

# Ministry of Attorney General British Columbia Court Transcription Manual

October 1, 2024

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## INTRODUCTION

The Ministry of Attorney General (Ministry) has approved the *British Columbia Court Transcription Manual* after consultation with the Chief Justice for the Court of Appeal, the Chief Justice of the Supreme Court, and the Chief Judge of the Provincial Court.

The procedures in this manual apply to all 3 levels of Court in British Columbia – Provincial Court, Supreme Court, and Court of Appeal and have been prepared to assist with the production of transcripts in British Columbia.

Official transcripts **must** be prepared by transcribers or transcription companies who have been awarded a contract with the Ministry or by an authorized reporter qualified under the [Official Reporter \(Supreme Court\) Regulation](#).

The procedures in this manual may be amended by the Ministry on instructions from the Judiciary.

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## PROCEEDINGS (47-LINE) TRANSCRIPT

Transcripts of Proceedings are produced in 47-line format and include evidence and arguments heard during a trial or hearing. The following sections set out formatting requirements that must be met for this style of transcript.

### 1. ELECTRONIC FORMAT

The official transcript will be filed with the Court Registry in electronic format. The electronic transcript must be saved as a portable document file (PDF) that has been converted from Microsoft WORD, not scanned. To PDF file must have OCR (Optical Character Recognition) capabilities.

The electronic format must display on the screen the same as the printed format. Page numbers for electronic format and printed format must match exactly.

Transcripts produced in electronic format will be single-sided.

**SECURITY:** Security settings must be deactivated. The commenting feature on Adobe Reader should be activated.

**BOOKMARKS:** PDF files must have electronic bookmarks for each item contained in the Table of Contents. The bookmark panel must be displayed with the file is opened by default. A cover page and complete table of contents should be at the front of each electronic file, except as may be noted in this Manual.

**THUMBNAILS:** The page numbering style should be set to "none" for the cover and table of contents to ensure the thumbnail page numbering matches the page numbering of the body of the transcript, which should match the number in the paper copy.

**DATES:** All dates in the transcript must be in a 'hard' or 'text' format. Dates must not be in 'soft' format (i.e., must not be a computer date code).

**SIGNATURE:** Electronic copies may include a reproduced or electronic signature on the certification. The signature may be a:

- (a) certificate-based digital signature that uses encryption technology.
- (b) scan of a wet ink handwritten signature used to create an image used for an electronic signature (background must be white/transparent and not of low quality or pixelated).
- (c) electronic handwritten signature created by way of an electronic stylus, trackpad, touchscreen, pointing device (i.e. mouse) or other similar method.

**FILE NAMES:** The transcript **must** be submitted as a single file titled:

[file number].[YYYYMMDD].[type of proceeding][style of cause].pdf  
[file number].[volume#][style of cause].pdf  
i.e. 12345\_2024AUG01\_TRIALDAY1\_RvSMITH.pdf  
12345\_Volume1\_JONESvJONES.pdf

If the proceeding was heard In-Camera, Sealed or if the transcript is a redacted version of the original, after the file number, the nature of the proceeding must be included. (i.e. 12345\_SEALED\_2024AUG01\_TRIALDAY1\_RvSMITH)

## 2. PAPER FORMAT

A transcript requested to be provided in paper format must be bound, except for excerpts or proceedings which are 20 pages or less, unless otherwise directed by the ordering party.

Transcripts provided in paper format will have the proceedings double-sided unless otherwise requested by the ordering party. The cover page, title page, table of contents and keyword indexes (if applicable) will be printed single-sided.

- PAPER: Transcripts must be produced on 8 1/2 x 11-inch paper of superior quality.
- BINDING: Proceedings transcripts must be bound with plastic coil binding strips (e.g., Cerlox).
- DIRECTION: The transcript pages are to be bound face up.  
Where there are two or more volumes, a small label containing the volume number is to be affixed to the spine of the Cerlox binding.

## 3. TRANSCRIPT PAGE LAYOUT

Transcripts will be prepared in Microsoft WORD, and the layout should be in a style consistent with the sample set out in [Schedule D](#). In particular, the general layout must comply with the following requirements:

- FONT: All transcripts must be prepared using Courier New 12-point font.
- LINES: Transcript pages must not contain vertical lines.
- MARGINS: Margins are 1 inch from the paper edge on top, bottom, and left sides. The margin on the right is 1 1/2 inches. No typing should be outside of these margins.
- SPACING: Transcript text is to be single-spaced, 6 lines per inch. The top 7 lines are to be used for shoulder notes. Each transcript page must have 47 lines of text in the body of the transcript. Each line in the body of the transcript must be consecutively numbered from 1 to 47 at the left margin, including blank lines.
- BLANK LINES: Blank lines are only used in the body of the transcript before and after Parenthetical Notations, Transcript Headings, exhibit entries, quotations, swearing of witnesses, and on the first page of proceedings (after the date of hearing). Blank lines are not to be added between paragraphs. It is permissible to add an extra blank line(s) at the bottom of the transcript page to force text to the next page if there are not sufficient lines available to keep the following text together on one page:
- (a) witness heading
  - (b) examination heading and the first question
  - (c) an exhibit entry.
- WIDTH: The entire text width, including line numbers, must be 60 spaces. All letter spaces should be used unless a paragraph has been completed or filling all spaces involves improperly breaking a word.
- INDENTS: Text is to be indented at half-inch intervals from the left:
- LEFT MARGIN: Line numbering (1-47).
  - 1ST INDENT: Q, A, Transcript Headings, identification of speakers.
  - 2ND INDENT: Verbatim transcript of what was said in the courtroom.

- 3RD INDENT: Parenthetical Notations, quotations, marking of exhibits.
- 4TH INDENT: Quotations within quotations.
- 5TH INDENT: Three spaces to the left of the centre of the page for location and date on the first page and swearing/affirming of witness.

The right-hand margin is not to be indented for any reason.

ALIGNMENT: All text in the body of the transcript is to be left-justified. Text is not to be fully justified.

FOOTER: The footer area below the body of the transcript must be blank and not used for advertising purposes.

#### 4. VOLUMES

More than one day of court proceedings may be incorporated into one transcript volume, provided:

MAXIMUM: One volume should be limited to approximately 200 pages of transcript text. Where the transcript exceeds 300 pages, the transcript must be split into volumes that do not exceed 200 pages each (not including the **Title Page and Table of Contents**).

CONTIGUOUS: The proceedings must be contiguous and flow from day to day. The appeal proceedings transcript is prepared with consecutive page numbering for the entire multi-volume transcript.

MINIMUM: A single date should not be split between volumes.

Note: The Court of Appeal requirements regarding volumes are set out separately in the Court of Appeal (Criminal) and Court of Appeal (Civil) sections.

#### 5. COVER

Transcript covers should be prepared in a style consistent in format, text alignment, and capitalization with the sample set out in [Schedule A](#), and must comply with the following specific requirements:

COLOUR: **Where paper Transcripts are produced, they** must have matching hard front and back protective covers using:

- "Exact Vellum Cover/Red" cover stock for Court of Appeal,
- "Exact Vellum Cover/Bristol **White**" cover stock for Supreme Court (or an equivalent),
- White cover stock for Provincial Court.

FONTS: Courier New font (or Arial) sizes not smaller than 12 points (other than the **Contractor's, Authorized Reporter or Court Reporting Firm** name and address located at the bottom of the cover, mentioned below).

INFORMATION: The front cover of the bound transcript must contain at least the following information, spaced to fit on a single page, in this order:

- Court file number - right justified.
- Registry of the court file - right justified.

- Level of court (Provincial, Supreme or Court of Appeal) in UPPER CASE bold letters, center justified. The font size may be larger than Courier New (or Arial)12. Where appropriate, the words YOUTH COURT or CIVIL DIVISION are centred underneath in a smaller font.
- Title and surname of the presiding judicial officer in UPPER CASE letters, centre justified. An initial is included if there is more than one judicial officer with the same surname at the same level of court. The following titles are acceptable:

**SUPREME COURT/COURT OF APPEAL:**

**THE HONOURABLE JUSTICE**

THE HONOURABLE MR. JUSTICE

THE HONOURABLE MADAM JUSTICE

THE HONOURABLE CHIEF JUSTICE

THE HONOURABLE ASSOCIATE CHIEF JUSTICE

MASTER

**PROVINCIAL COURT:**

THE HONOURABLE JUDGE

THE HONOURABLE CHIEF JUDGE

THE HONOURABLE REGIONAL ADMINISTRATIVE JUDGE

**OTHER:**

JUDICIAL JUSTICE (Traffic Court, telewarrants)

JUSTICE OF THE PEACE (for setting court dates, etc.)

REGISTRAR (Registrar of a Court)

**Note:** Please check the judicial website for the correct spelling of the judicial officer's name, and the honorific they use. The links to the Court's websites where this information is located are embedded above.

- Location where the court proceeding took place, right justified and in upper- and lower-case letters.
- Date(s) of the court proceeding contained in the volume.
- Style of proceeding or name of case **should appear in an accurate mix of upper- and lower-case fonts.** Abbreviations are not to be used unless it is part of the official name of the case. If the full style of proceeding will not conveniently fit on the cover, a shortened version that includes the words "AND OTHERS" after the first named party in a class may be used.
- In criminal proceedings, "Rex v." is used in Supreme and Provincial Court proceedings, even though the indictment reads HMTK.
- Where there are several accused, paragraph format for entry of accused names is acceptable.
- If a family proceeding is held ex parte **(without notice), the without notice notation** is to be made on the front cover.
- Type of transcript, centred, including whether an excerpt, voir dire, *in camera*. Some examples:

**PROCEEDINGS AT TRIAL  
(IN CAMERA)  
(EXCERPT - TESTIMONY OF JOHN BROWN)**

**PROCEEDINGS AT PRELIMINARY INQUIRY**

**PROCEEDINGS AT HEARING PROCEEDINGS  
(FIRST APPEARANCE)**

**PROCEEDINGS AT HEARING WITHOUT NOTICE**

- When the transcript is part of a multi-day proceeding, the day number may be added next, if that information is available: "DAY 2"
- Whether this is the original or a copy.
- Any bans or sealing orders, enclosed in a box (see Bans section).
- Name, address, and telephone number of authorized reporter, court reporter firm, transcriber, or court transcription firm who prepared the transcript. Facsimile and email information is optional. This information must only appear at the bottom of the cover page and **Title Page** (next section).

GRAPHICS: The cover is not to include any graphics or logos used by the person/company that prepared the transcript.

SPELLING: All items contained on the cover should be spelled accurately.

**6. TITLE PAGE**

A **Title Page** is always required and should be prepared in a style consistent in form, text alignment, and capitalization with the sample set out in [Schedule B](#). The Title Page follows the front cover. The **Title Page** must include *all* the information required for the cover listed previously, plus:

FULL STYLE: The full style of proceedings must be used, even if the Title Page becomes two or more pages long. A shortened version that includes the words "AND OTHERS" is not to be used.

APPEARANCES: Names of counsel, described in next section under Appearances.

**Note:** Before October 1, 2024, the Title Page was referred to as the Frontispiece.

**7. APPEARANCES**

Names of counsel appearing and descriptions of parties they represent are listed as the last item on the Title Page, just above the name of the **Contractor, Authorized Reporter or Court Reporting Firm**.

ALIGNMENT: Descriptions of the parties being represented are left justified and pluralized if necessary. Names of counsel or people who appear on their behalf are right justified.

Crown Counsel:

C. Smith



Counsel for the Plaintiffs: J. Campbell

LAYPERSON: The word "counsel" is only used when a lawyer is appearing; otherwise, the words "Appearing for the ..." should be used:

Appearing for the Crown: Constable Jones  
Appearing for the Plaintiff: R. Campbell

SURNAME: Only the surnames and initials of counsel and other people appearing are shown unless initials do not provide sufficient differentiation among people. Then a given name may be used.

TITLES: Titles such as Mr., Mrs., Ms., Miss, or Esq. are not used. Special designations such as K.C., Native Court Worker, and Articled Student, if applicable, are added after the surname, separated by a comma.

AGENT: A notation may be added if counsel is appearing as an agent:

Counsel for the Accused: A. Brown  
(Agent for W. Smith)

MULTIPLE: When two or more counsel appear for a single party, their names are listed on separate lines:

Counsel for the Accused: A. Brown  
M. Wright

When two or more persons or entities share the same class (e.g., there are three accused or three defendants) and the person appearing does not represent them all, then who is represented by whom must be specified. It is not necessary to record the full name of the parties in this section, only enough to identify:

Counsel for the Accused Smith: A. Brown  
Counsel for the Accused Green: G. Jones

If counsel represents more than one party, both descriptors are used, separated by "and":

Counsel for the Plaintiffs and  
Third Party: H. Green

NON-PARTY: If there is a representative for a person or entity that is not listed in the style of proceeding, then the full name of the person or entity is required.

OWN BEHALF: If a party is representing himself or herself, the name of the party is recorded:

Appearing on his own behalf: J. Jone  
Appearing for ABC Welding: J. Spratt,  
a company representative

BLANK LINES: There is a single blank line between each appearance.

## 8. TABLE OF CONTENTS

The **Table of Contents (TOC)** follows in order after the **Title Page** and should index the full proceedings, including page numbers of Parenthetical Notations for non-transcribed proceedings, set out in a style consistent with the sample set out in [Schedule C](#). A **TOC** is not always required (for example - if the transcript is only one or two pages; there is not more than one significant event; the transcript is an excerpt of one witness without a change in exam; there were no exhibits entered; or the court did not give a ruling.)

**BOOKMARKS:** **Electronic format must include bookmarks for events listed in the TOC.**

**PAGE #:** When the **TOC** consists of more than one page, each page of the **TOC** is to be numbered with lowercase Roman numerals (i, ii, iii). Separate pages are not used to set out witnesses, exhibits, and rulings; the entries should follow one another.

**EVENTS:** The first part of the **TOC** is to include a chronological list of all happenings in the transcript, including:

- Description of each day of proceedings in a multi-date volume.
- Heading indicating which party is calling the witnesses that follow (e.g., Witnesses called for the Crown; Witnesses called for the Accused; Witnesses called for the Plaintiff Brown; Witnesses called for the Crown in Rebuttal)
- Names of witnesses called, followed by the type of examination, including the name of the person conducting the examination, and the page number where examination starts.
- Submissions by counsel, if transcribed.
- Any other significant happenings in the court proceedings.

**EXHIBITS:** List of exhibits, including the exhibit number, a description of the exhibit, and the page number where the exhibit is entered into evidence. Exhibits entered on voir dire or items marked for identification are entered as separate lists after the exhibits. Descriptions must be as complete as possible, including such details as dates of documents, names of people involved in letters, and dollar amounts.

**RULINGS:** Listing of all orders, rulings, and excerpted judgment.

**FONT:** **Courier New (or similiar) 12-point font.**

**Note:** **Before October 1, 2024, the Table of Contents was referred to as the Index.**

## 9. COPY OF INFORMATION/INDICTMENT

**A copy of the Provincial Court Information or Supreme Court Indictment is not required in a criminal proceeding transcript.**

## 10. FIRST PAGE NOTATION

The first lines of each date of proceedings transcript must be the place and date of the proceeding:

1 Vancouver, B.C.  
 2 September 15, 2003  
 3  
 4 THE CLERK: Calling the matter of . . .

- INDENT: Indented to the 5th indent (3 spaces to left of centre).  
 CAPITALS: Typed in upper- and lower-case letters.  
 BLANK LINES: Line 3 will be blank.  
 MULTI-DAY: Each day of proceedings in a multi-day volume is to commence on a new page with the information mentioned above at the top.  
 TIMESTAMPS: The timestamp from the digital audio recording when the case is called, stood down, recalled and proceedings concluded must be recorded in the transcript.

