



TRANSCRIPT ORDER FORM

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

Charge, Court Information and/or 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: _____

If applicable, receive your request for deposit by: *(check one of the following)*

- Mail
- Email
- Both

Receive your completed transcript by: *(check one of the following)*

- Mail
- Email
- Both

How many copies are required: _____

If expedited, please indicate return date: _____

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

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

- 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.
- 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 or electronic 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 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.