

TRANSCRIPT ORDER FORM

Court File Number:
Registry:

From:

<input type="checkbox"/> Legal Services Society (please attach all approvals)	<input type="checkbox"/> Corrections Canada
<input type="checkbox"/> Legal Services Branch	<input type="checkbox"/> Defence Counsel
<input type="checkbox"/> Crown Counsel	<input type="checkbox"/> Other (please specify)
<input type="checkbox"/> Court Services Branch	

Contact Person / Telephone Number / Fax Number:	Service Area:	Ordered by Telephone # / Fax #:
---	---------------	---------------------------------

Transcription Company / Authorized Court Reporter

Order Date:	Date of Proceedings	Location of Proceedings:	Justice/Judge/Master (Mixed Case)
-------------	---------------------	--------------------------	-----------------------------------

Style of Cause: (Mixed Case)

Description of Order:

<input type="checkbox"/> Oral Reasons for Judgment/Sentence (27 line format)	<input type="checkbox"/> Jury Charges (27 line format – draft, 47 line format)
<input type="checkbox"/> Rulings (27 line format)	<input type="checkbox"/> Proceedings at Trial (full day) (47 line format)
<input type="checkbox"/> Preliminary Inquiry / Hearing (47 line format)	<input type="checkbox"/> Excerpt of Proceedings at Trial (provide description of excerpt) (47 line format)
<input type="checkbox"/> Other (please explain in detail what is being ordered):	

<p>Type of Service (when transcript is required):</p> <input type="checkbox"/> Daily <input type="checkbox"/> Expedited <input type="checkbox"/> Standard <input type="checkbox"/> Priority <input type="checkbox"/> Delayed	<p>Type of Proceeding:</p> <input type="checkbox"/> Civil Chambers <input type="checkbox"/> Criminal Chambers <input type="checkbox"/> Preliminary Inquiry/Hearing <input type="checkbox"/> Summary Conviction Appeal <input type="checkbox"/> Trial	<input type="checkbox"/> Appeal Book <input type="checkbox"/> Family/ISO <input type="checkbox"/> Other (please be specific)
<p>Date required: _____ (See reverse for definitions of service levels)</p>	<input type="checkbox"/> Transcript of witness's evidence to be provided to jury during ongoing deliberations	

<p>Transcript Format:</p> <input type="checkbox"/> Paper <input type="checkbox"/> Electronic <input type="checkbox"/> Original (to be sent to the Court Registry)	<p>Number of Additional Copies: _____</p> <input type="checkbox"/> Bound <input type="checkbox"/> Unbound
--	---

Comments:

Deliver transcript to:	Send bill to:
------------------------	---------------

Section below to be completed by registry

Date and time the Audio Request was received by the Registry:			Date and time the Registry notified the Contractor/Court Reporter for pickup:		
Tape Numbers (if applicable)	DARS Time Stamps / Counter Numbers		Tape Numbers (if applicable)	DARS Time Stamps / Counter Numbers	
	From:	To:		From:	To:

Description of Fields on Front of Transcript Order Form

Court File Number: The Number of the Court File of the transcript you are ordering.

From: Please tick one.

Contact Person/Telephone Number/Fax Number: Contact details of the person ordering the transcript.

Service Area: Transcript Service Area

Ordered By: The name of the party ordering the transcript

Transcription Company: Name of Transcription Company or authorized court reporter completing the transcript. (Note: It will not suffice to enter the name of a court reporting **company**).

Order Date: The date that the order was received.

Date of Proceedings: Date that the proceedings took place from which the transcript will be prepared.

Location of Proceedings: The name of the Court location where the matter was heard.

Justice/Judge/Master: Name of Judicial officer who heard the proceedings. Please include last name and initials of the judicial officer. Record in mixed upper and lower case, rather than "ALL CAPS".

Style of Cause: The full and complete Style of Cause for the proceedings you are transcribed for. Record in mixed upper and lower case, rather than "ALL CAPS".

Description of Order: A full description of what type of transcript being ordered.

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

- **Daily:** a transcript ordered before 4:00 p.m. and required to be prepared and made available to the party ordering it, in all requested formats, by 9:00 a.m. the following business day
- **Expedite:** a transcript required to be prepared and made available to the party ordering it by the third business day following the date it is ordered
- **Standard:** a Transcript that is not ordered as expedited, daily or delayed and is completed as soon as possible and no later than 22 business days, and:
 - (1.) where it is a transcript of Reasons for Judgment, a Ruling, or a Charge to the Jury, in the court, five (5) business days after the transcript is ordered;
 - (2.) where it is a transcript or transcript extract for appeal purposes, sixty (60) days after bringing the Appeal, unless further extensions are granted by the Court of Appeal;
 - (3.) where it is a transcript of a hearing under the *Interjurisdictional Support Orders Act*, fourteen (14) business days after the transcript is ordered;
 - (4.) where it is a transcript of a preliminary inquiry, twenty two (22) business days after the transcript is ordered; or
 - (5.) in any other case, as soon as possible and no later than twenty two (22) business days after the transcript is ordered.
- **Priority:** a transcript required to be prepared in any requested format and made available to the ordering party by the tenth (10) business day after being ordered
- **Delayed:** a transcript required to be prepared and made available to the party ordering it more than 22 business days from the date of the transcript order and on a date agreeable to the ordering party

Type of Proceeding: Please select one of the available options.

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.

Transcript Format: Select the format you wish and any additional copies required.