## 11. SPEAKERS

All speakers must be properly identified throughout the transcript. Except for Q and A, speakers are referred to with their designation or courtesy titles as follows:

- CAPITALS: Names are typed in ALL CAPS.  
 FORMAT: Names are followed by a colon and two spaces before text.  
 INDENT: Speakers are indented to the 1<sup>st</sup> indent (next indent after line number).  
 STAFF: THE COURT, THE SHERIFF, and THE CLERK (for *all* proceedings) are to be used. The presiding judicial officer may refer to the clerk as a registrar, but the transcript should reflect the correct title of THE CLERK.  
 COUNSEL: The title of CNSL combined with the first initial and surname are to be used. The first name must be included if counsel in a proceeding share the same last name.  
 PARTY: When a party to the action speaks, they are described with their class description. For example, THE ACCUSED, THE PLAINTIFF, THE CLAIMANT. If there are multiple persons sharing the same class, the surname should be added, THE ACCUSED BROWN. If two parties share the same surname, THE ACCUSED JOHN BROWN. (See Family Court Hearings section for special instructions for when parties speak in a family court proceeding.)  
 POLICE: When a police officer speaks, other than as a witness, their rank and surname should be used (e.g., CONSTABLE SMITH). If the rank is unknown, they may be referred to simply as OFFICER SMITH.  
 UNKNOWN: An unknown voice is shown as an UNIDENTIFIED SPEAKER.  
 OTHER: Other speakers not included in the above list should be shown with their first and last names in upper case letters.

## 12. TRANSCRIPT HEADINGS

To maintain a consistent and orderly appearance throughout the transcript, all Transcript Headings, which are used to set off distinct types of examination of witnesses as well as submissions by counsel, must be:

CAPITALS: Typed in UPPER CASE.  
BLANK LINES: Single blank line both before and after the heading.  
INDENT: Indented to the 1<sup>st</sup> indent (same indent as Q and A):

THE COURT: Yes, please proceed.

EXAMINATION IN CHIEF BY CNSL B. SMITH:

Q How old are you?

### 13. PARENTHETICAL NOTATIONS

Parenthetical Notations are used throughout the transcript to note happenings in the courtroom, such as adjournments, or to indicate that a portion of proceedings has been omitted from the transcript. The **Table of Contents** should include a page number of Parenthetical Notations for non-transcribed proceedings.

CAPITALS: Parenthetical Notations are typed in UPPER CASE.  
ROUND: Round brackets ( ) are used to note happenings in the courtroom.

(PROCEEDINGS ADJOURNED) ([Timestamp])  
(PROCEEDINGS RECONVENED) ([Timestamp])

SQUARE: Square brackets [ ] are used to note where evidence or proceedings are omitted from the transcript:

[RULING ON VOIR DIRE]  
[SUBMISSIONS BY COUNSEL]

INDENT: Indented to 3rd indent (10 spaces to the right of Q and A).  
SPACING: Each notation is to be typed on a separate line, without any blank lines between them, but a blank line before and after a group of notations.

### 14. SHOULDER NOTES

Shoulder notes provide brief descriptive information about the content of the page of the transcript, appearing above the transcript's body.

# OF LINES: The top 7 lines on each page are reserved for shoulder notes. Shoulder notes are not to be counted in the 47 lines of the body of the transcript.  
BLANK LINE: No blank lines should appear within the shoulder note text. There must be at least one blank line between the shoulder note and the text of the transcript.  
ALIGNMENT: All lines in shoulder notes are to be justified to the left margin of the page.  
CAPITALS: Text in shoulder notes should not be in the upper case except to indicate a voir dire, bans, or *in-camera* proceedings.  
DRAFT: Uncertified transcript produced pending final edit checks should contain the word DRAFT.

ORDER: Items in the shoulder note should appear in the following order:

- First line: Page number in Arabic numerals.
- Next line: VOIR DIRE, if applicable (see Voir Dire section)
- Next two lines: descriptive information about the content of the page: name of witness as set out in the witness heading (but not to include titles such as Dr., Cst., Mr., Mrs., etc.), followed by a party on whose behalf the witness was tendered; type of examination (in chief, cross-exam, re-exam, questions by the court); the name of counsel conducting an examination, including their first initial, submissions of counsel; openings, charge to the jury. "Proceedings" is acceptable if none of the foregoing apply.

32  
Ralph Brown (for Plaintiff)  
Cross-exam by Cnsl S. Campbell

54  
Submissions by Cnsl B. Smith (for Crown)

10  
Opening for Plaintiff

1  
Proceedings

MULTI-PARTIES: If a witness is being tendered on behalf of only one accused or one defendant, then the name of that party who called the witness should be included. It is not necessary to record the full name of the parties in this section, only enough to identify them.

32  
Ralph Brown (for Accused Smith)

The last line(s) of the shoulder note is used to note any bans (see Bans section).

## 15. WITNESSES

When a witness is called, a witness heading is inserted into the transcript.

INDENT: Witness headings are indented to the 5th indent, 3 spaces to the left of the page centre.

BLANK LINE: One single blank line precedes and follows the witness heading.

HEADING: The name of the witness will be in UPPER CASE followed by a caption in lower case:

JAMES TALBOT, a witness called  
for the Crown, sworn.

Only the first name (or preferred middle name) and surname of the witness are shown in the heading unless these names do not provide sufficient differentiation among people. Then an additional given name may be used. Any requests made to the witness to state and/or spell their full name on the record should be included in the transcript.

**CALLED BY:** The class of party calling the witness is sufficient in most cases (e.g., a witness called for the Crown, a witness called for the Accused, a witness called for the Plaintiffs). If there is more than one party named in a class, the surname or enough information to identify the person must be added (e.g., a witness called for Plaintiff Smith, sworn).

**SWORN:** The word "affirmed" is to be substituted for "sworn" if the witness affirms to tell the truth. The transcript should include any discussion regarding preference by the witness for affirming or swearing to tell the truth. The transcript also should include the witness stating their name and spelling it for the record.

**EXCUSED:** The transcript must use a Parenthetical Notation to indicate the proper status of the witness when they leave the stand, using one of two headings:

(WITNESS EXCUSED) Witness is dismissed and will not be required again.

(WITNESS STOOD DOWN) Witness will be returning. Also used if the status of the witness is uncertain.

**RECALLED:** When a witness returns to the witness stand, the witness's name is set out again in the transcript and the examination heading is repeated, if necessary:

JAMES TALBOT, a witness,  
recalled.

EXAMINATION IN CHIEF BY CNSL B. SMITH continuing:

If the clerk reminds the witness they are still under oath, those words should be included in the transcript.

**Note:** It is not a requirement to include a timestamp when a witness is called, stood down, recalled or excused, it may however be added.

## 16. EXAMINATION HEADINGS

Oral testimony by a witness is divided into three main categories: examination in chief, cross-examination, and re-examination. A Transcript Heading identifying the type of examination and the name of the counsel or person conducting the examination is inserted into the transcript just before the first question.

**IN CHIEF:** Examination in chief is testimony given by a witness in response to

questions by counsel representing the party who called the witness:

EXAMINATION IN CHIEF BY CNSL B. SMITH:

CROSS-EXAM: Cross-examination is testimony given in response to questions by counsel representing the party adverse in interest to the party who called the witness:

CROSS-EXAMINATION BY CNSL C. GREENE:

RE-EXAM: After cross-examination, counsel for the party who called the witness may re-examine the witness:

RE-EXAMINATION BY CNSL B. SMITH:

CONTINUING: When the examination is continuing after an adjournment or when the witness is recalled to the stand later, the examination heading is repeated with the word "continuing" added:

CROSS-EXAMINATION BY CNSL B. SMITH, continuing:

There is no such thing as re-cross-examination. It should be shown as cross-examination continuing.

COURT: If the court asks questions after examination by counsel, the following heading is used:

QUESTIONS BY THE COURT:

If the court simply asks questions during counsel's examination, it does not require a new heading. The speaker should be shown as THE COURT and A at the margin for answers for the duration of the questioning.

EXPERTS: Expert witnesses are often examined on their qualifications so the court can rule on whether to accept their expert testimony. These are separate examination headings, with the words "ON QUALIFICATIONS" added at the end:

EXAMINATION IN CHIEF BY CNSL B. SMITH ON QUALIFICATIONS:

Once the witness is qualified, the normal examination heading is inserted.

**Note:** It is not a requirement to include a timestamp when examinations begin or end, they may however be added.

## 17. CHILD WITNESS

A child or a mentally challenged person questioned to ascertain if they understand the oath is not a witness until sworn. A special witness heading, and examination heading are used for this purpose:

SHERRY SMITH, a proposed witness  
to be called for the Crown.

### QUESTIONS BY THE COURT ON CAPACITY:

Q Hi, Sherry. How old are you?

A Five.

In some circumstances, the court may also invite counsel to ask questions. The following Transcript Heading is used:

### EXAMINATION BY CNSL B. SMITH ON CAPACITY:

A special Parenthetical Notation is inserted into the transcript if the oath is later administered to the witness:

(WITNESS SWORN)

Instead of an oath, the court may decide to ask the witness to simply promise to tell the truth. In such cases, the transcript should include the exact words spoken without any Parenthetical Notation:

THE COURT: Sherry, can you promise to tell us the truth today?

A Yep.

**Note:** It is not a requirement to include a timestamp when questioning or examinations of child witnesses begin or end, they may however be added

## 18. QUESTIONS AND ANSWERS

Q and A are used to denote a question being asked of and an answer being given by a witness.

START: Each Q and A must start on a new blank line.

PERIOD: The Q or A must not include a period after the Q or A.

INDENT: Each Q and A will begin on a new line, indented to the 1<sup>st</sup> indent (first indent to right of line number). The text of the question or answer is indented to the 2<sup>nd</sup> indent (five spaces to right of Q and A).

NUMBERING: The Q and A are not numbered.

BLANK LINES: Blank lines are *not* to be added between questions and answers.

ANSWER: The letter A should be used consistently to indicate all replies or comments made by a witness while in the witness box. It is not necessary to use THE WITNESS (except as described in the Interpreter section).

INTERRUPTIONS: After an interruption, the name of the examiner should be repeated in the



margin before the next "Q" if they were not the last-named speaker:

Q And what did you do next?  
A I drove from my home to work.  
THE COURT: What time did you leave your home?  
A At about 6:15 p.m.  
**CNSL B. BROWN:**  
Q What time did you arrive at your work?

If the last speaker was the examiner, the name is not repeated:

Q And what did you do next?  
A I drove from my home to work.  
THE COURT: What time did you leave your home?  
CNSL B. BROWN: He didn't say yet.  
A 6:15 p.m.  
Q What did you do next?

## 19. ADJOURNMENTS

Parenthetical Notations are required for all adjournments (where the adjournment is articulated in court on the audio or in the clerk's logging notes) and reconvening of a court proceeding, as shown below.

**Timestamps must be included on the transcript for each of these events.**

MORNING: (PROCEEDINGS ADJOURNED FOR MORNING RECESS) ([Timestamp])  
(PROCEEDINGS RECONVENED) ([Timestamp])  
NOON: (PROCEEDINGS ADJOURNED FOR NOON RECESS) ([Timestamp])  
(PROCEEDINGS RECONVENED) ([Timestamp])  
AFTERNOON: (PROCEEDINGS ADJOURNED FOR AFTERNOON RECESS)  
([Timestamp])  
(PROCEEDINGS RECONVENED) ([Timestamp])  
OTHER: (PROCEEDINGS ADJOURNED) ([Timestamp])  
(PROCEEDINGS RECONVENED) ([Timestamp])  
END OF DAY: (PROCEEDINGS ADJOURNED TO MAY 15, 1998, AT 9:30 A.M.)  
([Timestamp])  
NO DATE: (PROCEEDINGS ADJOURNED GENERALLY) ([Timestamp])  
CONCLUDED: (PROCEEDINGS CONCLUDED) ([Timestamp])

## 20. INTERPRETERS

On occasion, interpreters are called to assist a witness in giving testimony in court or to assist a party in understanding the proceedings.

OATH: An interpreter is usually sworn or affirmed before translating the spoken word. This should be shown in the transcript at the 5th indent (3 spaces to the left of centre) as follows:

JACQUES LA FEVRE, French  
interpreter, sworn.

ENGLISH: The transcript should include only the English voice.  
Q AND A: If the interpreter is assisting a witness, the following notation should appear immediately after the witness heading:

PIERRE JAMES, a witness called  
for the Crown, sworn.

(ALL ANSWERS ARE THROUGH INTERPRETER  
UNLESS OTHERWISE NOTED)

THE CLERK: Please state your full name and  
spell your last name.

A Pierre James, J-a-m-e-s.

The transcript must accurately reflect when a witness is responding or asking a question without the aid of an interpreter. If the answer to a question is given by the interpreter, the transcript would be no different than the usual transcript in the Q and A format:

Q How old are you?

A Thirty-seven.

If the question is interpreted to the witness and the witness answers in English, the speaker should be shown as THE WITNESS:

Q How old are you?

THE WITNESS: Thirty-seven.

SPEAKER: When the interpreter speaks on behalf of a party, the transcript would be no different than if the party had spoken:

THE ACCUSED: I plead guilty, Your Honour.

When the interpreter speaks on their own behalf, the speaker is shown as:

THE INTERPRETER: Your Honour, I would request  
that the Crown repeats that question.

Note: It is not a requirement to include a timestamp when an interpreter is sworn or excused, they may however be added

## 21. QUOTATIONS

Quoted passages from documents, case law, or other transcripts must be indented.

INDENT: Indented to 3rd indent (10 spaces to the right of Q or A). There are no right indents. Quotations within quotations are indented to the 4th indent.

Q/A: In quotations from other transcripts that include Q and A (e.g., examinations for discovery or preliminary inquiries) the Q and A and speaker names are indented to the 2nd indent and the text to the 3rd indent:

Q I am now going to put to you some questions  
from the prelim, page 2, line 1:

Q Where did you say you were going?

A I was going to the beer parlour.

Were you asked that question and did you  
give that answer?

When the quoted material is in Q/A formatting, it is easy to decipher what is in quotes and what is not. In the following example, the quoted passages are the submissions from the transcript, sometimes with the name of the speaker included in the quotation and other times not.

CNSL G. WEATHERILL: I am going to direct you to start with, if I could, to page 2 of Tab 7 of the plaintiff's submission which is the transcript, and this is the start of Your Lordship's charge, second paragraph:

It is now my responsibility to instruct you on the law. You must accept my instructions in this respect.

Okay, page 50, and I'd like to just deal with this in some detail, page 50 of the transcript after the adjournment.

THE COURT: Gentlemen, we have some questions from the jury.

And then we go through the questions. And I say, line 38:

CNSL G. WEATHERILL: They are split on some issues.

CNSL K. KIRPATRICK: Well, that might be true, or it might not. We don't know.

CNSL G. WEATHERILL: They are split on an issue, and they have to decide. I think Your Lordship is right. They have to try and do their best to decide that issue.

**QUOTATION MARKS:** Quotation marks are not used for indented passages unless quotation marks occur inside the quoted material.

SHORT: Short passages taking 3 lines or less of space may be incorporated into the text of the transcript and set off by quotation marks rather than indented.

