



TRANSCRIPT ORDER FORM

Name of Accused/Parties Involved: \_\_\_\_\_

(include D.O.B) \_\_\_\_\_

Type of proceeding and Court File #: \_\_\_\_\_

EXAMPLE: Preliminary hearing, Show cause hearing or Trial ...etc...

Appearance date(s): \_\_\_\_\_

Location of appearance(s): \_\_\_\_\_

Level of court of where the proceeding was held: \_\_\_\_\_ (e.g.) Provincial or King's Bench Court

Reason for Transcript Request:

(check one of the following)

- Appeal Purposes
Educational Purpose ( specify purpose)
Other (Must specify)

To be heard in:

- Court of Appeal
Court of King's Bench
Other (must specify)

How would you like to receive this transcript?

Hard copy and how many

Electronic copy

If expedited, specify when the transcript is required by?

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

Requested by: Date:
Address: City: Prov:
Postal Code :
Téléphone # : E-mail :

Send this form to:

Ministry of Justice, Transcript Services
310-1855 Victoria Avenue, Regina SK S4P 3T2
General inquiry line: (306) 787- 8406 or (306) 787- 4210
Fax: (306) 798-1388
E-mail to: transcript.services@gov.sk.ca



▪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 \$0.50 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 cost to transcribe a court proceeding is set out in the Kings Bench Regulations. The cost of transcript preparation is \$4.00 per page ( 6 to 8 week turn around). Transcripts may be requested to be expedited at a cost of \$8.25 per page (10-19 business days) or \$9.50 per page (5-9 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.

**NOTE:**

It is the requesters responsibility to ensure the information provided on the order form is complete and accurate.

\* If the order form is incomplete, it will **not** be accepted and will be sent back to you to be completed fully.

\* Please review your order form carefully and follow the instructions of where to submit your order form.



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