

JUDGE-APPROVED (27-LINE) TRANSCRIPT FOR SUPREME COURT

Judge-approved transcript for the Supreme Court is produced in 27-line format and encompasses oral rulings, reasons for judgment, and charges to the jury. The transcripts are forwarded to the judicial officer so that he or she may peruse the draft to correct grammar, punctuation, and syntax before the transcript is released.

52. FIRST PAGE TITLE INFORMATION

Judge-approved (27-line) transcript for the Supreme Court must be produced using the current Word template as distributed by the Supreme Court judiciary. Examples of the first page title information produced from this template are set out in Schedules H (criminal) and I (civil). In particular, the following format requirements apply:

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

FILE NAME: As directed by the *Canadian Guide to the Uniform Preparation of Judgments*, the file name should appear in an accurate mix of upper and lower case fonts. 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 disclosure or restricted access orders, including the Act and section number, if available, should appear following the file name. In particular, the following wording is required for s. 486(3) bans on disclosure:

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that the identity of the complainant and any information that could disclose the identity of the complainant should not be published in any document or broadcast in any way pursuant to section 486(3) of the Criminal Code.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 presiding judicial officer must follow the same requirements as set out in Cover section in Proceedings (47-Line) Transcripts. The words (In Chambers) must be added in chambers applications.

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

TITLE: Rulings must include a reference to the nature of the ruling. The word "Ruling" without explanatory information is not acceptable. 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