## 22. EXAMINATION FOR DISCOVERY READ IN

During the trial, questions from an Examination for Discovery transcript may be read into the record, forming part of the case for the plaintiff or defendant. In this case, the transcript of the proceeding should indicate that Examination for Discovery is read in for evidence. In addition to the format requirements set out in the preceding Quotations section, the following additional changes are required in the transcript:

HEADING: A heading is added just before the reading commences:

EXAMINATION FOR DISCOVERY OF JOHN DOE READ IN BY CNSL C. CAMPBELL:

CNSL C. CAMPBELL: Starting with the first question on page 2, My Lord:

127 Q When did you start working for Main Road Ltd.?  
A 1968.

And continuing to the next page, the first two questions on that page:

Q What position did you hold?  
A Foreman.  
129 Q And for how long?  
A Ten years.

SHOULDER NOTE: Where the examination for discovery evidence read in is of appropriate length, a shoulder note is added:

32  
Examination for Discovery of John Doe  
read in by CNSL C. Campbell (for Plaintiff)

**TABLE OF CONTENTS:** An entry is required in the **TOC:**

Examination for Discovery of John Doe,  
dated May 5, 2003, read in by CNSL C. Campbell . . . .146

**Note:** The timestamp of when the reading-in of an examination for discovery commences and ends must be recorded on the transcript

## 23. PLAYBACK OR READBACK

From time to time, the court, counsel, or jury may ask that a portion of the testimony of a witness be read back or played back. Unless specifically requested, readback and playback are not transcribed.

If it is requested, it should follow a similar format to that set out in the preceding Examination for Discovery Read-In and Quotations sections.

The timestamp of when a playback or readback commences and ends must be recorded on the transcript.

## 24. EXHIBITS

Documents and other items accepted by the court and entered as exhibits are marked in the transcript.

**FORMAT:** The exhibit number or letter is followed by a colon and two spaces, and a concise description of pertinent data garnered from the text of the court proceedings (e.g., figures, dates, numbers, names). It may or may not be the same as the clerk/recorder's description on the exhibit list. The word "Number" should not appear between the word "Exhibit" and the exhibit number.

EXHIBIT 16: Letter to Raymond Smith from Paul Goddard, dated February 14, 2003

**INDENT:** The notation for exhibits and marked items in the transcript of the proceedings is indented to the 3rd indent (10 spaces to the right of Q and A).

**CAPITALS:** The exhibit number portion should be in the UPPER CASE. The description portion should be in lowercase.

**MARKED:** Items marked for identification rather than being entered as exhibits are marked in the transcript as:

B FOR IDENTIFICATION: White envelope addressed to Paul Smith, and contents

If it is apparent that an exhibit was formerly marked for identification, it can be beneficial to add a notation linking the two items in the exhibit description, both on the transcript page as well as in the **TOC**:

EXHIBIT 2: White envelope addressed to Paul Smith, and contents (formerly marked as B for Identification)

## 25. AUDIO OR VIDEO PLAYED

A Parenthetical Notation is added to the transcript if audio or audio-visual recordings are played in court:

(AUDIO/VIDEO BEING PLAYED)

**COMMENTS:** If the court proceedings are recorded during the playing of the tape, any comments made in the courtroom during playback must be transcribed.

**OMIT:** Only the live voices in the courtroom need to be transcribed unless the court directs that the entire audio from the audio of the tape be transcribed.

The timestamp of when the audio or video commences, and ends must be recorded on the transcript.

## 26. DISCUSSION RE OTHER MATTER

On occasion, there may be a brief discussion regarding another case that occurs in the middle of a proceeding. If appropriate, the discussion may be omitted, using the Parenthetical Notation [DISCUSSION RE OTHER MATTER]. For clarity, it is sometimes necessary to include the opening words to put the matter in proper context.

## 27. COUNSEL ADDRESSING THE COURT

Counsel, or if a self-represented party the party, will be expected to address the court on several occasions during a court proceeding, including opening statements, submissions on voir dire, submissions at the end of a trial, and submissions at sentence. Counsel addresses to the court are not to be transcribed unless specifically requested. Shoulder note may indicate submission by Crown. If there is more than one accused, or Crown, the shoulder note must contain the speaker's name.

EXCLUDED: A Parenthetical Notation is added to the transcript to indicate where submissions or address are omitted:

[SUBMISSIONS FOR CROWN]  
[SUBMISSIONS FOR ACCUSED]  
[SUBMISSIONS ON VOIR DIRE]  
[OPENING STATEMENT FOR CROWN]  
[OPENING STATEMENT FOR ACCUSED]  
[OPENING STATEMENT FOR PLAINTIFF]

If submissions by all counsel are being omitted in one location, it is not necessary to use a separate Parenthetical Notation for each submission. Instead, the following Parenthetical Notation is acceptable:

[SUBMISSIONS BY COUNSEL]

INCLUDED: When the submission or address is transcribed, a Transcript Heading identifying the type of address must precede the address of counsel:

SUBMISSIONS FOR CROWN:

CNSL B. SMITH: Your Honour has heard three witnesses from the Crown describe the accused in the bar.

SHOULDER NOTE: When the submission or address is transcribed, a shoulder note should be added on subsequent pages identifying the type of address. If there is more than one accused or Crown, the shoulder note will need to contain the name of the speaker.

Submissions by Crown

104

Submissions for Crown by CNSL J. Jones

## 28. CITATIONS

Names of case law, statutes, or acts mentioned during submissions or colloquy do not need to be in proper citation format unless the speaker gives the full citation.

FORMAT: Case law and statute names should be typed in *italics*. The citation and statute number references, if given, are not italicized.

CNSL B. SMITH: I now turn to the case of *R. v. Rahey*, [1987] 1 S.C.R. 588, which deals with the *Charter*, s. 11(b).

## 29. VOIR DIRE

A voir dire is requested when counsel wants the court to determine whether the evidence about to be adduced is admissible. Several changes occur in the transcript when a voir dire has been declared:

HEADING: A new examination heading is inserted into the transcript just before the first question on the voir dire, including the voir dire number, if available:

EXAMINATION IN CHIEF BY CNSL T. THOMPSON ON VOIR DIRE #1:

SHOULDER NOTE: The words VOIR DIRE in UPPER CASE are inserted into a new line in the shoulder note just below the page number:

78

VOIR DIRE

Patricia Smythe (for Crown)

In chief on voir dire #1 by Cnsl B. Smith

EXHIBIT: Any exhibits entered as part of the voir dire are shown as:

EXHIBIT 1 (on voir dire #1): Photograph of accident scene

EXCERPT: Voir dire proceedings from the Supreme Court must be produced as an excerpt if:

- there is a jury involved and the trial is still ongoing.
- any of the evidence adduced during the voir dire is not accepted by the court.
- the court has not yet made a ruling on a voir dire.

COVER: When the transcript is an *excerpt* of voir dire court proceedings, the words "VOIR DIRE" must be identified on the front cover:

**PROCEEDINGS AT TRIAL  
(VOIR DIRE)  
(EXCERPT - SUBMISSIONS FOR CROWN)**

When the proceedings transcript includes voir dire proceedings that have been accepted by the court, no notation is required on the front cover.

Note: It is not a requirement to include a timestamp when voir dire commences or concludes they may however be added

**30. IN CAMERA AND SEALED PROCEEDINGS**

In-camera hearings are held in a closed courtroom and may be a separate court proceeding or part of an ongoing trial.

Sealed proceedings may be a separate court proceeding or the entire proceeding may be sealed.

In-camera and sealed proceedings must not be transcribed except if the ordering party is the court registry and they are placing the order on behalf of the presiding judge or Chief Judge/Justice or their delegate, or the court has made an order allowing the transcript to be produced for the ordering party.

EXCERPT: In-camera proceeding must be prepared as an excerpt if it forms part of an ongoing proceeding. It **must not** be included in the same volume as the other proceedings transcript. This includes transcripts for the Court of Appeal.  
If only a portion of the proceeding is sealed, it must be prepared as an excerpt and it must not be included in the same volume as the other proceedings transcripts. This includes transcripts for the Court of Appeal.

COVER: All in-camera and sealed transcripts **must** have a separate cover which identifies the transcript as being heard in-camera or a sealed proceeding and is placed before the front cover. For the electronic copy, the separate cover must have a bright highlighted box, see the example below. The front cover must also include a notation that the proceedings were conducted in-camera or it is a sealed proceeding. This notation is placed with information about other bans or sealing orders, on a separate line after the line containing the words COPY or ORIGINAL, enclosed in a box, in bold 18 font:

FILE NAME: Follow the standard file name conventions and include after the file number the word IN-CAMERA or SEALED. For example:  
**12345\_INCAMERA\_2024AUG01\_TRIALDAY1\_RvSMITH**  
**987654\_SEALED\_2024AUG01\_CHAMBERS\_JONESvJONES**

Note: It is not a requirement to include a timestamp when in-camera or sealed proceedings commence or conclude, they may however be added



Example of separate cover and front cover:

12345-1  
Prince George Registry

In the Supreme Court of British Columbia  
(BEFORE THE HONOURABLE JUDGE JUDGE)

Prince George, B.C.  
May 29, 2023

REX  
v.  
JOHN DOE

---

PROCEEDINGS AT TRIAL

---

COPY

BAN ON PUBLICATION 486.4(1) CCC

**IN CAMERA**

TRANSCRIPTION FIRM/AUTHORIZED REPORTER  
BUSINESS CONTACT INFORMATION

12345-1 Prince George Registry	
<b>In the Supreme Court of British Columbia</b> (BEFORE THE HONOURABLE JUDGE JUDGE)	
Prince George, B.C. May 29, 2023	
<b>REX</b> v. <b>JOHN DOE</b>	
----- PROCEEDINGS AT TRIAL (EXCERPT – TESTIMONY OF JOHN DOE) -----	
<table border="1"><tr><td style="text-align: center;">BAN ON PUBLICATION 486.4(1) CCC <b>IN CAMERA</b></td></tr></table>	BAN ON PUBLICATION 486.4(1) CCC <b>IN CAMERA</b>
BAN ON PUBLICATION 486.4(1) CCC <b>IN CAMERA</b>	
Crown Counsel: <span style="float: right;"><b>B. Bright</b></span>	
Defence Counsel: <span style="float: right;"><b>J. Jones (by videoconference)</b></span>	
TRANSCRIPTION FIRM/AUTHORIZED REPORTER BUSINESS CONTACT INFORMATION	

SHOULDER NOTE: The last line of the shoulder notes must include a notation that the hearing is in-camera:

83  
Michael Talbot (for Crown)  
By CNSL V. Wong  
IN CAMERA

**Note:** Transcripts of in-camera or sealed proceedings **must be** managed with an elevated level of sensitivity. When providing a copy in electronic format to an ordering party, the copy must be password protected. The password must be emailed to the ordering party in a separate email, and not sent with the electronic copy of the transcript. When providing a paper copy, it should be provided in a sealed envelope, and if unable to provide a colour copy of the separate cover, it is advisable to use coloured paper for the separate cover. The original and any paper copies sent to the Court Registry must also be in a sealed envelope and include a separate cover, either printed in colour or on coloured paper.

**31. BANS**

Information regarding bans on publication or where file access is restricted must be noted in the transcript. If in doubt, **transcribers or authorized reporters** should confirm the existence of bans with the registry, particularly in cases where a ban would normally exist (e.g., sexual assault cases).

**COVER:** Details on bans, including the Act and section number, if available, are to be enclosed in a box on the cover just below the word ORIGINAL or COPY: If both a sealing order and a ban are ordered by the court, two separate boxes with appropriate information should appear on the cover. The box containing the sealing information should appear first.

**ORIGINAL**

<p><b>BAN ON PUBLICATION</b> s. 486(3) CCC</p>
--

<p><b>BAN ON PUBLICATION</b> s. 539(1) CCC</p>
--

**TITLE PAGE:** The **Title Page** should contain identical information regarding the ban as noted under the Cover above.

**SHOULDER NOTE:** Bans are noted in the last line of all shoulder notes. The Act and section should be in upper case. The Act and Section number does not need to be included if it is included on the cover page:

83  
Michael Talbot (for Accused)  
In Chief by Cnsl V. Wong  
BAN ON PUBLICATION 486(3) CCC

Multiple bans can be separated with either a semicolon or by starting a new line.

**TABLE OF CONTENTS:** A notation should be added to the **TOC** when a ban is ordered.

**INITIALS:** The court may order that initials be used in place of names to protect the identities of the parties involved. [See 71. Redaction/Anonymization of Transcripts.](#)

**32. REASONS FOR JUDGMENT, RULINGS**

Reasons for judgment or formal rulings are not produced as part of the transcript of the proceedings. Instead, they are prepared in a separate format described in detail in the "Judge-approved Transcript" section. A Parenthetical Notation using square brackets is

included in the transcript to identify where rulings or reasons have been excerpted from the transcript of the proceedings:

[RULING ON VOIR DIRE]

[REASONS FOR JUDGMENT]

NO

REASONS: Rulings or orders given by the court without reasons are not to be excerpted from the transcript of the proceedings.

THE COURT: I am satisfied that Dr. Shaw is entitled to give the court opinion evidence in the field of his specialty.

CNSL B. BROWN: Thank you, My Lord.

Note: It is not a requirement to include a timestamp rulings or rulings commence or conclude they may however be added.

### 33. JURY PROCEEDINGS

The following additional information must be added to a transcript heard before a judge and jury:

COVER: The words "AND JURY" must be added after the name of the presiding judicial officer on the cover and **Title Page**.

**TABLE OF CONTENTS**: The transcript **TOC** must include a page reference for all significant happenings related to the jury, including opening comments to the jury by the court, opening or closing addresses to the jury by counsel, charge to the jury, and verdict.

EMPANELLED: Empanelling is the process used in jury trials to select the members of the jury from a jury panel. If these proceedings are ordered, juror names are to be replaced by Summons Numbers.

JURY IN: Once a jury has been selected, a Parenthetical Notation indicating the presence or absence of the jury must be added at the start of each day's proceedings, after the city and date, and the time **and timestamp** whenever the jury enters or leaves the courtroom:

(JURY IN AT 3:15 P.M. **[Timestamp]**)

(JURY OUT AT 4:30 P.M. **[Timestamp]**)

Parenthetical Notations as noted above are not required in a transcript until the jury has been selected.

ADDRESSES: Opening or closing addresses made by counsel to the jury are normally excluded from the transcript, using the following Parenthetical Notations:

[OPENING ADDRESS TO THE JURY BY COURT]

[OPENING ADDRESS TO THE JURY FOR CROWN]

[OPENING ADDRESS TO THE JURY FOR PLAINTIFF]

Alternatively, opening or closing addresses *included* in the transcript should be preceded by the following Transcript Headings:

OPENING ADDRESS TO THE JURY BY COURT:  
 OPENING ADDRESS TO THE JURY FOR CROWN:  
 OPENING ADDRESS TO THE JURY FOR ACCUSED:

CHARGE: Once the charge to the jury has been returned as approved by the justice, it should be inserted into the transcript, preceded by the following Transcript Heading:

CHARGE TO THE JURY:

The shoulder note would be "Charge to the Jury" at the top of the page.  
 DELIBERATES: A special Parenthetical Notation is inserted into the transcript when the jury commences deliberations. It includes the time as noted by the clerk **and the timestamp**:

(JURY COMMENCES DELIBERATIONS AT 10:10 A.M.)  
**[Timestamp]**

Each time the jury returns or leaves the courtroom after deliberations have commenced, a new Parenthetical Notation is added that includes the time as noted by the clerk **and the timestamp**:

(JURY OUT AT 10:35 A.M.) **[Timestamp]**  
 (JURY IN AT 2:55 P.M.) **[Timestamp]**

JUROR NAME: When a juror speaks in the transcript, the speaker in the margin is shown as A JUROR. When the foreperson speaks in the transcript, it should be shown as THE JURY FOREPERSON. If the juror's name is mentioned in the transcript, it should be replaced with the juror number: "<Juror Number 9>." If other identifying information regarding the juror is mentioned in the transcript it should also be omitted (e.g., "<address omitted>").

