



Ministry of  
Attorney General

Court Services Branch  
Headquarters  
Sixth Floor – 850 Burdett Avenue  
PO Box 9249 Stn Prov Govt  
Victoria BC V8W 9J2

## MEMORANDUM

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April 13, 2006

All Transcription Contractors  
and Court Reporters

Re: Oral Reasons for Judgment Ordered by Corrections Service Canada  
- Finalization and Distribution of Oral Transcription Request

On February 22, 2006, the Supreme Court implemented a new form called the Finalization and Distribution of Oral Transcription Request. The Request form places the onus on the ordering party to supply details such as the correct spelling of names, by completing Parts A and B of the form. Use of the Request form is expected to result in more accurate and complete transcripts with fewer corrigenda.

After the Request form came into effect, the Supreme Court and Court Services Branch were advised by Corrections Service Canada (CSC) that CSC staff are unable to provide all the information needed to complete Parts A and B of the form. Their involvement with a case begins after court proceedings have ended, so their files lack details relating to court appearances. Planning is underway to provide CSC with access to Court Services' criminal case tracking system, which contains most of the case details required for the Request form. In the interim, until system changes are made, the Supreme Court has agreed that CSC will only complete as much information as is found in their own files. It was decided that court reporters/transcript contractors will fill in any missing information in Part A or B. Occasionally, this may require contacting the court registry to obtain information recorded on the court clerk's log notes or on the Record of Proceedings.

Please ensure that all staff preparing Oral Reasons for Judgment for Supreme Court proceedings are aware that this procedure applies to orders placed by Corrections Service Canada.

Thank you for your assistance in this matter.

A handwritten signature in blue ink that reads "Helen V. Pedneault".

Helen V. Pedneault  
Assistant Deputy Minister

cc: Bill Grandage