of judicial officer(s)			
Level of Court and Type of Proceeding:			
<div><input type="checkbox"/> Provincial Adult Criminal<input type="checkbox"/> Provincial Youth<input type="checkbox"/> Provincial Family & CFCSA<input type="checkbox"/> Small Claims<input type="checkbox"/> Traffic/Bylaw</div> <div><input type="checkbox"/> Supreme Court Criminal<input type="checkbox"/> Supreme Youth<input type="checkbox"/> Supreme Family<input type="checkbox"/> Supreme Civil<input type="checkbox"/> Court of Appeal</div> <div><input type="checkbox"/> In Chambers</div>			
Content to be Transcribed:			
<input type="checkbox"/> Complete Proceeding at Trial/Hearing including <input type="checkbox"/> pre-trial motions <input type="checkbox"/> submissions [if not specified, will not be transcribed]			
<input type="checkbox"/> Excerpt of Proceeding (specify):			
<input type="checkbox"/> Preliminary Inquiry <input type="checkbox"/> including submissions [if not specified, will not be transcribed]			
<input type="checkbox"/> Judicial Interim Release (Bail) Hearing (Full transcript)			
<input type="checkbox"/> Appearance (i.e. First Appearance, Fix Date, Plea etc.) <input type="checkbox"/> ISO proceeding (Full transcript)			
<input type="checkbox"/> Reasons for Judgment* <input type="checkbox"/> Reasons for Sentence* <input type="checkbox"/> Charge to the Jury*			
<input type="checkbox"/> Ruling (specify)* :			
<input type="checkbox"/> Other (please explain in detail what is being ordered):			
<input type="checkbox"/> Evidence of Witness			
Name of Witness: <input type="checkbox"/> All evidence <input type="checkbox"/> Portion of evidence			
Name of Witness: <input type="checkbox"/> All evidence <input type="checkbox"/> Portion of evidence			
<input type="checkbox"/> Transcript of witness's evidence to be provided to jury during ongoing deliberations			
Appeal or Review:			
Is the transcript required for an appeal? <input type="checkbox"/> No <input type="checkbox"/> Yes (Complete this section to ensure the transcript is prepared in the correct format.)			
Level of Court being appealed to: <input type="checkbox"/> Supreme Court <input type="checkbox"/> Court of Appeal <input type="checkbox"/> Supreme Court of Canada			
Nature of proceeding:			
<div><input type="checkbox"/> S. 525 CCC Bail Review Hearing<input type="checkbox"/> S. 520 or S. 521 Bail Review Hearing<input type="checkbox"/> Appeal – civil or family</div> <div><input type="checkbox"/> Conviction Appeal<input type="checkbox"/> Conviction OR Sentence Appeal – Youth<input type="checkbox"/> Application for Bail</div> <div><input type="checkbox"/> Sentence Appeal<input type="checkbox"/> Stay of Proceedings<input type="checkbox"/> Legal Aid Assessment</div> <div><input type="checkbox"/> Other (please specify):</div>			
V. TYPE OF SERVICE AND TRANSCRIPT FORMAT			
Type of Service (when is the transcript required):			
<div><input type="checkbox"/> Daily<input type="checkbox"/> Expedited<input type="checkbox"/> Priority<input type="checkbox"/> Standard<input type="checkbox"/> If urgent, next court date:</div>			
*See over for information regarding finalization and distribution of reasons, charges to jury and rulings.			
Transcript Format is electronic, if a paper copy is required, please indicate.		Number of additional copies:	
<input type="checkbox"/> Paper (Double sided by default, unless specified)		<input type="checkbox"/> Electronic:	
<input type="checkbox"/> Paper (Single sided, additional fee applies)		<input type="checkbox"/> Paper (Double sided default):	
		<input type="checkbox"/> Paper (Singe sided, additional fee applies):	
Comments:			

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 transcript order is placed.