**Note: It is not a requirement to include a timestamp for addresses or a charge to jury commence or conclude, they may however be added.**

**34. TELECONFERENCE/VIDEOCONFERENCE/CLOSED-CIRCUIT TV**

**Technology allows a person to participate remotely, either from within another location at the courthouse, another courthouse, or any other location that the court has allowed. The technology used to facilitate the appearance may be teleconferencing, videoconferencing, MS Teams, or closed-circuit TV technology. More than one person may participate remotely, and they may appear by any of the noted methods.** The following additional information must be added to a transcript when a participant is appearing remotely:

APPEARANCE: Where counsel (or a self-represented party) is appearing via teleconference or videoconference, a notation is made in the appearances section on the Title Page:

Crown Counsel: M. Mantle, K.C. M. Jackson  
(by videoconference)

Counsel for the Accused: J. Brown (by videoconference)  
Smith:

Appearing on his own behalf: D. Jones (by videoconference)

NOTATION: The transcript must contain Parenthetical Notations to indicate the start and end time and timestamp of the videoconference, teleconference, or closed-circuit TV portion of the court proceeding, including a listing of which participants are appearing from a remote site and if the location where the participant is appearing from is known, it should be included:

(VIDEOCONFERENCE COMMENCES) [Timestamp]

(WITNESS JOE SMITH AT SEATTLE, WASHINGTON, U.S.A)

...

(VIDEOCONFERENCE CONCLUDES) [Timestamp]

---

(TELECONFERENCE COMMENCES) [Timestamp]

(COUNSEL M. JACKSON AND J. BROWN IN REMOTE LOCATION)

(ACCUSED D. JONES AT FORT ST. JOHN, B.C.)

...

(TELECONFERENCE CONCLUDES) [Timestamp]

(PROCEEDINGS ADJOURNED TO AUGUST 21, 2023, AT 10:00 A.M.) [Timestamp]

---

(ACCUSED JOHN DOE ON CLOSED-CIRCUIT TELEVISION)

...

(CLOSED-CIRCUIT TELEVISION CONCLUDES) [Timestamp]

---

(VIDEO CONFERENCE PAUSED) [Timestamp]

(PROCEEDINGS ADJOURNED FOR NOON RECESS)  
[Timestamp])

(PROCEEDINGS RECONVENED) [Timestamp])

(VIDEOCONFERENCE RECOMMENCES) [Timestamp])

If the remote participants are already connected when the court convenes or reconvenes, the Parenthetical Notation starts one blank line after the city and date on the first page or after the proceedings reconvened Parenthetical Notation.

EXCERPT: For an excerpt transcript where a videoconference or teleconference is in progress at the start of the excerpt, the word "continuing" is to be substituted for "commences" in the above examples, at the start of the excerpt. No such modification is required to the Parenthetical Notation for closed-circuit TV.

JUDGE: It is not necessary to indicate on the cover or **Title Page** if the judge is appearing remotely. The following Parenthetical Notation should be added one blank line after the city and date on the first page:

(VIDEOCONFERENCE COMMENCES)  
(THE HONOURABLE MR. JUSTICE SHABBITS AT NANAIMO,  
B.C.)

### 35. EXCERPTS

A portion of a Proceeding may be transcribed and will be referenced as Excerpt. To be an Official Transcript, the excerpt must be a block of evidence or proceedings. Partial questions, answers or sentences must not be produced, and the excerpt must not be less than three minutes of digitally recorded proceedings, the exception being if the entire block of evidence or proceeding is less than three minutes of digital audio.

An excerpt cannot be ordered for a judge-approved proceeding.

BINDING: If an excerpt is requested in print format, and it exceeds 20 pages or more it must be bound unless the ordering party instructs otherwise. Unbound proceedings are stapled in the top left corner.

COVERS: If the excerpt is printed and bound, then both a cover and protective back cover must be included. If an excerpt is not bound, then a standard back cover is required.

TITLE PAGE: All excerpts, in electronic and paper format (whether bound or unbound), require a Title Page.

TABLE OF CONTENTS: All excerpts should contain a TOC if they contain significant events (i.e., exhibits entered, rulings, change of witness or type of examination). The electronic format must be bookmarked, as noted in the Electronic Format section.

FIRST PAGE: The following Parenthetical Notation is inserted on the first page:

1 Vancouver, B.C.  
2 September 15, 2003  
3  
4 (EXCERPT FROM PROCEEDINGS) [Timestamp]  
5  
6 JAMES TALBOT, a witness called  
7 for the Defendant Smith, sworn:  
8  
9 CROSS-EXAMINATION BY CNSL G. GREEN:

Omit the words "sworn" or "affirmed" in the witness heading if the ongoing status of the oath cannot be determined because the witness took the stand earlier in the proceeding.

LAST PAGE: If there are additional proceedings after the conclusion of the excerpt, the following Parenthetical Notation is added at the end:

(EXCERPT CONCLUDED) [Timestamp]

If the excerpt continues to the end of the proceeding, no special notation is required at the end.

MULTIPLE: Two or more excerpts for one date may be prepared under one transcript volume, provided a Parenthetical Notation is used to indicate where portions are missing between the excerpts:

[PROCEEDINGS NOT TRANSCRIBED]

If a specific portion of evidence has been skipped between two excerpts, a more descriptive Parenthetical Notation is preferred (which should also be noted in the TOC):

[EVIDENCE OF JOHN SMITH NOT TRANSCRIBED]  
[CROSS-EXAMINATION NOT TRANSCRIBED]

Excerpts from *different* dates must not be included in the same transcript volume unless the excerpt is contiguous.

Note: The timestamp of when an excerpt commences, and ends must be recorded on the transcript.

### 36. PROVINCIAL AND SUPREME COURT FAMILY PROCEEDINGS

To avoid any confusion arising from which party is being referred to as the applicant and respondent in family court, family law or divorce proceedings, the first and last name of each party should be used in the appearances, speakers in the margin, witness heading, and shoulder notes:

APPEARANCES:

Counsel for John Doe:	A. Brown
Counsel for Jane Doe:	R. Smith



SPEAKERS:

JANE DOE: Good morning, Your Honour.

WITNESS:

JANE DOE, a witness called on her own behalf, sworn.

SALLY SMITH, a witness called for Jane Doe, sworn.

SHOULDER NOTE:

32  
Jane Doe (on her own behalf) in chief by Cnsl B. Smith

39  
Sally Smith (for Jane Doe) in chief by Cnsl B. Smith

**TABLE OF CONTENTS:**

Witnesses called for Jane Doe:

Jane Doe  
in chief by Cnsl B. Smith.....32

Sally Smith  
in chief by Cnsl B. Smith.....39

**37. CFCSA PROCEEDINGS**

Transcript **Title Pages**/covers for proceedings heard under the *Child, Family and Community Service Act* should be prepared in a style consistent in form, text alignment, and capitalization with the sample set out in [Schedule K](#).

COVER: The following words are to be added to the ban box on the cover, just below the word ORIGINAL or COPY:

**ORIGINAL**

**CFCSA MATTER  
RESTRICTION ON ACCESS  
s. 3.6 Provincial Court Act**

### 38. YOUTH COURT PROCEEDINGS

All transcripts produced of proceedings in youth court **must** indicate a general restriction on access provided under s. 118 of the *Youth Criminal Justice Act* (in addition to any other types of bans on publication specifically ordered by the court).

COVER: The following words are to be added to the ban box on the cover, just below the word ORIGINAL or COPY:

**ORIGINAL**

<p><b>YOUTH MATTER RESTRICTION ON ACCESS s. 118 &amp; s. 110 YCJA</b></p>
---

**TITLE PAGE:** The **Title Page** should contain identical information regarding the access on restriction as noted under Cover above.

SHOULDER NOTE: The following wording is to be added to the last line of all shoulder notes:

83  
Michael Talbot (for Accused)  
In Chief by Cnsl V. Wong  
Youth Matter - Restriction on Access, s. 118 YCJA

### 39. ELECTRONIC COPIES ON DIGITAL STORAGE DEVICES

A transcript provided on a **portable digital storage device** must be clearly labelled.

LABEL: The label must include the following information:

- Court file number
- Registry and location where the court proceeding took place
- Judge
- Date(s) of the proceeding(s)
- Style of cause. If the full style of proceeding will not conveniently fit on the label, a shortened version may be used.
- Type of transcript: Reasons/Ruling/Trial, etc.
- **Reporting/transcription firm name and contact number, and if possible, email address.**

### 40. CERTIFICATIONS

**All transcripts of proceedings must be certified by the authorized reporter or transcriber who prepared the transcript.**

LOCATION: Certification by an **authorized report or transcriber** must be on the last page of the transcript of each proceeding **or volume**.

SIGNATURE: The certification on the original transcript filed with the registry must have the signature of the authorized reporter or transcriber who prepared the transcript. The signature on the official electronic transcript may be a:

- (a) Certificate-based digital signature that uses encryption technology.
- (b) scan of a wet ink handwritten signature used to create an image used for an electronic signature (background must be white/transparent and not of low quality or pixelated).
- (c) electronic handwritten signature created by way of an electronic stylus, trackpad, touchscreen, pointing device (i.e. mouse) or other similar method.

The signature on a copy of a transcript in print format will be a printout of the signature as applied on the official electronic transcript.

MULTIPLE: If more than one transcriber or authorized reporter has transcribed portions of a transcript, then the certification must appear at the end of the proceeding or volume, with the beginning and end timestamp of the proceedings transcribed by each transcriber or authorized reporter noted on their certification.

WORDING: Wording of certification must be one of the following:

Transcribed from an audio recording by a transcriber or Authorized Reporter:

I certify that the proceedings from timestamp \_\_\_\_\_ to timestamp \_\_\_\_\_ inclusive are a true and accurate transcript of these proceedings recorded on a sound recording apparatus, transcribed to the best of my skill and ability in accordance with applicable standards.

<signature of transcribe or authorized reporter>  
<name of transcriber or authorized reporter>,  
[If authorized reporter] Authorized Reporter, Certificate ##### (if applicable)

Multiple Transcribers and/or Authorized Reporters, where more than one transcriber or authorized reporter has produced portions of the transcript:

I certify that proceedings from \_\_\_\_\_  
(a) timestamps \_\_\_\_\_ to \_\_\_\_\_ inclusive and  
(b) timestamps \_\_\_\_\_ to \_\_\_\_\_ inclusive  
are a true and accurate transcript of these proceedings recorded on a sound recording apparatus, transcribed to the best of my skill and ability in accordance with applicable standards.

<signature of transcribe or authorized reporter>  
<name of transcriber or authorized reporter>,

Transcriber or Authorized Reporter, Certificate ##### (if applicable)

Note: If required, sequentially labelled paragraphs to indicate the timestamps can be added.

Where the transcript includes proceedings heard over multiple days, the certification must also include the date for which the timestamps are applicable:

I certify that the proceedings from  
(a) timestamp \_\_\_\_\_ to timestamp \_\_\_\_\_ inclusive on [date],  
and  
(b) timestamp \_\_\_\_\_ to timestamp \_\_\_\_\_ inclusive on [date],  
are a true and accurate transcript of these proceedings recorded  
on a sound recording apparatus, transcribed to the best of my skill  
and ability in accordance with applicable standards.

<signature of transcribe or authorized reporter>  
<name of transcriber or authorized reporter>,  
Transcriber or Authorized Reporter, Certificate ##### (if applicable)

Note: If required, sequentially labelled paragraphs to indicate the timestamps and dates transcribed can be added

Transcribed from stenotype notes (real-time):

I certify that pages numbered \_\_\_\_\_ to \_\_\_\_\_ are a true and accurate transcript of these proceedings, transcribed to the best of my skill and ability in accordance with applicable standards.

<signature of real-time reporter>  
<name of real-time reporter>,  
Real-Time Court Reporter, Certificate Number ### (if applicable)

Note: Unedited or uncertified transcript produced by a real-time reporter **must** contain the word DRAFT in the Shoulder Notes and should not be signed as it is not an official transcript unless the proceedings are transcribed from the digital audio recording which is the official record.

## COURT OF APPEAL (CIVIL)

**Transcripts** for a civil appeal to the Court of Appeal have requirements in addition to those set out for 47-line Proceedings Transcript. **The Court of Appeal Rules also apply. See Part 4 – Steps After an Appeal is Brought, Division 2(24) Transcripts of proceedings in court appealed from.**

A checklist with technical instructions, including filing materials on Court Services Online can be found here: [Court of Appeal - Home \(bccourts.ca\)](http://bccourts.ca).

Where there is a discrepancy between this manual and the [Registrar's Filing Directives](#) and the [Court of Appeal Rules](#), the directive and rules apply.

### 41. VOLUMES

- LIMIT:** Where the transcript exceeds **1000 pages (500 sheets of paper double-sided and bound)**, the transcript must be split into volumes, **based on logical breaks, that do not exceed 1000 pages** each (not including the Title Page and Table of Contents).  
The eBinder is limited to 200 megabytes (MB) per file. If a file is less than 200 MB (1 file) **do not** split it into separate files based on the number of pages per volume. Create volumes by bookmarking in the PDF eBinder with each volume being a maximum of 1000 pages, and only more than one file if the transcript exceeds 200 MB.
- PAGE #'S:** The appeal proceedings transcript is prepared with consecutive page numbering **(or Bates numbered)** for the entire multi-volume transcript. The page number is to be located at the top center of the page, and the page number is to start after the Table of Contents or on the cover page. The Table of **Contents** must match the PDF eBinder page numbering.  
**Page searching must match PDF eBinder page numbering (done using the Page Labels function in AdobePro otherwise page 1 will automatically be the cover page when searching).**
- MARKING:** Where there are two or more volumes, the front cover of each volume shall contain the volume number and range of page numbers for that specific volume. In addition, a small label containing the volume number is to be affixed to the spine of the Cerlox binding.
- COPIES:** Paper copies of transcripts **must be** printed double-sided.

### 42. COVER

- COLOUR:** **For a Transcript prepared in paper format,** the official description and colour of the Court of Appeal proceedings transcript covers is Exact Vellum Cover/Red. The format of the cover should be prepared in a style consistent in format, text alignment, and capitalization with the samples set out in [Schedule E](#) or use the [template created by Court of Appeal Cover](#) making such modifications as may be required.

- STYLE: If the full style of proceeding will not conveniently fit on the cover, a shortened version that includes the words "AND OTHERS" after the first named party in a class may be used.
- APPEARANCES: The appearances can be omitted if they will not conveniently fit on one page.

### 43. TITLE PAGE

The **Title Page** is always required and should be prepared in a style consistent in form, text alignment, and capitalization with the sample set out in [Schedule B](#). The Title Page follows the front cover.

