

Provincial Offences Act (POA) Court Transcript order form

Instructions

Please download or print once you have completed the form, please follow the instructions in "Section 8: Submit".

If you have any questions about information required to complete this application, please contact the selected Vendor directly.

Section 1: Case information

Name of case	<input type="text"/>	Order date (mm/dd/yyyy)	<input type="text"/>
Presiding official	<input type="text"/>	Court file N°	<input type="text"/>
Court location	<input type="text"/>	Courtroom	<input type="text"/>
Date(s) of proceeding (mm/dd/yyyy)	<input type="text"/>	Court time	<input type="text"/>
Additional details	<input type="text"/>		

Section 2: Type of proceeding (Please select a proceeding that applies to your matter)

Is the transcript for purposes of appeal? Yes ☐ No ☐

☐ POA trial

☐ POA

☐ Motion POA reasons for judgment/sentence

☐ Justice of the Peace intake

☐ Other

Section 3 : Content to be transcribed

(Select complete proceeding OR appropriate number of other items for portions.)

☐ **Complete proceedings** (Do not select if a portion of a proceeding is required)

Note: Most pre-trial motions and submissions are not transcribed unless specifically requested. However, some rules require that pre-trial motions and/or submissions be included for transcripts for appeals. If required, check the box below.

☐ Include pre-trial motions and submissions (If for appeal attach judicial approval)

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☐ **Excerpt of proceeding**

Note: When describing content to be transcribed, be precise and provide a clear frame of reference including timeframe if applicable (timeframe example: "Commencement of court to morning recess").

☐ **Evidence of witness(es)**

Name of witness ☐ All evidence ☐ Portion of evidence

Name of witness ☐ All evidence ☐ Portion of evidence

☐ **Reasons for judgement**

☐ **Reasons for sentence**

☐ **Ruling(s) details**

Section 4 : Order details

Note: If the transcript is for an appeal, three certified copies of the transcript will be required at the cost of the Ordering Party.

If a transcript will be referenced in court, it is the responsibility of the ordering party who is referencing the transcript to provide a certified copy of the transcript to the presiding judicial official at no cost to the court.

If this order requires the production of a first certified copy of a transcript the first certified copy fee will apply.

If an electronic copy is ordered at the time of a certified copy of a transcript, there is no charge for the electronic copy. The Electronic Copy tick box can be deselected if an Electronic Copy is not required.

If an electronic copy is ordered at any other time there is a fee.

If an enhanced service is selected, the relevant fee will apply.

No. of certified copies

☐ Electronic copy

Date transcript is required mm/dd/yyyy

Enhanced service :

☐ Daily (First certified copy required within 24 hours)

☐ Expedite (First certified copy required within 5 business days)

Additional copy / Service Details:

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Section 5 : Ordering party information

☐ Judicial officer ☐ Prosecution ☐ Defendant ☐ Other

Name:

Organization :

Address :

City : Postal code:

Province : Phone number :

Email address :

Section 6 : Undertaking for access to audio court recording (for ACT use only)

☐ As a vendor, I will be representing each and every court transcriptionist in my employ. I certify that the transcriptionist has signed an undertaking to the court for authorized access to digital court recordings and that the undertaking remains valid. I acknowledge and understand that the undertaking therefore applies to this request.

Signature : Email :

Section 7: Select a vendor (Click on the email address)

Joyce Tuyp
Joyce Tuyp's Transcripts
courttranscripts@yahoo.ca

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Section 8: Submit

Email application

1. Open your email
2. Attach the transcript order form
3. Email to the vendor of your choice

Printed application

1. Print this document
2. Fill out the form
3. Scan and attach to an email
4. Email to the vendor of your choice

Any questions concerning your order should be directed to the selected vendor.