



TRANSCRIPT ORDER FORM

Name of Accused/Parties Involved: _____

(D.O.B) _____

Type of proceeding and Court File #: _____ EXAMPLE: Preliminary hearing, Trial, etc.

Appearance date(s): _____

Location of appearance(s): _____

Level of court proceeding heard in: [] Provincial [] King's Bench [] Family/Civil [] Other _____

Reason for Transcript Request:

- Radio button options for Appeal Purposes (Notice of Appeal filed with King's Bench/COA Civil) and Other (Must specify).

To be heard in:

- Radio button options for Court of Appeal and Court of King's Bench.

How would you like to receive this transcript?

- Radio button options for Electronic (pdf) only and Hard copy: Original & (#) copies.

If expedited, specify the date 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: _____

- Checkboxes for Self Represented, Private Counsel, Legal Aid*, and Court Appointed Counsel* with a note: *Must provide documentation*

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
Phone: (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 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 and necessary materials to Transcript Services.
- Transcript Services will estimate the length and cost of the transcript, which is dependent on the length of the audio recording forwarded by the court office. The party submitting the request must deposit funds sufficiently 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 \$8.50 per page (10-19 business days) or \$9.75 per page (5-9 business days). All costs are subject to GST. The time to prepare a transcript begins from the time our service provider 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 of the court proceeding.**
- 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.
- Legal Aid or Court Appointed Counsel must provide supporting documentation with each transcript request to Transcript Services, otherwise, the fees will fall on the requester.
- 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 an appeal (dependent on appeal type), as the appellant you may be responsible for the cost of having the transcript prepared; for summary convictions: the original transcript is to be filed with the Appellant Court and each of two copies (one for the respondent / one for the appellant). For civil appeals: the original & 2 copies will be sent to the appellant, who is responsible for providing the original to the Appellant Court, one copy for the respondent and one copy for the appellant.
- 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 location of where your appeal is set to be heard to determine whether you need to order copies of the transcript or to 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.

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. for processing.



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