### 44. TABLE OF CONTENTS

Each transcript volume requires a comprehensive **Table of Contents (TOC)** that covers all volumes of transcript and should be prepared in a style consistent in form, text, alignment, and capitalization with the sample set out in [Schedule C](#). The **TOC** is inserted after the **Title Page**. Where the transcript is more than five volumes, the **TOC** will be contained in a separate volume.

The TOC page numbering must align with the sequential page numbering of the eBinder (PDF portfolio). The page searching must also match the PDF eBinder page numbering, and if the page number starts after the TOC, use the **Page Labels** function in Adobe Pro, otherwise page 1 will automatically be the cover page when searching.

### 45. EXCERPTS

For a partial transcript, the **TOC** must cover the full transcript of the proceedings at the lower court and indicate the portions that are excluded. No Parenthetical Notations are required in the transcript to indicate the excluded portions. Each portion of the partial transcript will start on a new page. **A notation of the time stamp at the beginning of the transcript excerpt and a notation of the time stamp at the end of the transcript excerpt indicating when the transcription commences and ends must be inserted.**

### 46. PORTABLE DIGITAL STORAGE DEVICE (ELECTRONIC FORMAT)

An electronic transcript (**eBinder**) **must** be filed in addition to the hard copy of the transcript.

- STRUCTURE: The electronic version must display on the screen the same as the printed hard copy. Page numbers for electronic and hard copies must match exactly, including numbers shown on the thumbnails (page 1 of the transcript is pdf page 1). The following exceptions apply:
1. Hard copies will have a **Title Page**, cover, and **TOC** for every volume, whereas the single-volume electronic version will have only one **Title Page**, cover and **TOC**.

2. The footer of the electronic version must include a reference to the current paper volume.
3. Any certification pages **must** appear at the end of the transcript and are to be bookmarked, but not paginated. **The signature provisions as set out in [Section 1 – Electronic Format](#) apply.**

LABEL: Each **portable digital storage device** must be labelled; such label to contain the information set out in the sample shown in [Schedule G](#). If the full style of proceeding will not conveniently fit on the label, a shortened version may be used.

ELECTRONIC COPIES:

Must be submitted on a **portable digital storage device (i.e. USB stick)**.

FORMAT: The transcript must be submitted in portable document format (PDF) that has been converted, not scanned, from Microsoft Word.

All items in the **TOC** must be hyperlinked and bookmarked, including a bookmark for the cover and **TOC** itself.

Line numbers and footers must be in the form of a watermark, so such text cannot be cut and pasted.

FILE NAMES: The transcript must be submitted as a single file titled "CAXXXXX\_Transcript.pdf" or "CAXXXXX\_Supplementary\_Transcript

SECURITY: **Disable** any PFD security settings that might restrict or prevent the Court from viewing, printing, annotating, saving, or searching the electronic document..

## COURT OF APPEAL (CRIMINAL)

Paper transcripts for a criminal appeal to the Court of Appeal have requirements in addition to those set out for 47-line Proceedings Transcript. The Court of Appeal Rules also apply. See BC Court of Appeal Criminal Appeal Rules, Part 2 Rule 8.

**Note: Transcripts ordered for s. 684 CC applications (or for interlocutory criminal applications) may be filed in the lower court format for hearing the application.**

### 47. VOLUMES

- LIMIT: Where the number of pages does not exceed 300 pages (not including the **Title Page and TOC**), the entire paper transcript is contained in a single volume. Where the transcript exceeds 300 pages, the paper transcript must be split into volumes that do not exceed 200 pages each (not including the **Title Page and TOC**).
- PAGE #'S: The appeal proceedings transcript is prepared with consecutive page numbering for the entire multi-volume transcript.
- MARKING: Where there are two or more volumes, the front cover of each volume shall contain the volume number and range of page numbers for that specific volume. In addition, a small label containing the volume number is to be affixed to the spine of the Cerlox binding.
- COPIES: Paper copies of transcripts **must** be printed double-sided.

### 48. COVER

- COLOUR: **For a Transcript prepared in paper format,** the official description and colour of the Court of Appeal proceedings transcript covers is Exact Vellum Cover/Red. The format of the cover should be prepared in a style consistent in format, text alignment, and capitalization with the samples set out in [Schedule F](#).
- STYLE: Each accused's name is typed on a separate line. If the full style of proceeding will not conveniently fit on the cover, a shortened version that includes the words "AND OTHERS" after the first accused's name may be used.
- APPEARANCES: The appearances can be omitted if they will not conveniently fit on one page.

### 49. TABLE OF CONTENTS

Each transcript volume requires a comprehensive **Table of Contents (TOC)** that covers all volumes of transcript and should be prepared in a style consistent in form, text alignment, and capitalization with the sample set out in [Schedule C](#). The **TOC** is inserted after the **Title Page**. Where the transcript is more than five volumes, the **TOC** will be contained in a separate volume.



## 50. LOWER COURT TITLE PAGE

The lower court transcript will always include a **Title Page**.

## 51. EXCERPTS

For a partial transcript, the **TOC** must cover the full transcript of the proceedings at the lower court and indicate the portions that are excluded. No Parenthetical Notations are required in the transcript to indicate the excluded portions. Each portion of the partial transcript will start on a new page. Add a notation of the time stamp at the beginning of the transcript excerpt and a notation of the time stamp at the end of the transcript excerpt indicating when the transcription beginnings and ends **must** be inserted.

## 52. PORTABLE DIGITAL STORAGE DEVICE (ELECTRONIC COPY)

An electronic transcript **must** be filed in addition to the hard copy of the transcript.

STRUCTURE: The electronic version must display on the screen the same as the printed hard copy. Page numbers for electronic and hard copies must match exactly, including numbers shown on the thumbnails (page 1 of the transcript is pdf page 1). The following exceptions apply:

1. Hard copies will have a **Title Page**, cover, and **TOC** for every volume, whereas the single-volume electronic version will have only one **Title Page**, cover, and **TOC**.
2. The footer of the electronic version must include a reference to the current paper volume.
3. Any certification pages may appear at the end of the transcript and are to be bookmarked, but not paginated. **The signature provisions as set out in [Section 1 – Electronic Format](#) apply.**

MEDIA: Must be submitted on a **portable digital storage device (i.e. USB stick)**.

LABEL: Each **portable digital storage device** must be labelled, such label to contain the information set out in the sample shown in [Schedule G](#). If the full style of proceeding will not conveniently fit on the label, a shortened version may be used.

FORMAT: The transcript must be submitted in portable document format (PDF) that has been converted, not scanned, from Microsoft Word. All items in the **TOC** must be hyperlinked and bookmarked, including a bookmark for the cover and **TOC** itself. Line numbers and footers must be in the form of a watermark, so such text cannot be cut and pasted.

FILE NAMES: The transcript must be submitted as a single file titled "CAXXXXX\_Transcript.pdf" or "CAXXXXX\_Supplementary\_Transcript"

SECURITY: Do not incorporate any file properties into or activate any security settings to any PDF document submitted to the Court that might restrict or prevent the Court or its staff from viewing, printing, annotating, saving, or searching the electronic document. The Court will apply its security settings, when necessary.

## JUDGE-APPROVED (27-LINE) TRANSCRIPTS

Judge-approved transcripts are produced in a 27-line format and encompass oral rulings, and reasons for judgment. For the Supreme Court, this also includes charges to the jury.

The transcripts are forwarded to the judicial officer so that they may peruse the draft to correct grammar, punctuation, and syntax before the transcript is released.

If there are conflicts between the instructions below, the directives issued by the judiciary prevail.

**In the Supreme Court**, the draft transcript is uploaded to A2A with the Finalization and Distribution of Oral Transcription Request Form (or if prepared by an authorized reporter sent by email to the transcription clerk). The registry will forward the draft to the Administrative Assistant (JAA). When finalized by the justice, the JAA will distribute the transcript, and provide the originally signed transcript to the court registry for filing.

The Supreme Court has developed pre-programmed templates and provided directions found on the [Transcriber's Forms and Information](#) webpage. The directions include information on the templates and the programmed formatting commands.

**In the Provincial Court**, the draft transcript is emailed to the JAA. The judge may request the transcriber to make edits and return a subsequent draft. When finalized by the judge, the JAA will send the transcript to the transcription contractor for distribution, and provide the originally signed transcript to the court registry for filing.

Judge-approved transcripts for the Provincial Court must also be prepared following the same format as the Supreme Court, however, the pre-programmed template is not used.

### 53. FIRST PAGE TITLE INFORMATION

Judge-approved (27-line) transcripts must be produced using the format below.

**For the Supreme Court**, the [pre-programmed Word template](#) developed by the Supreme Court judiciary must be used. Examples of the first-page title information produced from this template are set out in Schedules H (criminal) and I (civil).

**For the Provincial Court**, the first-page title information should be prepared using the template set out in Schedule J.

In particular, the following format requirements apply:

DATE: The date in the first line is to be typed in metric format as YYYYMMDD. For example, January 12, 2003, would appear as "20030112."

FILE NAME: **For the Supreme Court**, follow the [Canadian Guide to the Uniform Preparation of Judgments](#), with the name should appear in an accurate mix of upper- and lower-case fonts.

**For the Provincial Court**, the style of proceedings should be typed in UPPER CASE.

For both courts, The full style of proceedings must be used, even if the title information becomes two or more pages long. A shortened version that includes the words "and others" is not to be used.

**BANS:** Any bans on publication or restricted access orders, including the Act and section number, if available, should appear following the file name. For example, the following wording is required for a ban on publication made pursuant to s. 486(3):

An order has been made in this case directing that the identity of the complainant and any information that could disclose the identity of the complainant should not be published in any document or broadcast in any way pursuant to section 486(3) of the Criminal Code.

**JUDGE:** The title and name of the presiding judicial officer must follow the same requirements as set out in the Cover section in Proceedings (47-line) Transcripts.

**For Supreme Court chambers applications** the words (In Chambers) must be added.

Before: The Honourable Mr. Justice Smith  
(In Chambers)

**TITLE:** Rulings **must** include a reference to the nature of the ruling. Some examples of titles:

Oral Reasons for Judgment  
at Judicial Interim Release Hearing

Oral Ruling on Voir Dire

Oral Ruling on Admissibility of  
Wiretap Evidence

Oral Reasons for Judgment

Oral Reasons for Sentence

#### **54. TRANSCRIPT PAGE LAYOUT**

**For the Supreme Court**, the [pre-programmed WORD template](#) will set the desired margins, fonts, spacing, etc., resulting in a page layout like the sample in [Schedule I](#).

**For the Provincial Court**, the margins, font and spacing are consistent with the Supreme Court, and will result in a page layout like the sample in [Schedule J](#).

In particular, the following formatting requirements apply:

FONT: **Courier new** (or similar) font size 12  
 PARA#: Paragraphs are consecutively numbered using Arabic numbers enclosed in square brackets and followed by one tab.

[43] The defendant was responsible for all damages.

SPACING: Headings, subparagraphs, quotations, lists, addenda, and appendices attached to the judgment are not numbered.  
**For the Supreme Court**, use 1.5 spacing.  
**For the Provincial Court**, use double-spacing.  
 For both courts, quotations are single-spaced. One additional single space is added between paragraphs.

ALIGNMENT: Left-justified (not full-justified).

INDENTS: All paragraphs extend to the left-hand margin of the page, except for quotations, described in the Quotations section. Tabs and indents must not be replaced with multiple spaces.

FOOTER: The footer area below the body of the transcript must be blank (no advertising).

**CONCLUSION: For the Provincial Court**, a Transcript Notation is added to the end of the reasons (i.e. Reasons for Judgment Concluded, Ruling Concluded etc) indented 1 inch from the left margin.

## 55. SHOULDER NOTES

All pages following the first page must contain a shoulder note that sets out the name of the case and page number.

Shoulder notes appear above line 1 of the body of the transcript, with a horizontal line between the shoulder notes and the body of the transcript.

SIZE: The shoulder notes details must fit on a single line.

CASE NAME: The name of the case is left-justified. Lowercase characters are used except where capitalization is appropriate. Only the first person or entity of each class of parties is referred to. Individuals are referred to by surname only. Company names are shortened. Several abbreviations are used, including: "R." (for Rex); "v." (for versus).

***R. v. Jones***

***Page 2***

---

PAGE #: Page numbers are shown opposite the case name, **centred**, in Arabic numerals. The page number appears as page 2 on the second page.

## 56. QUOTATIONS

SPACING: Quotations are single-spaced with blank lines before and after.

- INDENT:** Indented 1/2 inch from both margins. Quotations within quotations are indented another 1/2 inch on each side.
- STYLE:** The Word template provided by the judiciary contains a special style for Quotations which should be applied to quoted material.

## 57. CONTRACTIONS

In transcribing draft reasons for judgment, contractions are to be converted to full words (e.g., *you're* to *you are*).

## 58. CITATIONS

Citations of case law, statutes, or acts referred to in a judge-approved (27-line) transcript must be transcribed with the proper case or statute citation, even if what the court said is not complete. The word *supra* may be used when the citation is subsequently referred to.

- ITALICS:** Case law and statute names should be typed in *italics*. The Word template provided by the judiciary contains a special italics style that should be applied. The citation and statute number references, if given, are not italicized.

[15] I now turn to the case of *R. v. Rahey*, [1987] 1 S.C.R. 588, which deals with the *Charter*, s. 11(b).

**HYPERLINKS:** If known, include a hyperlink to the applicable case.

## 59. SIGNATURE LINE

At the end of the ruling and reasons for judgment transcript, there should be a signature space for the presiding judicial officer to sign. The judgment template provided by the judiciary contains a special style for the signature space, which should be applied.

**SUPREME COURT:**

\_\_\_\_\_  
The Honourable Mr. Justice Shaw

**PROVINCIAL COURT:**

\_\_\_\_\_  
The Honourable Judge D.T. Reeves  
Provincial Court of British Columbia

## 60. CHARGE TO THE JURY – SUPREME COURT

A draft charge to the jury is submitted to the justice for approval in the 1.5-line spacing format. It does not, however, require a final signature line. The final version must be produced in 47-line format (following the formatting details for the 47-line Proceedings Transcript).

**61. FINALIZATION AND DISTRIBUTION OF ORAL TRANSCRIPT REQUEST**

In the Supreme Court, a [Finalization and Distribution of Oral Transcript Request form](#) must be sent to the Court Registry with the draft judge-approved Transcript. The ordering party should complete the form, however, if it has not been provided, the Contractor or Authorized Reporter must complete it. The Court uses this form to distribute copies of the final reasons when they are complete, therefore the information must be complete and correct.

**62. BINDING – PROVINCIAL COURT**

Where a copy of a judge-approved transcript has been requested in a print format, it will be bound on the left-hand side with a staple.

**63. EXCERPTS**

It is not permissible to prepare an excerpt or a portion of reasons for judgment. The full judgment must be prepared.

## PUNCTUATION, GRAMMAR, AND SPELLING

Court transcripts are to be produced verbatim (word for word). If a speaker mispronounces or uses an incorrect word, the words must be transcribed as spoken. Care must be taken, and the transcriber or authorized reporter should not correct what was spoken or interpret what the speaker may have meant to say.