I. ORDERING PARTY DETAILS:

Name of ordering agency or party: Select the name of the agency or party ordering the transcript and include the name if required.

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

II. AUTHORIZATION, DELIVERY AND BILLING INFORMATION

Name, Email, Address, and Signature: Contact details for where the transcription company, authorized reporter or court reporting firm can send the Transcript and Invoice. Please ensure these are accurate to avoid any delays. If the invoice is to be sent to a law firm, please include the name of the requesting lawyer. The individual authorizing expenditure must sign the order form.

III. TRANSCRIPTION COMPANY / AUTHORIZED REPORTER DETAILS

Name of company or authorized reporter preparing transcripts: The name of the 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 be preparing the transcript. (Note: It is not sufficient to enter the name of a court reporting firm).

IV. TRANSCRIPT ORDER DETAILS

Style of Proceeding: The full style of proceeding for the matter to be transcribed. **NOTE:** If ordering a transcript of Reasons for Judgment, Reasons for Sentence, Ruling or Charge to the Jury a [Finalization and Distribution of Oral Reasons Request form](#) **must** also be submitted.

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 corresponding hearing date and location.

Date(s) Proceeding heard: The date the proceeding was heard for the matter to be transcribed. If ordering a transcript for a 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 are identified.

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

Content to be transcribed and Type of Proceeding to be transcribed: Indicate what part of the proceeding is to be transcribed and the type of proceeding. This information assists in determining whether a transcript request complies with Judicial Access Policies and the format in which the transcript must be prepared. Indicate whether the transcript is being ordered for an appeal or review, this information assists with ensuring the transcripts are prepared in the correct format. **If the transcripts are required for an appeal or review, the hearing/next appearance date must be indicated.**

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

V. TYPE OF SERVICE AND TRANSCRIPT FORMAT

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

***Transcripts of Reasons, Judgments and Charges to the Jury must be reviewed by the presiding justice before release. The transcriber will provide a draft transcript to the Court within 5 business days, however, there is no guaranteed release date. If needed for an appeal, a review or there is urgency, specify on the order form and provide the next appearance date, if known.**

Daily: transcript ordered before 4:00 pm to be delivered to the ordering party by 9:00 am the following business day. Must give 2 days' notice to transcription firm or authorized reporter, and only available for matters 2+ days or more, and can only order 1 day (approximately 5 hours of digital audio recording) to be prepared as a daily. Can place a standing/single order, but must ensure hearing dates to be transcribed are confirmed 2 business days in advance.

Expedited: transcript to be delivered to the ordering party in electronic format by the 3rd business day following the date it is ordered and in paper format (if required) by the fifth business day following the date it is ordered. Can only order an expedited transcript for (a) proceedings that do not exceed 3 days (15 hours) of audio or (b) where one more person appears via MS Teams, Videoconference or Audioconference proceedings that do not exceed 2 days (10 hours) of audio. Transcripts that are required for bail reviews, appeal release hearings, appointment of counsel, or requiring service on interested parties are exempt from these conditions.

Priority: transcript to be prepared/provided to the ordering party by the 10th business day after being ordered.

Standard: a 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, except where it is a transcript or transcript excerpt:

(a) for appeal purposes, 60 days after bringing the Appeal, unless the Court of Appeal grants an extension; the exception is a transcript ordered for s. 684 application or interlocutory criminal matter which can be ordered as daily, expedited or priority

(b) of an *Interjurisdictional Support Orders Act* hearing, 14 business days after the transcript is ordered; or

(c) of a preliminary inquiry, 22 business days after the transcript is ordered.

Transcript Format and Number of Additional Copies: Select the format and number of additional copies required. The default format is electronic unless otherwise specified. If a paper format is requested, the default format is double-sided unless otherwise specified. Additional fees may apply for single-sided copies. **All copies of transcripts, appeal transcripts and appeal books must be ordered through the Transcription Company, Authorized Reporter or Court Reporting Firm that prepared them. Parties must not redistribute.**