



The National Self-Represented Litigants Project

Ordering a Court Transcript

*A guide to ordering court transcripts in each
province and territory across Canada*

March 2019

Kaila Scarrow & Julie Macfarlane

Table of Contents

<u><i>Introduction</i></u>	<u>1</u>
<u>Alberta</u>	<u>2</u>
<u>British Columbia</u>	<u>5</u>
<u>Manitoba</u>	<u>9</u>
<u>New Brunswick</u>	<u>11</u>
<u>Newfoundland and Labrador</u>	<u>12</u>
<u>Northwest Territories</u>	<u>14</u>
<u>Nova Scotia</u>	<u>15</u>
<u>Nunavut</u>	<u>17</u>
<u>Ontario</u>	<u>18</u>
<u>Prince Edward Island</u>	<u>21</u>
<u>Quebec</u>	<u>23</u>
<u>Saskatchewan</u>	<u>24</u>
<u>Yukon</u>	<u>25</u>
<u><i>Updates</i></u>	<u>27</u>
<u><i>Appendix A</i></u>	<u>28</u>

Introduction

Last year the NSRLP published a [research report](#) highlighting the inconsistencies in ordering court transcripts across Canadian provinces and territories. We have now prepared a Primer that outlines the steps that are required to order court transcripts in each province/territory.

This Primer is a compilation of information obtained from court websites, telephone and email conversations with court services/transcript services at different courthouses, and from legal professionals. We have provided links to relevant forms and online steps, where referenced, in the text and footnotes.

It is important to note that this information is subject to change. We will endeavour to keep this Primer up-to-date, and welcome any new information toward that purpose.

Alberta (Provincial, Queen's Bench, Court of Appeal)

To obtain a transcript in Alberta, you must apply online using this link (the website suggests using the Google Chrome browser):

- <https://www.alberta.ca/order-courtroom-transcript.aspx>.

You will need a valid credit card and must follow three steps, outlined below. If you have any questions, or are unable to order online, you may contact Transcript Management Services by email or telephone:

- Email: tms.calgary@gov.ab.ca
- Telephone: 403-297-7392

1. The first step requires you to collect the following information¹ (some of which will need to be uploaded to the site):

(i) *Hearing details, including:*

- Date(s) for which you want a transcript
- Start and end times
- Court location
- Courtroom number
- Docket or action number
- Party names

(ii) *Commencing documents, including:*

- Statement of Claim
- Notice of Motion
- Indictment or Information for Court of Appeal, either:
 - Notice of Appeal
 - Application for Permission to Appeal

(iii) *Supporting endorsements*

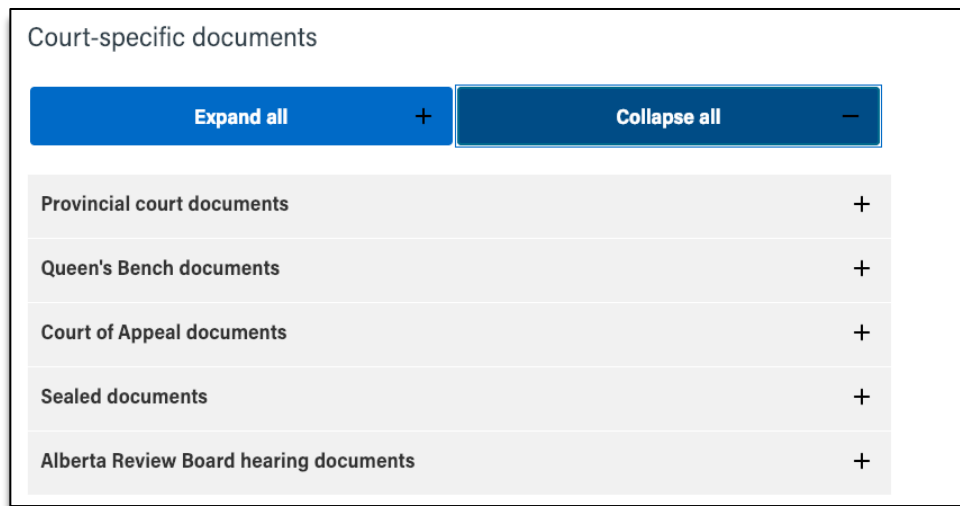
¹ <https://www.alberta.ca/order-courtroom-transcript.aspx>