Transcript text should demonstrate that reasonable diligence has been used in applying recognized rules for grammar and punctuation. Transcript text should also be free of spelling errors. New paragraphs should be used where appropriate to avoid pages of solid text. In addition, the following specific styles are preferred:

### 64. CAPITALIZATION

- PEOPLE:** Do not capitalize general references to courtroom participants (e.g., judge, court, master, sheriff, registrar, clerk, accused, plaintiff, defence counsel). Exception: Crown counsel. Capitalize formal titles (e.g., Judge Smith, Mr. Sheriff, Madam Registrar, Accused Brown, My Lord, Your Honour).
- DOCUMENTS:** Do not capitalize general references to common court documents or proceedings (e.g., trial, sentence, exhibit, statement of defence, indictment, information, reasons for judgment). Capitalize documents followed by a number (e.g., Indictment 45678-1, Information 65423, Exhibit 1).
- PAGE REF:** Do not capitalize the following page references: page 1, paragraph 10, section 4. Use capital letters for Question 109, Chapter 2, Tab 3.
- COURTS:** Do not capitalize general references to courts (e.g., court, appellate court, family youth, youth court). Capitalize names of specific courts (e.g., Court of Appeal, Supreme Court of British Columbia, Provincial Court of British Columbia).

### 65. NUMBERS

- ORDINARY:** Spell out single-digit numbers in words (e.g., seven capsules). Transcribe double digits and larger numbers using numerals (e.g., 54 envelopes). Use words when necessary to transcribe exactly as spoken (e.g., a hundred miles). Use words for large numbers (e.g., five million, ten billion).
- MONEY:** Money amounts may be transcribed using numerals (e.g., \$150 for "one hundred and fifty dollars") but words should be used if required to transcribe exactly as spoken (e.g., four thousand and fifty, a hundred and ten dollars).
- TIMES:** Use figures for times unless it begins a sentence. Do not include o'clock unless spoken: 4:14 p.m., 11 a.m., 2300 hours, 12 noon, 6 o'clock. Use words if necessary to transcribe exactly as spoken (e.g., half past six).
- DATES:** The day of the month and year are transcribed as numbers (e.g., August 23, 1997). Ordinals, if spoken, should be included (e.g., June 1<sup>st</sup>).

## 66. SPELLING

Consistent spelling is to be used throughout the transcript.

The Oxford English Dictionary is preferable; however, any good dictionary may be used provided the spelling is consistent throughout, and the key directions listed below are followed.

**CANADIAN:** Canadian spellings are required.  
Example: judgment, program, jail, licence, defence, centre, litre, offence  
"ou" words – colour, neighbour, vapour, behaviour, honour

"re" words – theatre, centre, kilometre, millimetre

"ize" words – organize, realize, authorize, memorize

**CRIM. CODE:** Criminal Code spellings are required (e.g., breathalyzer, marihuana), and where a discrepancy arises from spelling in a dictionary or Microsoft WORD, the Criminal Code spelling prevails.

**ABBREVIATIONS:** Do not use periods for common abbreviations: RCMP, ICBC (Insurance Corporation of British Columbia). (exception: B.C.).  
Spell in full: et cetera, okay, yeah, all right.

**MM WORDS:** mhmm, m-hm, uh-huh

**COMMON WORDS:** Actus reus

Autrefois acquit

Autrefois convict

CEIS – Civil Electronic Information System

CPIC – Canadian Police Information Centre

CSO – Court Services Online

Curriculum vitae (resume)

DNA (deoxyribonucleic acid)

Habeas corpus (wrongful detention)

Hearsay

Inter alia

JIR (judicial interim release hearing, aka bail hearing)

JUSTIN – Integrated criminal electronic case management system

KGB Statement

Malfesance

Mandamus

NCRMD (not criminally responsible due to mental disorder)

Peremptory

Per se

Preliminary Hearing/Inquiry (PI)

PSR (pre-sentence report)

PSY (psychological/psychiatric assessment)

Res gestae

TSR – technical suitability report

Ultra vires

Vis-à-vis

Voir Dire

Viva voce evidence (oral evidence)

Will-say statement





## ACCURACY

All transcripts should accurately reflect what was said in the court proceedings.

### 67. INDISCERNIBLE

Sounds that cannot be distinguished by the transcriber on the recording are referred to as indiscernibles. The transcriber is required to make every effort to eliminate indiscernibles from the transcript. When it is not possible to determine the missed word(s), the notation [indiscernible] is inserted:

A I worked for [indiscernible] & Company.

REASON: The reason for the indiscernible portion should be added, if possible:

[indiscernible - background noise]  
[indiscernible - rapid speech]  
[indiscernible - overlapping speakers]  
[indiscernible - away from microphone]

### 68. PHONETIC SPELLING

The transcriber must make every effort to determine the correct spelling of all words in the transcript. When it is not possible to determine the correct spelling, the word (phonetic) may be used, as follows:

He worked for the Wing-Wa (phonetic) Distribution Centre in Hong Kong.

### 69. RECORDING MALFUNCTION

A special note must be added to the transcript to indicate if a word(s) has been missed from the audio recording (e.g., no overlap in tapes, a machine malfunction):

A And then I [recording malfunction] . . .  
THE CLERK: We are recording again now.  
THE COURT: Just repeat your last question for the record.

### 70. TRANSCRIPT ERRORS **AND CORRIGENDUM**

Any amendment required in a transcript of a proceeding or a judge-approved transcript after it has been filed at the registry or released to an ordering party must be made by

way of corrigendum (certified by the court transcriber or the transcription company), such corrigendum to be attached to the original transcript and all distributed copies. A sample corrigendum page is set out as [Schedule L](#).

If the digital audio recording is incomplete or indecipherable, an application can be made by a party under [Section 7 of the Sound Recording Regulation](#) asking the court to make an order declaring the evidence, argument, or other material to be included in the official record in the place of the incomplete or indecipherable portions of the digital audio recording. The presiding judicial officer may also on their own motion make the order.

The presiding judicial officer may order any of the following material to be included in the official record:

- if an authorized reporter was in attendance, their notes.
- presiding judge, master, registrar, or counsel's notes.
- any other material they consider appropriate.

A corrigendum will be provided to the Court Registry in electronic format and filed with the official transcript.

## 71. REDACTION/ANONYMIZATION OF TRANSCRIPTS

A judge may order a transcript to be anonymized to protect the identity of a witness, victim, or other party in a Proceeding. The transcript will be prepared using the names as stated on the official audio recording. The transcript which includes the full names and other information that that judge has ordered be anonymized is the Official Transcript and will be filed with the Court Registry.

A copy of the Official Transcript will be provided to the counsel of record named in the order who will be responsible for making the redactions. For criminal proceedings, this could be counsel for the BC Prosecution Service or Public Prosecution Services of Canada, or counsel for the accused or young person, for civil proceedings, this could be counsel representing one of the parties.

A redacted transcript **must** have a separate cover which identifies the transcript as being redacted. The cover must have a bright highlighted box (see example in [Section 30 – In Camera](#)), and the line indicating that the transcript is a copy **must** include a reference that it is a redacted version. For example:

### **COPY – REDACTED**

If a judge provides direction that the transcript is to include a statement that identifies the transcript was redacted by court order (i.e. include the date and name of the judge making the order for redaction), this must also be included on the separate cover.

Counsel may be provided an electronic copy of the transcript in WORD or PDF format to make the redactions. If the transcription contractor or authorized reporter has been informed that the Proceeding is of high-security or highly confidential nature, the

transcript copy sent to counsel must be password-protected. The password must be sent to counsel in a separate email. Counsel cannot supply a general email address for the office for these transcripts, they must be addressed to a specific lawyer or their designated assistant.

The transcription contractor or authorized reporter should advise counsel that in making the redactions, they must ensure that the spacing does not affect the line or page formatting. When replacing names with initials or making other redactions, extra spaces must be added. For example:

[41] John Doe said he would be arriving at noon.

[41] J.D. said he would be arriving at noon.

Further, counsel should be advised that the Title Page (Frontispiece), Table of Contents (Index), headings and other parts of the transcript may contain names or information that may also require redaction.

When the redaction of the transcript has been completed, counsel must send a copy of the redacted transcript to the transcription company or authorized reporter, who must then file it with the Court Registry following standard business processes. The transcription company or authorized reporter may then deliver the redacted transcript to the ordering party.

If the judge orders counsel to deliver the redacted copy to the ordering party, counsel must also deliver an electronic copy to the transcription company or authorized reporter, who must then file it with the Court Registry following standard business procedures.

The electronic copy of the redacted transcript filed with the Court Registry must be in PDF format. Follow the standard file name conventions and include after the file number the word REDACTED. For example:

12345\_REDACTED\_01APR24\_TRIALDAY1\_RvSmith.pdf

The Ministry has prepared directions which can be provided to counsel when redaction of a transcript is required to assist them with the process. See Appendix 1.

**Note:** Judge-approved transcripts that are posted publicly will be anonymized by the presiding judicial officer. If a judge-approved transcript has not been posted publicly and anonymization is required, the judge may make the required redactions or require counsel to make the redactions.

## 72. DEFINITIONS

The following definitions apply to ordering and preparing transcripts:

- (a) "Access to Audio" (A2A) means a password-protected application accessed through the Internet that provides an Application User with access to Digital Audio Recordings, electronic record of proceedings, a copy of Information

or Indictment, log sheets and data elements unique to each court file and proceeding type and allows an Application User to upload completed digital Transcripts to the Court Registry.

- (b) “Authorized Reporter” has the same meaning as in the Official Reporters (Supreme Court) Regulation to the *Court Rules Act Act* and may be retained to attend a Proceeding for the purpose of producing an accurate Transcript of the Proceeding or part thereof.
- (c) “Business Day” means a day, other than a Saturday, Sunday, or holiday, on which Provincial government offices are open for normal business in British Columbia.
- (d) “Contractor” means a person or company who enters into a Contract with the Ministry to provide services to produce official transcripts of court proceedings in British Columbia.
- (e) “Court of Appeal” means the Court of Appeal of British Columbia.
- (f) “Court Registry” means the registry at which the Proceeding which is the subject of a Transcript order was heard or, when identified by the Ministry, another registry or location including a virtual location.
- (g) “Daily Transcript” means a Transcript required to be prepared in any requested format and made available to the ordering party by 9:00 a.m. on the Business Day following the date the Transcript was requested, provided the order was placed with the registry before 4:00 p.m.; Daily Transcripts are only available for Proceedings two days or longer and ordering parties may be subject to additional conditions imposed by the Ministry.
- (h) “Digital Audio Recording” means a digitally stored audio recording.
- (i) “Digital Storage Device” means a Compact Disc (CD), Digital Versatile Disc (DVD), Mobile USB, Electronic File Server or any other form of digital storage device as designated by the Ministry.
- (j) “Expedited Transcript” means a Transcript required to be prepared in any requested format, with the electronic copy made available to the ordering party by the third Business Day after the date on which it was ordered and the paper copy, if ordered, made available to the ordering party by the fifth Business Day after the date on which it was ordered; Expedited Transcripts are available for:
  - i. Proceedings three days (fifteen hours of Digital Audio Recording) or less;
  - ii. Proceedings two days (ten hours) of Digital Audio Recording) or less where one or more persons have attended the Proceeding remotely by videoconference or audio conference;
  - iii. For bail reviews, appeal release hearings, hearings for appointment of counsel under ss. 520, 521, 525 or 684 of the *Criminal Code* and hearing heard without notice which may require service of the Transcript on an interested party; and

- iv. Proceedings of any length if ordered by the Ministry on behalf of a justice or a judge.
- (k) “First Party Order” means the first order placed by any person for a Transcript or portion of a Transcript (paper copy, electronic or both).
- (l) “Judge Approved Transcripts” means a transcript of oral reasons for judgment, oral reasons for sentencing, oral rulings, or oral changes to the jury.
- (m) “**Judicial Court Records Access Policies**” means the
- a. [Court of Appeal Record and Courtroom Access Policy](http://www.courts.gov.bc.ca/Court_of_Appeal/practice_and_procedure/record_and_courtroom_access_policy/PDF/Court_of_Appeal_Record_and_Courtroom_Access_Policy.pdf) found at [http://www.courts.gov.bc.ca/Court\\_of\\_Appeal/practice\\_and\\_procedure/record\\_and\\_courtroom\\_access\\_policy/PDF/Court\\_of\\_Appeal\\_Record\\_and\\_Courtroom\\_Access\\_Policy.pdf](http://www.courts.gov.bc.ca/Court_of_Appeal/practice_and_procedure/record_and_courtroom_access_policy/PDF/Court_of_Appeal_Record_and_Courtroom_Access_Policy.pdf),
  - b. Supreme Court of British Columbia [Court Record Access Policy](http://www.courts.gov.bc.ca/supreme_court/media/BCSC_Court_Record_Access_Policy.pdf) found at [http://www.courts.gov.bc.ca/supreme\\_court/media/BCSC\\_Court\\_Record\\_Access\\_Policy.pdf](http://www.courts.gov.bc.ca/supreme_court/media/BCSC_Court_Record_Access_Policy.pdf); and
  - c. Provincial Court’s [Public and Media Access Policies](https://www.provincialcourt.bc.ca/news-notices-policies-and-practice-directions/notices-policies-practice-directions) are found at <https://www.provincialcourt.bc.ca/news-notices-policies-and-practice-directions/notices-policies-practice-directions>, as amended from time to time by the Courts.
- (n) “Ministry” means the Ministry of Attorney General of the Province of British Columbia and includes Court Services Branch, BC Prosecution Service and Legal Services Branch.
- (o) “must,” or “mandatory” means a requirement that must be met.
- (p) “Official Transcript” means a Transcript which has been filed in and certified in the manner required under the *Sound Recording Regulation* or *Official Reports (Supreme Court) Regulation* to the *Court Rules Act* as the official transcript in respect of a Proceeding.
- (q) “Priority Transcript” means a transcript required to be prepared in any requested format and made available to the ordering party by the tenth Business Day after the date on which it was ordered.
- (r) “Proceeding” means an action, suit, case, matter, appeal or originating application, whether civil or criminal, heard before the Court of Appeal, the Supreme Court, or the Provincial Court.
- (s) “Province” means His Majesty the King in Right of the Province of British Columbia.
- (t) “Provincial Court” means the Provincial Court of British Columbia.
- (u) “Second Party Order” means the second or subsequent order for a Transcript or portion of a Transcript (paper copy, electronic or both) where the Transcript has

already been produced or is in the process of being produced by the Contractor, another transcription firm, or an Authorized Reporter.

- (v) "Supreme Court" means the Supreme Court of British Columbia.
- (w) "Standard Transcript" means a transcript that is not ordered as a Daily, Expedited or Priority Transcript and is required to be prepared in any requested format and made available within twenty-two (22) Business Days after the date on which it was ordered, unless the ordering party consents to a longer period, or as required for specific types of proceedings as follows:
  - i. where it is a Transcript of oral reasons for judgment, sentencing, a ruling, or a charge to the jury, delivered to the judicial officer for editing **by the fifth Business Day after** the Transcript is ordered.
  - ii. where it is a Transcript or Transcript **extract for appeal purposes, with the exception of Transcripts for s. 684 applications under the Criminal Code or interlocutory criminal matters**, delivered to the ordering party within sixty (60) days after bringing the appeal, unless further extensions are granted by the Court of Appeal.
  - iii. where it is a transcript of a hearing under the *Interjurisdictional Support Order Act*, or other reciprocal maintenance hearings, delivered to the ordering party **by the fourteenth Business Day** after the transcript is ordered.
  - iv. where it is a transcript of a preliminary inquiry, delivered to the ordering party **by the twenty-second Business Day** after the transcript is ordered.
- (x) "Legal Services Society" means the Legal Services Society of British Columbia, established pursuant to the ***Legal Services Society Act*, S.B.C. 2002 c. 30, and for the purposes of this proposal and the General Services Agreement includes its clients, employees, contractors, lawyers it retains on behalf of clients, Legal Aid BC, any other entities created under the *Legal Services Society Act*.**
- (y) "Transcriber" means the individual who prepares the Transcript on behalf of the Contractor; and
- (z) "Transcript" means a transcript of a Proceeding produced and distributed as part of the Services.

