

# Order for Court Transcript of an Ontario Court Proceeding

**Ordering Parties: Please complete sections 1 through 5. Section 6 is for completion by the ACT.**

## 1. Case Information

Name of Case

Order Date (mm/dd/yyyy) / /

Presiding Official

Court File, Info or Indictment #

Court Location

Courtroom #

Date(s) of Proceeding   
(mm/dd/yyyy)

Additional Details

Proceedings from  Ontario Court of Justice  Superior Court of Justice

## 2. Type of Proceeding (Select a type of proceeding and choose from that item's drop-down menu.)

Is the transcript for purposes of appeal?

Yes (Proceed to **Appeal** section below)  No (Enter the **Type of Proceeding** information below)

<input type="checkbox"/> Criminal <input type="text" value="Choose an item"/>	<input type="checkbox"/> YCJA <input type="text" value="Choose an item"/>	<input type="checkbox"/> Civil <input type="text" value="Choose an item"/>
<input type="checkbox"/> Family <input type="text" value="Choose an item"/>	<input type="checkbox"/> Small Claims <input type="text" value="Choose an item"/>	<input type="checkbox"/> Justice of the Peace Intake
<input type="checkbox"/> POA <input type="text" value="Choose an item"/>	<input type="checkbox"/> From an Appeal Court <input type="text" value="Choose an item"/>	<input type="checkbox"/> Other <input type="text" value="Click here to enter text."/> <i>Please specify</i>

Additional Details   
(as required)

Appeal To:  Court of Appeal for Ontario  Divisional Court  Superior Court  Ontario Court

## 3. Content to be Transcribed (Select Complete Proceeding OR appropriate number of other items for portions.)

**Complete Proceeding** **Note:** Most pre-trial motions and submissions are not transcribed unless specifically requested. However, some rules require that pre-trial motions and/or submissions be included for appeal transcripts. Refer to the Court Transcript Standards and Procedures manual for rules on inclusions/exclusions. If required, check the box below.  
 Include pre-trial motions and submissions (If for appeal attach order/consent if required)

**Excerpt of Proceeding** **Note:** When describing content to be transcribed, be precise and provide a definitive frame of reference including timeframe if applicable (timeframe example: "Commencement of court to morning recess").  
 Details

<input type="checkbox"/> <b>Evidence of Witness(es)</b> <i>(Ensure each line used contains complete data i.e. Name and either All Evidence of Portion of Evidence)</i>	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence
	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence
	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence
	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence
	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence
	Name of Witness <input type="text" value="Click here to enter text."/>	<input type="checkbox"/> All Evidence	<input type="checkbox"/> Portion of Evidence

Additional Details

**Reasons for Judgment**

**Reasons for Sentence**

**Ruling(s)**

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## 4. Order Details

### NOTES:

- If a transcript will be referenced in court, it is the responsibility of the ordering party who is referencing the transcript to provide a certified copy of the transcript to the presiding judicial official at no cost to the court.
- Transcripts are paid at the regulated fee as set out in **O. Reg. 94/14 of the Administration of Justice Act**.
- The **# of Certified Copies** and **Electronic Copy** section below have been pre-filled for administrative purposes only.

### INSTRUCTIONS:

- To complete the transcript order, answer the following questions where required in the **Additional Copy/Service Details** section.
  1. What format is the certified transcript required in (certified electronic or certified printed)?
    - If a certified printed transcript is required, how many copies?
      - Do you require the same transcript in electronic format (at no extra cost)?
  2. Any additional instructions to the ACT.

# of Certified Copies 1

Electronic Copy

Enhanced Service:

Date Transcript Required / /  
(mm /dd /yyyy)

Daily (First Certified Copy Required within 24hrs)

Expedite (First Certified Copy Required within Five Business Days)

Additional Copy/Service Details:

## 5. Ordering Party Information *(Select the box that best describes your interest in the case being transcribed)*

- Legal Counsel    Party to the Proceeding    Member of the public    Media    Other [Click here to enter text.](#)  
 Federal Crown Attorney    Provincial Crown Attorney    CLD Other [Click here to enter text.](#)

Correctional Service Canada    Federal Incarceration    Dangerous Offender  
 Long-Term Offender    Parole Eligibility

### Ordering Party Details

Name [Click here to enter text.](#)  
(Last Name, First Name)

Organization/Firm [Click here to enter text.](#)  
(If applicable)

Address [Click here to enter text.](#)

City [Click here to enter text.](#)

Postal Code: [Click here to enter text.](#)

Province [Click here to enter text.](#)

Country [Click here to enter text.](#)

Email [Click here to enter text.](#)

Phone

Numbers [Click here to enter text.](#)

(Include all contact numbers)

Fax [Click here to enter text.](#)

## 6. For Authorized Court Transcriptionist (ACT) Use Only

**Please Note that this Transcript Order cannot be processed without the Transcriptionist's Name and ACT ID.**

Name of Transcriptionist [Click here to enter text.](#)

ACT ID [Click here to enter text.](#)

### Authorized Court Transcriptionist Undertaking:

- I certify that I have signed an undertaking to the court for authorized access to digital court recordings and that the undertaking remains valid. I acknowledge and understand that the undertaking therefore applies to this request.

Date Section 6 Completed / /  
(mm /dd /yyyy)

# Order for Court Transcript of an Ontario Court Proceeding

## For all Transcript Orders the following information is mandatory:

**Section 1** Name of Case; Court Location; **Date(s) of Proceeding;** **Presiding Official** and/or **Courtroom #**; one selection from **Proceedings From**.

**Section 2** Identify if the transcript is **for appeal** OR **not for appeal** purposes. Select only one **not for appeal** OR one **for appeal** item AND its associated drop down item or text box.

**Section 3** **Complete Proceeding** OR at least one **of the remaining items** with complete details for item(s) selected.

**Section 4** The **Date Transcript Required** and the **Additional Copy/Service Details** section.

**Section 5** At least one **Ordering Party Type**, the **Ordering Party Name** and the **Ordering Party Contact Details**

**Section 6** Transcriptionist Name and ACT ID