- Endorsements are “[S]heets of paper where the clerk or judge wrote down what happened that day in court”²

(iv) *Court specific documents*

- In addition, some courts require specific named documents to be uploaded. Once on the website (<https://www.alberta.ca/order-courtroom-transcript.aspx>), you can click and expand the court (provincial court, family court, civil court, etc.) where your matter was heard. This will list the specific documents required to request your transcript. For instance, if you are looking to obtain a transcript for a hearing that took place in the provincial family court, you will need to upload the application and an endorsement sheet.³

Image from website:



2. The second step is to place your order. You will have to click “Order a Transcript” which looks like this:



² <https://www.alberta.ca/order-courtroom-transcript.aspx>

³ <https://www.alberta.ca/order-courtroom-transcript.aspx>

You will be required to create an account before you are able to fill out the online request form. You will then upload and complete the required information/documentation (above step one). Before you are required to make a payment, you will be provided with an estimated cost for the transcript. The fees are determined based on the timeline for which you require the transcript and the amount of characters on the transcript. A page consists of approximately 1,200 characters, and one hour is approximately 45 pages (this means that if your hearing was 1 hour and you wish to have the entire hour transcribed, you will pay approximately \$216, if you require your transcript within 30 calendar days).

Here is the service rates table provided on the website:

Table 1. Service rates

Service	Rate
30 calendar days	0.0040/character
10 business days	0.0052/character
5 business days	0.0062/character
2 business days	0.0072/character

3. Step three is to make payment. Once the transcript is prepared, your payment will be processed, and you will be emailed a link that will allow you to download your transcript as a PDF. *Note: you will only be able to download the transcript if you don't owe money to the Alberta government.

British Columbia

In British Columbia the court does not prepare transcripts, and you are required to hire a private transcription company.

Prior to ordering, you need to have the following information to hand:⁴

- Whether the proceedings took place in Supreme Court or Provincial Court
- The date of the proceeding
- The court file number

The court website provides details of two companies that may be used depending on where your case was heard:

- [JC Word Assist Ltd.](#) for:
 - Vancouver Island, Robson Square, Vancouver Provincial, North Vancouver, Vancouver Coastal circuit locations, and all locations in Northern and Interior regions
 - All Supreme Court proceedings across B.C.
- [Verbatim Words West Ltd.](#) for:
 - Abbotsford, Chilliwack, Coquitlam, New Westminster, Richmond and Surrey (Provincial Court proceedings only)

To order a transcript from either company, go to the company website, and follow the steps outlined below.

(i) [J.C. Word Assist Ltd](#)

You have the option of completing an online order form, or downloading order forms.

- (a) To complete the online order form, visit the website and click “Order Now”

⁴ Government of British Columbia: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-transcript>



(b) You can also download an order form, by clicking “Download Forms”



You will then be able to select from the following options:

Download Forms

1. [FDTOR form](#) - Finalization and Distribution of Oral Transcription Request
2. [Transcript Order Form](#) (Word)
3. [Transcript Order Form](#) (PDF)
4. [CRIMINAL appeal order form to B.C. Court of Appeal](#) (PDF)
5. [CIVIL appeal order form to B.C. Court of Appeal](#) (PDF)

Once you have downloaded and completed the appropriate form, you may submit it by email or fax to J.C. Word Assist:

- Email: admin@jcword.com
- Fax: 1-800-754-3020

(ii) [Verbatim Words West Ltd](#)

Telephone: 604-591-6677 ext. 101

Email: orderdesk@verbatimwords.ca

Fax: 604-591-1567

To order a transcript through Verbatim Words West, you must contact their order desk by telephone at the number listed above.⁵ You will need to provide them with the name of the case, the court file number, the date(s) of your hearing(s) and the courthouse the matter was heard in. Verbatim will then prepare an estimate and contact you with the estimated cost. At this time, you will be asked to commit to ordering the transcript by paying a deposit. Once Verbatim receives the deposit, they will order the audio recording and minutes from the courthouse and prepare the written transcript.

⁵ Verbatim Words West Ltd., FAQ, <http://www.verbatimwords.ca/faq.html>.