### 73. TRANSCRIPT ORDERS

The following requirements apply to an order for Transcripts, including for appeal or an appeal book.

**Contractor or Authorized Reporter (and/or Court Reporting Firm)**

- (a) checks its database to ensure that the Transcript ordered has not already been prepared in full or in part.
- (b) confirm the Transcript delivery date with the ordering party.
- (c) inform the ordering party and the manager of the Court Registry of any anticipated delay and any revised delivery date as soon as possible.
- a) Contractors will securely log into A2A to access the Digital Audio Recording and other material relevant to the preparation of the Transcript; Authorized Reporters will request the Digital Audio Recording and other material relevant to the preparation of the Transcript from the Court Registry and receive same in the manner determined by the Ministry. The process by which the Digital Audio Recording and materials are obtained may change, from time to time, as technology and new procedures are developed by the Ministry.
  - (d) If a transcript has previously been transcribed, and:
    - b) if previously prepared by the contractor, authorized reporter, or court reporting firm to whom the request for a copy was made, and if the retention period set out in the Agreement has not expired, after collecting the fee, provides a copy to the ordering party.
    - c) if previously prepared by another contractor, authorized reporter, or court reporting firm, redirect the ordering party to the other agency to obtain a copy. That agency, if the retention period set out in the Agreement has not expired, after collecting the fee provides a copy to the ordering party.
      - the retention period set out in the Agreement has expired, redirecting the ordering party to the Court Registry where the transcript was filed. The Court Registry will determine if the ordering party is entitled to access under the judicial access policies.
    - d) the transcript is required to form part of an appeal and was prepared by another contractor, authorized reporter, or court reporting firm. The agency must provide, at no cost, a copy of the transcript they prepared for inclusion in the appeal. Where the pagination changes as a result of transcripts being consolidated into one or more volumes, the transcriber or authorized reporter whose previously prepared transcript requires an amendment to their certificate, must within three (3) business day days comply with a request to provide a new certificate to ensure the authenticity of the Official Transcript is maintained.
  - (e) Use the appropriate order form.
  - (f) comply with all access and security requirements as required by the Ministry.
  - (g) transcribe and proofread Transcripts following the standards outlined in the Transcription Manual.
  - (h) copy and bind, if required, the number of paper Transcripts ordered.
  - (i) provide the electronic copy of the Transcript in the format identified by the Ministry.
  - (j) ensure that any Transcript produced is certified as “true and accurate” and signed by the Transcriber as specified by the Ministry.
  - (k) Upload the electronic Transcript via A2A and/or deliver the Transcript to the Court Registry as designated by the Ministry.



- (l) deliver copies of the Transcript as designated by the Ministry or ordering party.
- (m) deliver the Transcript within the time limits specified in the Agreement.
- (n) if the Ministry orders a Transcript in paper format, it is to be delivered without charge (FOB destination.)
- (o) collect fees only as permitted under the Agreement for orders placed by the Ministry and any other ordering party.
- (p) invoice the Ministry as required in the Agreement; and
- (q) comply with any other requirement designated by the Ministry, directions issued by the Judiciary, or as set out herein in the Transcript Manual and/or relevant enactments.

## APPENDIX 1 - COUNSEL'S DIRECTIONS ON REDACTING/ANONYMIZING COURT TRANSCRIPTS



### Court Transcript Redaction/Anonymized Process

#### PURPOSE

The purpose of this document is to provide counsel responsible for making redactions in court transcripts with directions on the processes to be followed when redacting/anonymizing court transcripts.

#### BACKGROUND

A judge may order a transcript to be redacted/anonymized to protect the identity of a witness, victim, party, or any other person involved in a court proceeding.

The Official Transcript will be prepared with the full names and other information that the judge has ordered to be anonymized, and counsel will be provided with a copy of the Official Transcript and be responsible for identifying and making the required redactions.

If a transcript has been prepared previously, the Official Transcript can be provided as soon as arrangements have been made with the transcription company, and they have been provided with a copy of the order for access and/or redaction/anonymization.

If a transcript has not been prepared previously, a copy of the Official Transcript will be provided when it has been prepared. Depending on the delivery time requested by the ordering party, the copy may be provided anywhere from one to twenty-two business days from the date the transcript was ordered.

A judge-approved transcript (rulings, reasons, decisions, sentences, and charges to the jury) will be submitted in draft form to the judiciary for finalization. If it has not been finalized, a copy will be provided when the judge has finalization. A judge, if it will be posted online, may redact/anonymize the transcript before posting, or may direct that counsel perform the redactions.

#### PROCEDURES

When a transcript has been ordered, and the court has ordered a copy of the transcript to be provided after the redaction/anonymization of names, addresses or other sensitive information:

*Counsel responsible for the redaction/anonymization*

1. Contact the transcription company/authorized reporter and arrange to receive an electronic copy of the transcript by way of email.
2. A copy of the transcript can be received in PDF or WORD format.
3. Advise the transcription company/authorized reporter if the proceeding is high-security or highly confidential (i.e. significant risk to personal safety of victim, witness, investigating officer, inmate etc.).

If the details to be redacted contain high-security or highly confidential information, a specific email address for counsel or their designated assistant who will receive delivery of the transcript must be provided to the transcription company/authorized reporter. A generic office email address cannot be used.

Transcripts identified as high-security or highly confidential will be password-protected, and a separate email will be sent containing the password.

!

Password protection must not be removed.

4. Send a copy of the entered court order to the transcription company/authorized reporter by way of email.
5. When the transcript is received from the transcription company/authorized reporter, identify all names, addresses or other sensitive information the court ordered to be redaction/anonymization and make the necessary redactions.

When making the redactions/anonymizations, to ensure the line or page spacing and formatting are not affected, when replacing names with initials or making other redactions, extra spaces must be added. For example:

[41] John Doe said he would be arriving at noon.

[41] J.D. said he would be arriving at noon.

! The cover page, frontispiece (title page), and index (table of contents) may also include references requiring redaction.

6. Save a copy of the redacted/anonymized version of the transcript, using the following naming convention:

12345\_REDACTED\_01APR24\_TRIALDAY1\_RvSmith

7. Deliver a copy of the redacted/anonymized version of the transcript to the transcription company/authorized reporter. If required by the terms of the order, deliver a copy of the redacted/anonymized version of the transcript to the ordering party. For password-protected transcripts, the password must be sent to the recipient by way of a separate email.

**Schedule A - Sample Proceedings (47-line) Cover**

**77777-1**  
**Prince Rupert Registry**

**In the Provincial Court of British Columbia**  
**(BEFORE THE HONOURABLE JUDGE GREEN)**

ONLY SURNAME  
UNLESS TWO JUDGES  
SHARE LAST NAME

**Prince Rupert, B.C.**  
**April 10, 11, 2003**

**REX**  
**v.**  
**Soupy Campbell**

STYLE OF CAUSE IN MIXED CASE.  
STYLE CAN BE ABBREVIATED IN  
ORDER TO FIT ON A SINGLE  
PAGE.

---

**PROCEEDINGS AT PRELIMINARY INQUIRY**  
**DAYS 1 AND 2**

TYPE OF PROCEEDING,  
CENTRED, INCLUDING IF VOIR  
DIRE OR IN CAMERA. DAY  
NUMBER IF COURT  
PROCEEDING ENCOMPASSES  
MORE THAN ONE DAY.

---

**ORIGINAL**

MUST INDICATE  
WHETHER AN  
ORIGINAL OR  
COPY

ANY BANS OR SEALING  
ORDERS MUST BE ENCLOSED  
IN A BOX

**BAN ON PUBLICATION 539(1) CCC**

NO APPEARANCES ON FRONT  
COVER

**Transcription Firm/Court Reporter**  
Address, City, Postal Code  
Telephone Number  
(Fax and E-mail optional)

77777-1  
Prince Rupert Registry

In the Provincial Court of British Columbia  
(BEFORE THE HONOURABLE JUDGE GREEN)

FULL STYLE OF  
CAUSE REQUIRED  
ON THE **TITLE**  
**PAGE.**

Prince Rupert, B.C.  
April 10, 11, 2003

REX

v.

**Soupy Campbell**

---

---

PROCEEDINGS AT PRELIMINARY INQUIRY  
DAYS 1 AND 2

---

---

ORIGINAL

BAN ON PUBLICATION 539(1) CCC

Crown Counsel:

T. Booker

Counsel for the Accused:

J. Pearson

APPEARANCES ON THE **TITLE PAGE** ONLY.  
PARTY DESIGNATION ON LEFT; FIRST INITIAL  
AND LAST NAME OF COUNSEL ON RIGHT.

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Transcription Firm/Court Reporter  
Address, City, Postal Code  
Telephone Number  
(Fax and E-mail optional)

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EACH DATE IDENTIFIED IN MULTI-DATE TRANSCRIPT.

EACH TOC PAGE SHOULD BE FULL. EXHIBIT AND JUDGMENT SECTIONS SHOULD NOT START ON NEW PAGES.

**Transcription Firm/Court Reporter**  
 Address, City, Postal Code  
 Telephone Number  
 (Fax and E-mail optional)

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RULINGS, OR FINAL REASONS FOR JUDGMENT MADE BY  
THE COURT. (Rulings excerpted from the transcript are noted  
with square brackets.)

**Schedule D - Sample Proceedings( 47-line) Transcript Text**

1  
Proceedings  
BAN ON PUBLICATION 539(1)

1 Prince Rupert, B.C.  
2 April 10, 2003  
3

4 THE CLERK: In the Provincial Court of British Columbia,  
5 held in Prince Rupert, Monday, this 10th day of April  
6 2003. Calling the matter of Soupy Campbell, for  
7 preliminary inquiry.

8 CNSL T. BOOKER: Your Honour, for the record, my name is  
9 Booker, spelled JB-o-o-k-e-r, first initial T. I  
10 appear for the Crown.

11 THE COURT: Thank you, Mr. Booker.

12 CNSL J. PEARSON: Yes, Your Honour, Justin Pearson. I  
13 appear with Mr. Campbell, seated to my left.

14 THE COURT: Thank you, Mr. Pearson.

15 CNSL J. PEARSON: Actually, Your Honour, before my friend  
16 begins, I would seek an order excluding witnesses and  
17 the usual ban on publication.

18 THE COURT: You may have both orders.  
19

20 OPENING STATEMENT FOR THE CROWN:  
21

22 CNSL T. BOOKER: So, if I could just give you a brief  
23 overview of the evidence that you can expect.

24 As I mentioned, this is an allegation of armed  
25 robbery at "the bank" -- and I'll describe that in a  
26 minute, what that means -- at Itza Racing Park, a  
27 harness-racing track north of town, just north of the  
28 airport. Itza features live harness racing, and it  
29 also offers something called simulcast betting,  
30 meaning that one can bet on horses at the track that  
31 are being run elsewhere and simultaneously broadcast  
32 into the clubhouse.

33 On the 3rd of September, after the main crowds  
34 that had come to see that live racing had left, there  
35 was a smaller crowd left in the lounges, and that's  
36 when the robber came into the clubhouse.

37 At about five o'clock on that day the accused  
38 walked into the area where the track counts its money  
39 and stores its money. That is known as "the bank," so  
40 it operates as a bank, in a sense, for that small  
41 audience. Using a shortened rifle, the staff were  
42 held up and the robber took slightly over twenty  
43 thousand dollars.

44 The robber drove away in a car that had been  
45 parked at the rear of the clubhouse. The car was later  
46 found at Harbour Bay, which is a short distance from  
47 the clubhouse. It's on the -- you will be seeing a

NOTE: Where  
counsel is referred to  
by a title (i.e. Mr.  
Mrs., or Mx), this  
should be reflected in  
the transcript as  
spoken



**Schedule D - Sample Proceedings( 47-line) Transcript Text**

2

Opening Statement for Crown  
BAN ON PUBLICATION 539(1)

1 map; it is on would-- be on the east side of the  
2 inlet.

3 At that point, the Crown alleges the evidence  
4 will show that the robber took the boat that was  
5 moored there abandoned- the car, took the boat, and  
6 proceeded- over to the other side of the inlet to an  
7 area called Lower Bay. The robber then planned to be  
8 picked up there, along with the boat.

9 The Crown alleges that the robber is the accused  
10 before the court, and that he executed this robbery in  
11 accordance with a plan that had been prepared in the  
12 days and weeks leading up to September 3rd.

13 I anticipate calling the two main witnesses, a  
14 Mr. Donald Donaldson, manager of Itza Racing Park, and  
15 Detective Constable Trina Tracey. She will testify  
16 and identify a number of exhibits and maps and this  
17 type of thing.

18 I am going to be entering, with my friend's  
19 permission, a diagram of the racing park.

20 THE COURT: All right. Thank you. All right. That will be  
21 Exhibit 1.

22

23 EXHIBIT 1: Diagram of Itza Racing Park and  
24 surrounding area

25

26 CNSL T. BOOKER: So, those are all the preliminaries which  
27 I hope will make it a little easier as we go through  
28 in terms of having witnesses tell their tell- what  
29 happened and testify. -Thank you.

30 THE COURT: Thank you.

31 CNSL T. BOOKER: Call Donald Wilson to the stand.

32

33 DONALD DONALDSON, a witness  
34 called for the Crown, sworn.

35

36 THE CLERK: Please state your full name and spell your last  
37 name for the record.

38 A Donald Donaldson, D-o-n-a-l-d-s-o-n.

39

40 EXAMINATION IN CHIEF BY CNSL T. BOOKER:

41

42 Q Mr. Wilson, I understand that you are the manager of  
43 operations for Itza Racing Park, is that correct?

44 A Yes.

45 Q How long have you been doing that job?

46 A Since '99.

47 Q And how long have you been associated with Itza Racing

**Schedule D - Sample Proceedings( 47-line) Transcript Text**

3  
Donald Donaldson (for Crown)  
In chief by CNSL T. Booker  
BAN ON PUBLICATION 539(1)

1 Park?  
2 A Since 1996.  
3 Q Just tell us a little bit about Itza Racing Park. I  
4 understand that there are really two main components.  
5 You have live harness racing there?  
6 A Correct.  
7 Q And the season is relatively short, is that correct?  
8 A Yes.  
9 Q And when does it typically run from and until?  
10 A This is our shortest season this year. From March  
11 until July.  
12 Q The other aspect of the betting out at the park is  
13 simulcast?  
14 A Yes.  
15 Q I understand that the way that works is there's  
16 simultaneous broadcast of tracks track-- races from  
17 other areas in North America?  
18 A Yes.  
19 Q And people can bet at them while they're at Itza  
20 clubhouse, correct?  
21 A Yes, and that's -- that's Wednesday through Sunday and  
22 holidays.  
23 Q Do you recognize that as being a diagram of the  
24 clubhouse?  
25 A Yes.  
26 Q We can't really see the track. The track itself would  
27 be to the top of this picture, out of the diagram --  
28 A Yes.  
29 Q -- correct?  
30 A Yes.  
31 Q And we're going to see some photographs, but in  
32 essence this diagram shows the public area?  
33 A Yes.  
34 Q And the betting area wickets?  
35 CNSL J. PEARSON: I was just inquiring if my client was  
36 concerned about not being able to see.  
37 CNSL T. BOOKER: I apologize for that.  
38 Q Could you hold up the diagram so we can see it?

