



Court Services - Department of Justice and Public Safety
Transcript Order Form / Request for Purchase of a Court Recording

Requestor's Name (please print):		Date:	
Email :		Phone :	
Mailing Address :			
Court File Number :		Judge:	
Name of Case:		Court:	
Appearance date(s):			
Reason(s) for request:			
Full transcript: <input type="checkbox"/>			
Partial transcript: <input type="checkbox"/> Details : (include specific dates, times and witnesses): _____			
Order TRANSCRIPT <input type="checkbox"/>		Request to purchase COURT RECORDING <input type="checkbox"/>	
<i>Please note that the fee for a transcript is \$3.00 per page and a deposit of 90% may be required. In accordance with production policies the request may take 30 to 180 days depending on type of request.</i>		<i>The audio or video recording may not be transcribed or published in any document, broadcast or transmitted in any way, and may not be provided to a third party. In accordance with our policies, a court recording can take up to five (5) days to process.</i>	
I hereby request a transcript of the matter identified above and agree to pay the full cost of the transcript upon being notified of its completion and prior to delivery, all in accordance with the tariff of fees from time to time prescribed by regulation under the <i>Recording of Evidence Act</i> . I further agree that upon expiration of 30 days from the date of such notification, that the fee shall bear interest at the rate of one and one-half (1 ½) per cent per month.		This application will be forwarded to the court for consideration. Once the Court has made its decision, you will be notified. A fee of \$20 is payable for each copy of the recording provided.	
To be used for an appeal <input type="checkbox"/> YES <input type="checkbox"/> NO		Please note: This recording, or any transcription of the recording (other than as set out below), does not constitute an official transcript. Official transcripts may only be prepared by a stenographer duly appointed under the <i>Recording of Evidence Act</i> , and these must contain the appropriate certificates and affidavits. Preparation of an official transcript by the Court is not included as part of the purchase of the recording.	
Requestor's Signature:			
FOR OFFICE USE ONLY		Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Order prepared <input type="checkbox"/>
Deposit required:		Deposit paid:	
Transcript completed:		Requestor advised :	
Pages :	Cost:	Invoice #:	Invoice paid :