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	n						
Name of Case Click he	ere to enter text.	Order	Date (mm/dd/yyyy)	1 1			
Presiding Official Click her	re to enter text.	Court File, Info or click here to enter text. Indictment #					
Court Location Click he	re to enter text.	Courtroom# e	Click here to enter text.				
Date(s) of Click her Proceeding (mm/dd/yyyy)	re to enter text.						
Additional Click her Details	re to enter text.						
Proceedings from ☐ Ont	ario Court of Justice	☐ Superior Court of Justi	ice				
2. Type of Proceeding	ng <i>(Select a type of</i>	proceeding and choose fron	n that item's drop-c	down menu.)			
Is the transcript for purpo				,			
☐ Yes (<i>Proceed to Appeal</i> s	section below)	☐ No (Enter the Type of Proce	eeding information be	'ow)			
☐ Criminal Choose an item		☐ YCJA Choose an item	☐ Civil (Choose an item			
☐ Family Choose an item		Small Claims Choose an item	☐ Justice	of the Peace Intake			
☐ POA Choose an item	☐ From an		☐ Other Clic	k here to enter text.			
Additional Details Click here to enter text.							
(as required) Appeal To: ☐ Court of App	eal for Ontario	ional Court	☐ Ontario Court	Appeal #			
Choose an iter		e an item Choose an item	Choose an item	Click here to enter text.			
3. Content to be Transcribed (Select Complete Proceeding OR appropriate number of other items for portions.)							
Complete Proceeding (Do not select if a portion of a proceeding is required.) 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 ap	opeal attach order/con	sent 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 Click here to enter text.							
☐ Evidence of Witness(es)	Name of Witness Clic	k here to enter text.	☐ All Evidence	☐ Portion of Evidence			
(Ensure each line used contains complete		k here to enter text.					
data i.e. Name and		k here to enter text.		☐ Portion of Evidence			
either All Evidence of Portion of Evidence)	Name of Witness Clic	k here to enter text.		☐ Portion of Evidence			
	Name of Witness Clic	k here to enter text.		☐ Portion of Evidence			
		k here to enter text.					
Additional Click here to el Details	nter text.						
☐ Reasons for Judgment							
☐ Reasons for Sentence							
☐ Ruling(s) Details Cli	ick here to enter text.						

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4 0 1								
4. Order Details								
Note: 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.								
If this order requires the production of a first certified copy of a transcript the first certified copy fee will apply.								
If an electronic copy is ordered at the time of a certified copy of a transcript, there is no charge for the electronic copy. The								
Electronic Copy tick box can be deselected if an Electronic Copy is not required. If an electronic copy is ordered at any other time there is a fee.								
If an enhanced service is selected, the relevant fee will apply.								
# of Certif	ied Copies	Electronic Copy 🖂	Enhanced Ser	vice:				
Date Ti	ranscript Required	1 1		Daily (First	Certified Copy Required within 24hrs)			
2 0.00	(mm /dd /yyyy) Expedite (First Certified Copy Required within Five Business Days)							
Additiona	I Copy/Service De	tails:						
Click here to enter text.								
5 O a d a	nin n Danta Inc	farma ett ann ea e						
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 Offen	der 🗌 Parol	e Eligibility				
Orderin	g Party Detail	s						
Name	Click here to enter te	xt.	Organizatio	n/Firm Click	chere to enter text.			
Numo	(Last Name, First Nam				pplicable)			
					Click here to			
Address	Click here to enter te	xt.	City CI	ick here to e	nter text. Postal Code: enter text.			
Province	Click here to enter te	xt. Country Click he	ere to enter text.	Email Click	chere to enter text.			
Phone Numbers Click here to enter text								
Numbers Click here to enter text. (Include all contact numbers) Fax Click here to enter text.								
-								
6. For	Authorized	Court Transc	riptionist (A	ACT) Us	se Only			
Pleas	se Note that this Tra	anscript Order cannot l	oe processed witho	out the Tran	scriptionist's Name and ACT ID.			
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.								
Name of	i ranscriptionist	iick nere to enter text.		-	ACT ID Click here to enter text.			
Authoriz	ed Court Transci	iptionist Undertakir	ıg:					
☐ I certif	that I have signed	I an undertaking to the	court for authorize	ed access t	o digital court recordings and that the			
☐ 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)								
1 22777								
For all Transcript Orders the following information is mandatory:								
Section 1	Name of Case; Date and/or Courtroom #	e(s) of Proceeding; Presi ; one selection from Proc	ding Official eedings From.	Section 4	At least one of # of Certified Copies or Electronic Copy			
Section 2		ipt is for appeal OR not f olly one not for appeal OR		Section 5	At least one Ordering Party Type , the Ordering Party Name and the Ordering			
		ted drop down item or tex			Party Contact Details			
Section 3		ng OR at least one of the		Section 6	Transcriptionist Name and ACT ID			