COURT OF APPEAL

ON APPEAL FROM the order of The Honourable Justice Campbell of the Supreme Court of British Columbia pronounced on the 7<sup>th</sup> day of November 2023.

BETWEEN:

JOHN SMITH

Respondent  
(Plaintiff)

AND:

JANE SMITH

Appellant  
(Defendant)

Add: Publication Ban, Sealing Order or In-Camera details below style of proceeding

LOWER COURT TRANSCRIPT  
Supreme Court Proceedings of Trial  
Volume 1 (Pages 1 - 106)

Jane Smith, Appellant

John Smith, Respondent

S.C. Johnson  
Thompson & Johnson  
Barristers and Solicitors  
808 – 800 Fort Avenue  
Victoria, B.C. V8V 3V3  
Phone: (555) 808-8080  
Counsel for Appellant

R. McDonald  
Burger & McDonald  
Barristers and Solicitors  
101 - 1000 Patty Court  
Victoria, B.C. V1V 1S1  
Phone: (555) 101-1000  
Counsel for Respondent

ORIGINAL

ON APPEAL FROM THE SUPREME COURT OF BRITISH COLUMBIA, BEFORE THE HONOURABLE MR. JUSTICE SHABBITS, SITTING WITH A JURY, FROM THE VERDICT PRONOUNCED ON THE 24TH DAY OF APRIL 2003, AND FROM THE SENTENCE PRONOUNCED ON THE 30TH DAY OF APRIL 2003.

**BETWEEN:**

**REX**

**RESPONDENT**

**AND:**

**JOHN BOY DOE**

**APPELLANT**

**Add: Publication Ban or In-Camera details below style of proceeding**

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**TRANSCRIPT**  
**Volume 2 (Pages 190 - 299)**

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**Criminal Appeals and Special Prosecutions**

Solicitors for the Respondent  
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Victoria, B.C. V9V 9V9  
Phone: (555) 999-999

M. Prosecutor

**McDonald MacDonald**, Solicitors for the Appellant  
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Phone: (555) 888-8888

R. McDonald, K.C.

**ORIGINAL**

## **Schedule G - Sample Court of Appeal labels**

### **Label for Portable Storage Device**

If the label cannot include all details listed below, at a minimum it must include:

- Court of Appeal case file number (i.e. CA12345)
- Parties names (i.e. Brown v Campbell)
- Transcription Firm/Court Reporter (i.e. CompanyXYZ)

**Court of Appeal 12345**

On Appeal from Mr. Justice Shaw – June 6, 2003

**Brown (Rsp/Plaintiff) v Campbell (App/Def)**

**Transcription Firm/Court Reporter**

[Contact details, at minimum Phone and Email Address]

**Schedule H - Supreme Court Reasons for Judgment (Criminal)**

**IN THE SUPREME COURT OF BRITISH COLUMBIA**

Date: 20031016  
Docket: 22496-2  
Registry: Prince Rupert

**Rex**

**v.**

**Hubert John Doe**

An order has been made in this case directing that the identity of the complainant and any information that could disclose the identity of the complainant should not be published in any document or broadcast in any way pursuant to section 486(3) of the Criminal Code.

Before: The Honourable Mr. Justice Macaulay

**Oral Reasons for Judgment**

October 16, 2003

Counsel for the Crown:

C. Ducluzeau

Counsel for the Accused:

D. O'Byrne

Place of Trial/Hearing:

Prince Rupert, B.C.

[1] THE COURT: The accused is charged with two counts of sexual intercourse with a female person who was under the age of 14 years and not his wife. The two complainants are sisters and were children at the time of the alleged events, whom I will refer to respectively as LMA and DES

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**IN THE SUPREME COURT OF BRITISH COLUMBIA**

Date: 20021010  
Docket: 11844  
Registry: Smithers

Between:

**Laura Lynn Charlene Doe**

Plaintiff

And:

**Darren Edgar Doe**

Defendant

Before: The Honourable Mr. Justice Slade

**Oral Reasons for Judgment**

Counsel for the Plaintiff:

S. Loney

Counsel for the Defendant:

W. Chapman

Place and Date of Trial/Hearing:

Smithers, B.C.

Place and Date of Judgment:

Smithers, B.C.  
October 10, 2002

[1] THE COURT: By way of overview, the primary issues in this matter are around custody and access arrangements for the children of the marriage, three young daughters, aged six, four, and two, pursuant to the *Family Relations Act*.

[2] There is also an issue concerning a family asset in the form of residential property now registered in the name of Mr. Doe. They resided in a fifth-wheel mobile trailer, and I take notice of the exceedingly small living space

***Doe v. Doe***

***Page 1***

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[3] On December 31st, 2000, while the parties were visiting Darren's father in Salmon Arm together with the children, there was an incident where Laura was alone with the

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children, where Tanis was not settling down. Laura, inappropriately by her admission, slapped Tanis on the face and was immediately remorseful for her actions. On his return, Darren saw the mark. Laura admitted what had happened, and Darren called the police.

[4] On January 11th, 2001, a Dr. Eckfeldt saw Laura and prescribed anti-depressants, particularly Zoloft, on a trial basis to determine whether this might assist her in coping.

Reading from the third page of Dr. Eckfeldt's report, he says this of this attendance:

We talked about a trial of anti-depressants, and I advised her to seek counselling and community counselling services, both of which she was agreeable with. She felt that her irritability towards Darren and lack of patience and usual ability to cope with stress of the children seemed to be her main problem since the birth of Tanis, in which I would concur.

[5] Put succinctly, Dr. Eckfeldt attributed Laura's behaviours to external factors, and when he testified at trial as to his present assessment, he did not change that opinion, despite extensive cross-examination.



**File No: 51288  
Registry: Nanaimo**

**In the Provincial Court of British Columbia**

**REX**

**v.**

**DEBORAH MARY SMITH  
SHARON ANNE FORD**

**REASONS FOR JUDGMENT  
OF  
THE HONOURABLE JUDGE JOE**

**COPY**

Crown Counsel:	J. Carpenter
Counsel for the Accused Smith:	C. Saddlemire
Counsel for the Accused Ford:	R. Long
Place of Hearing:	Nanaimo, B.C.
Date of Judgment:	February 5, 2003

**Transcription Firm/Court Reporter**  
Address, City, Postal Code  
Telephone Number  
(Fax and E-mail optional)

**Schedule J - Provincial Court Reasons for Judgment (Criminal)**

[1] THE COURT: This is a difficult case. For the record, we are dealing with an information in which both accused face two counts, the first being a charge of theft under the value of \$5,000, and the second being a charge of fraud, basically with respect to the same items, having a value less than \$5,000.

[2] The evidence is that Ms. Ford was a cashier at the Village Food Market on Tenth Street and had been so employed since 1990. The incident giving rise to these charges occurred on November 6th, 2001. The Crown's case was led through David Davidson, who is a fifty percent owner of Village Food Market and the manager of that store. He indicated that because of information which he had been receiving, he had certain suspicions regarding Ms. Ford and Ms. Smith.

[3] On the date in question, he saw Ms. Ford arrive to do some shopping, and he said at that point he decided that he would bring this matter to a head. He said that he then followed her into the main part of the store, where he milled around and watched Ms. Ford put several items into her cart and then saw Ms. Ford move towards Ms. Smith's till.

[4] At that point Mr. Davidson went into his office and asked another employee to come into that office so that she could be an additional witness to the transaction that was about to occur

FC12345  
Vancouver Registry

In the Provincial Court of British Columbia  
(BEFORE THE HONOURABLE JUDGE GREEN)

Vancouver, B.C.  
April 10, 2003

IN THE MATTER OF  
THE CHILD, FAMILY AND COMMUNITY SERVICE ACT, R.S.B.C 1996 c. 46  
AND THE CHILD:  
MARY SMITH, born May 14, 1999

BETWEEN:

DIRECTOR OF FAMILY AND CHILD SERVICES

APPLICANT

AND:

MARJORIE JANE SMITH

PARENT

PROCEEDINGS AT HEARING

ORIGINAL

Counsel for the Director:

T. Jamieson

Counsel for the Parent:

J. Pearson

Transcription Firm/Court Reporter  
Address, City, Postal Code  
Telephone Number  
(Fax and E-mail optional)

**123452-1  
Port Alberni Registry**

**In the Provincial Court of British Columbia  
(BEFORE THE HONOURABLE JUDGE WOODS)**

**Port Alberni, B.C.  
January 18, 2016**

**REX**

**v.**

**JANE DOE**

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**PROCEEDINGS AT TRIAL  
(DAY 2)**

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**CORRIGENDUM**

**The word "wouldn't" that appears on page 12, line 36, is incorrect. The correct word is "would." The sentence should read:**

"Fumbling with producing a person's identification would show minor coordination difficulties."

Certified correct:

\_\_\_\_\_  
Court Transcriber

# Summary of Changes BC Court Transcription Manual

October 2024

Section	Summary of Change(s)
<b>Introduction</b>	<ul style="list-style-type: none"> <li>• Updated language</li> <li>• Updated reference to <i>Official Reporter (Supreme Court) Regulation</i></li> </ul>
<b>1. Electronic Format</b>	<p>New section</p> <ul style="list-style-type: none"> <li>• Provides electronic transcript to be in PDF format converted from WORD with OCR capabilities, no security settings, and bookmarked</li> <li>• Provides directions for certification</li> <li>• File name conventions</li> </ul>
<b>2. Paper Format</b>	<ul style="list-style-type: none"> <li>• Printed double-sided unless otherwise requested</li> <li>• Bound when 20 pages or more</li> </ul>
<b>3. Transcript Page Layout</b>	<ul style="list-style-type: none"> <li>• Courier New 12-point font</li> </ul>
<b>4. Volumes</b>	<ul style="list-style-type: none"> <li>• Updated language: Frontispiece now Title Page, Index now Table of Contents</li> </ul>
<b>5. Cover</b>	<ul style="list-style-type: none"> <li>• Supreme Court protective cover to be “White” (buff/tan is no longer available)</li> <li>• Clarification to check the judicial websites for correct spelling and honorifics used by the judicial officer, added links to the Court’s webpages to quickly locate information</li> <li>• Identify on the front cover if “Without Notice”</li> </ul>
<b>6. Title Page</b>	<ul style="list-style-type: none"> <li>• Updated language: Frontispiece now Title Page (updated throughout the manual)</li> </ul>
<b>7. Table of Contents</b>	<ul style="list-style-type: none"> <li>• Updated language: Index now Table of Contents (updated throughout the manual)</li> <li>• Added requirement for bookmarks</li> <li>• Arial 12-point font</li> </ul>
<b>9. Copy of Information/Indictment</b>	<ul style="list-style-type: none"> <li>• Requirement to include has been removed</li> </ul>
<b>10. First Page Notation, 13. Parenthetical Notation, 19. Adjournments,</b>	<ul style="list-style-type: none"> <li>• Added requirement for timestamp when a case is called, stood down, recalled and proceedings concluded.</li> <li>• Added requirement for timestamp when playback or readback commences and ends</li> </ul>
<b>23. Playback or Readback</b>	<ul style="list-style-type: none"> <li>• Added requirement for timestamp when playback or readback commences and ends</li> </ul>
<b>30. In Camera and Sealed Proceedings</b>	<ul style="list-style-type: none"> <li>• Incorporated policy directions issued in February 2023 for identifying and distributing in-camera and sealed proceeding transcripts</li> </ul>

## Summary of Changes

### BC Court Transcription Manual

	<ul style="list-style-type: none"> <li>Amended naming convention to have “INCAMERA” or “SEALED” prominently displayed after the file number (instead of at the end of the file name)</li> </ul>
<b>34. Teleconference/Video/CCTV</b>	<ul style="list-style-type: none"> <li>Updated to include MS Teams, and easier reading</li> <li>Added requirement for timestamp when video starts and ends</li> <li>Added requirement to indicate where the participant is appearing from, if known</li> </ul>
<b>35. Excerpts</b>	<ul style="list-style-type: none"> <li>Clarified that partial questions and partial answers should not be transcribed, must be a full question and answer.</li> <li>Added excerpts cannot be ordered for judge-approved transcript (this is covered in agreements and now also incorporated into the manual)</li> </ul>
<b>39. Electronic Copies on Digital Storage Devices</b>	<ul style="list-style-type: none"> <li>Updated terminology</li> </ul>
<b>40. Certifications</b>	<ul style="list-style-type: none"> <li>Certification of transcriber to be the last page of the transcript</li> <li>Clarification on signature</li> <li>Updated language of the certification to include references to the timestamps which will provide a higher level of assurance to the certification, especially when multiple transcribers prepared a transcript</li> </ul>
<b>Court of Appeal – Civil (S. 41-46)</b>	<ul style="list-style-type: none"> <li>Updated to reflect current practice directions</li> </ul>
<b>Court of Appeal – Criminal (S. 47- 51)</b>	<ul style="list-style-type: none"> <li>Updated to reflect current practice directions</li> </ul>
<b>Judge Approved Transcripts</b>	<ul style="list-style-type: none"> <li>Combined Supreme Court and Provincial Court procedures into one chapter, calling out specific differences between the two programs</li> <li>Added requirement to Hyperlink to case citations</li> </ul>
<b>Punctuation, Grammar and Spelling</b>	<ul style="list-style-type: none"> <li>Updated for easier reading</li> </ul>
<b>66. Spelling</b>	<ul style="list-style-type: none"> <li>Updated for easier reading</li> <li>Added common words (i.e. CPIC, JIR, Peremptory)</li> </ul>
<b>70. Transcript Errors and Corrigendum</b>	<ul style="list-style-type: none"> <li>Updated for easier reading</li> <li>Added requirement to upload Corrigendum to A2A (or provide to registry to upload)</li> </ul>
<b>71. Redaction/Anonymization</b>	<p>New section</p> <ul style="list-style-type: none"> <li>Incorporated established processes not previously included in the manual</li> </ul>

**Summary of Changes  
BC Court Transcription Manual**

	<ul style="list-style-type: none"> <li>• Added requirement to provide a copy of the redacted transcript to the registry, and file naming convention to have “REDACTED” prominently displayed after the file number</li> </ul>
<b>72. Definitions</b>	<ul style="list-style-type: none"> <li>• Updated definitions to align with changes made in the GSA</li> </ul>
<b>73. Transcript Orders</b>	<ul style="list-style-type: none"> <li>• Updated definitions to align with changes made in the GSA or provide clarity</li> <li>• Incorporated direction Supreme Court which allows transcription contractors or authorized reporter to utilize portable scanning devices to make copies of exhibits for appeal books</li> </ul>
<b>November 2024 Housekeeping Changes</b>	<p><b>2. Paper Format</b></p> <ul style="list-style-type: none"> <li>• Provided clarity the body of the transcript (proceedings) are double-sided. The cover page, title page, table of contents, key work index pages are single-sided.</li> </ul> <p><b>40. Certifications</b></p> <ul style="list-style-type: none"> <li>• Added “(if applicable)” after Certificate ###, as not all authorized reporters have a certificate number</li> </ul> <p><b>Font – Transcripts of Proceedings (47 line)</b></p> <ul style="list-style-type: none"> <li>• Clarified font as “courier new (or similar)”</li> </ul> <p><b>Schedule A</b></p> <ul style="list-style-type: none"> <li>• Added “Court” after “Provincial” to identify the court</li> </ul> <p><b>Schedule D</b></p> <ul style="list-style-type: none"> <li>• Font changed to courier new</li> </ul>