



TRANSCRIPT ORDER FORM

Name of Accused/Parties Involved: _____
(include D.O.B)

Charge and/or Court File #: _____

Type of Proceedings: _____

Location of Proceedings: _____

Date of Proceeding Requested: _____

Reason for Transcript:
(check one of the following)

- Appeal Purposes
 Other

To be heard in:
(check one of the following)

- Court of Appeal
 Court of Queen's Bench

Requested by: _____

Address: _____

Postal Code: _____

Telephone #: _____ E-mail: _____

For appeal purposes the cost of transcription is estimated at \$175.00 per hour of court time. This cost includes payment for the original transcript in addition to two (2) copies of the transcript for distribution.

Send to:

Ministry of Justice
Transcript Services
1100 – 1874 Scarth Street
REGINA, SK S4P 4B3
Phone: (306)787-5466
Fax: (306)787-5830

E-mail to: transcript.services@gov.sk.ca



**Ministry of
Justice**

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REGINA, SK S4P 4B3
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- The transcript is a verbatim record of the proceedings held in Court. Every matter that is heard in court is not transcribed. We transcribe only those matters which are requested in writing.
- The cost of transcript preparation is \$3.00 per page; however, on an expedited basis the cost increases to \$7.50 per page (2-4 business days), \$6.75 per page (5.9 business days), \$6.15 per page (10-19 business days). One hour of court time is approximately 50 pages of transcript. All costs are subject to GST.
- An electronic copy of the Transcript will be delivered in a PDF format.
- Upon receipt of your request we will check our database to determine if a transcript has been previously prepared. If this is the case, the cost for a copy is \$0.30 per page, plus GST.
- Once we receive the audio and information from the relevant court office, if available, we will **estimate** the length and cost of the transcript, we will then request a deposit from you to sufficiently cover the cost of transcription. We will not begin transcription of the matter until we have received your deposit.
- You are not bound by that request for deposit. Should you determine that you no longer require the transcript, please contact our office as soon as possible so we may close our file.
- It is your responsibility to submit your deposit in a timely manner.
- If your matter is for appeal purposes, as the appellant you are responsible for the cost of having the transcript prepared; the original transcript to be filed with the appellate court and each of two copies (one copy for the respondent/one copy for the appellant). For appeal purposes, the cost of transcription is estimated at \$175.00 per hour of court time.
- In the alternative, if your matter is **not** for appeal purposes wherein a transcript must be filed, you may request a copy of the audio of the proceeding from the court office where the matter was heard.