Court of Appeal

The British Columbia Court of Appeal has a guide available that covers ordering transcripts:

https://www.courts.gov.bc.ca/Court_of_Appeal/practice_and_procedure/record_and_courtroom_access_policy/PDF/Court_of_Appeal_Record_and_Courtroom_Access_Policy.pdf at page 9

The Court prepares digital audio recordings of all court proceedings as long as there are no restrictions (e.g. child protection cases), and you can request minute sheets⁶ or listen⁷ to audio recordings by completing the request form.⁸ If you would like to obtain a written transcript of your hearing you must contact transcription companies. The guide provides a link to a checklist for transcription companies to use when ordering transcripts, and specific companies to contact depending on the type of matter:

- *Criminal transcript*: contact [J.C. Word Assist Ltd.](#) at 604-669-6550.
- *Civil transcript*: a list of transcription services may be found here:

<https://www.yellowpages.ca/search/si/1/reporters-court/Vancouver>

⁶ The “minute sheet” is the record kept by the court clerk and include information about the parties and counsel appearing, start and stop times, and the disposition of a hearing.

⁷ The court will not release physical copies of the recording; BC Court of Appeal: Record and Courtroom Access Policy, 2017, pg. 9, section 1.11.2, https://www.courts.gov.bc.ca/Court_of_Appeal/practice_and_procedure/record_and_courtroom_access_policy/PDF/Court_of_Appeal_Record_and_Courtroom_Access_Policy.pdf

⁸ Request form can be accessed here:

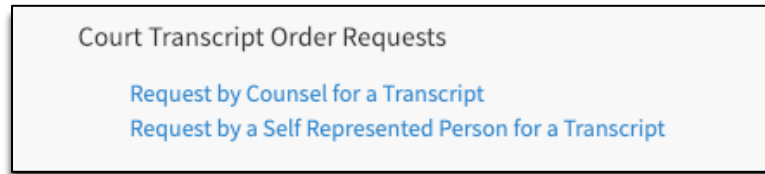
https://www.courts.gov.bc.ca/Court_of_Appeal/practice_and_procedure/record_and_courtroom_access_policy/fillable_forms/CA_records_request_form_DARS_and_minute_sheets_Final.pdf.

Manitoba

To order a transcript in Manitoba, visit their court website at:

<http://www.manitobacourts.mb.ca/transcripts/>.

At the bottom of that page you will see the following links to forms:



You can complete the Request by a Self-Represented Person for a Transcript form and submit it to the Transcription Services Unit (TSU) in the following ways:

- In person: 2nd Floor, 408 York Avenue, Winnipeg, Manitoba
- By email: tsu@gov.mb.ca
- By fax: (204) 945-5751

Once you submit the form, TSU will be able to provide you with an estimate, and you will be required to make payment before proceeding.⁹ You can submit payment in person by debit or cash, or mail a certified cheque or money order made out to the Minister of Finance (see address above).¹⁰

Transcripts can be ordered in paper or electronic format. The original transcript is a paper copy with an original signature of the service provider and the TSU certification.¹¹ You can order an electronic transcript in Word or PDF format, and receive it on a CD or by email.¹²

Fees can be found at:

<http://www.manitobacourts.mb.ca/transcripts/transcript-fees/>

⁹ Information obtained from a telephone call with Manitoba TSU.

¹⁰ Information obtained from a telephone call with Manitoba TSU.

¹¹ <http://www.manitobacourts.mb.ca/transcripts/transcript-information/>.

¹² <http://www.manitobacourts.mb.ca/transcripts/transcript-information/>.

Fees vary depending on how quickly you require the transcript to be prepared:

- *Regular service*
 - Within 21 business days (weekdays)
 - First copy ordered in any format: \$3/page
 - For each additional copy ordered by the party who ordered the first copy: \$0.35/page
 - For a copy of the same transcript ordered by another party: \$0.80/page
 - For an electronic copy ordered by another party (without a paper copy): \$0.40/page

- *Expedited service*
 - Within 7 business days (weekdays)
 - First copy ordered in any format: \$4.50/page
 - For each additional copy ordered by the party who ordered the first copy: \$0.50/page
 - For a copy of the same transcript ordered by another party: \$2.25/page
 - For an electronic copy ordered by another party (without a paper copy): \$1.15/page

- *Priority service*
 - Within 3 business days (weekdays)
 - First copy ordered in any format: \$5.50/page
 - For each additional copy ordered by the party who ordered the first copy: \$0.50/page
 - For a copy of the same transcript ordered by another party: \$2.75/page
 - For an electronic copy ordered by another party (without a paper copy) \$1.40 per page.

