



TRANSCRIPT ORDER FORM

Name of Accused/Parties Involved: _____

(include D.O.B) _____

Type of proceeding and/or Court File #: _____ (e.g.) Trial, decision,
preliminary hearing, show cause hearing

Appearance date(s): _____

Location of appearance(s): _____

Level of court of where the proceeding was held: _____ (e.g.) Provincial or Queens Bench Court

Reason for Transcript Request:

(check one of the following)

- Appeal Purposes
 Educational Purpose (Please specify purpose) _____
 Other (Please specify) _____

To be heard in:

- Court of Appeal
 Court of Queen's Bench
 Other (Please specify) _____

How would you like to receive this transcript?

Hard copy and how many _____.

Electronic copy

If expedited, please specify when the transcript is needed by? _____

Will this transcript be published or shared/distributed on any social media platform? _____. If so, where?
(Please specify site or location) _____.

Requested by: _____

Address: _____

Postal Code : _____

Téléphone # : _____ E-mail : _____

Send this form to:

Ministry of Justice, Transcript Services
310-1855 Victoria Avenue, SK S4P 3T2
General inquiry line: (306) 787- 8406 Fax: (306) 798-1388
E-mail to: transcript.services@gov.sk.ca



**Ministry of
Justice**

Transcript Services

310-1855 Victoria Avenue
Regina, SK S4P 3T2
General inquiries: (306) 787- 8406
Fax: (306) 798-1388

- 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 and with permission of the courts
- Transcript Services coordinates the preparation of transcripts of court proceedings.
- If a proceeding has been previously transcribed, the requester will be provided a copy of the completed transcript at a cost of \$0.30 per page plus GST.
- If the proceeding has not been previously transcribed, the completed form will be forwarded to the relevant court office for consideration. If the Court authorizes that the transcript can be prepared, the court office forwards the audio recording to Transcript Services.
- Transcript Services will estimate the length and cost of the transcript depending on the length of the audio recording forwarded by the court office. The party submitting the request must deposit funds sufficient to cover the cost of transcription. The matter will not be transcribed until a deposit is received. **Note:** you may not be required to submit a deposit if the request is made through your lawyer.
- The costs to transcribe a court proceeding are set out in The Queen's Bench Regulations. The cost of transcript preparation is \$3.00 per page. Transcripts can be requested to be expedited at a cost of \$7.50 per page (2-4 business days) \$6.75 per page (5-9 business days), or \$6.15 per page (10-19 business days). All costs are subject to GST. The time to prepare a transcript is calculated from the time the third party contractor receives the audio, not from when the order form is submitted. **Requests for expedited transcripts are at the discretion of Transcript Services, depending on the length and type of the court proceeding.**
- 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 you are a party to a criminal appeal and you require a court transcript so that your appeal can proceed, please contact the court where your appeal is set to be heard to determine whether you need to order a copy of the transcript or pay for it to be transcribed.
- If you do not require a transcript of the court matter but would like to have a copy of the audio from a proceeding, you must apply to the Court to determine if you can have a copy of the audio. Your application must be made at the court location where the matter was heard. In the event your application is successful, the Court will provide directions on how the audio can be accessed.



Terms and Conditions for publication:

- You acknowledge that the Government of Saskatchewan (as represented by the Ministry of Justice, Transcript Services) is the owner of the copyright of the transcripts provided pursuant to this request. We grant you a single-copy, single-purpose license to use the transcript copy provided for the purposes indicated in the original request form. You are not granted any permission to duplicate or copy the transcript volumes or copies provided pursuant to this order, or to distribute same, beyond the fair use of extracts from the transcript for the purposes indicated in the original request form. You are only granted permission to duplicate, copy or distribute complete copies of the transcript if we provide explicit written permission for you to do so.

- Costs and liabilities have been consented to by agreeing to these terms and conditions.
- We hold the right to deny the release of a transcript if we consider the information will be misused, the information is considered sensitive or highly classified. Courts also have the right to deny transcription of a court proceeding.
- We do not support the unethical use of this material. Misuse or wrongful distribution of this material may result in the cancellation of the copyright license granted.
- Any use of extracts from the transcripts provided must be properly attributed or acknowledged in footnotes, source references etc. in the normal format for the medium in which the extract is used. Please use the following format:

“Copyright © 2021, Transcript Services, Government of Saskatchewan”

- If any work in which extracts of the transcript are used or published, Transcript Services must be provided with a notice of the publication via email to our general inbox. (**transcript.services@gov.sk.ca**)
- Failure to comply with the copyright license, terms of use outlined, or the unlicensed use may result in civil or criminal liability.
- Any breach of the agreement would result in the annulment of copyright under the Copyright Act of Canada.

I have read and accepted the terms and conditions.