If you have additional questions you can contact Transcription Services:

- Email: tsu@gov.mb.ca
- Telephone: (204) 945-3026 or (204) 945-0301

New Brunswick

To request a transcript in New Brunswick, you must complete a Transcript Order Form¹³ and follow the below steps depending on your type of matter.

i) Family and Criminal matters

Once the Transcript Order Form is submitted, the court will prepare the transcript. However, the transcript will not be released until the fee is paid.¹⁴ The cost is \$3.00 per page.¹⁵

ii) Civil matters

In the Transcript Order Form you will need to specify the private stenographer you wish to have prepare the transcript. Once the request form is submitted, the court will forward the recording directly to the private stenographer. There is no fee for the recording, and the fee for the transcript will be set by the private stenographer.¹⁶

If you require more information, contact Court Services by email at justice.info@gnb.ca.

¹³ The Transcript Order Form can be found here: <https://www.pwx1.snb.ca/snb7001/b/1000/CSS-FOL-SNB-45-0100B.pdf>

¹⁴ https://www2.gnb.ca/content/gnb/en/services/services_renderer.627.Court_Fees_-_Transcripts.html#serviceDescription

¹⁵ https://www2.gnb.ca/content/gnb/en/services/services_renderer.627.Court_Fees_-_Transcripts.html#serviceFees

¹⁶ This information was obtained by emailing Court Services.

Newfoundland and Labrador

In Newfoundland and Labrador, parties to a proceeding may order an audio recording of their hearing. There are different rules for the Supreme Court of Newfoundland and Labrador, and the Provincial Court. Both courts only provide audio recordings, which you will then need to take to a transcriptionist if you wish to have a written transcription.

i) Supreme Court of Newfoundland and Labrador

A party to a proceeding may access an audio recording of their court hearing by completing a request form and paying the \$20 fee.¹⁷ There is an additional form that must also be completed, regarding the use of the audio recording.¹⁸

Before the court will release the audio recording you are required to complete a form in which you will have to swear that:

- i) You will not broadcast the recording
- ii) That your purpose in obtaining the recording is limited to one of the following reasons:
 - o Production of a transcript for appeal
 - o Further preparation in relation to your current proceeding or related proceeding
 - o Confirming what happened during your proceeding
- iii) That you will not distribute the recording to anyone without prior consent of a judge (other than those who need the recording to assist you with the purposes set out above; for instance, lawyers, articling students, transcriptionists, expert witnesses)
- iv) You will not copy, save, upload, or download the recording other than to a computer that you have control over and for your own personal use.¹⁹

¹⁷ Supreme Court of Newfoundland and Labrador — Court of Appeal Criminal Appeal Rules (2002), SI/2002-96, Rule 11. The request form can be found here: <https://court.nl.ca/supreme/forms/Request%20for%20Access%20to%20Copy%20of%20Sound%20Recording%20of%20Civil,%20Family%20or%20Criminal%20Proceeding.pdf>

¹⁸ The undertaking form can be found here: <https://court.nl.ca/supreme/forms/Undertaking%20Regarding%20the%20Use%20of%20Sound%20Recordings.pdf>

¹⁹ Information taken directly from the undertaking form: <https://court.nl.ca/supreme/forms/Undertaking%20Regarding%20the%20Use%20of%20Sound%20Recordings.pdf>

When looking to obtain a transcript for the purposes of a criminal appeal, Rule 11 of the *Criminal Appeal Rules* stipulates that the relevant portions of a hearing may be transcribed. The party making the request can complete this form:

[https://www.court.nl.ca/appeal/wp-content/uploads/Request for Transcript and Certificate.pdf](https://www.court.nl.ca/appeal/wp-content/uploads/Request%20for%20Transcript%20and%20Certificate.pdf)

and file it with the Court Reporters' Office of the Supreme Court of Newfoundland and Labrador.

The Supreme Court of Newfoundland and Labrador has a [Guide to Accessing Court Proceedings for the Public and Media](#) which sets out how an individual who is not a party to the proceeding may access court recordings/transcripts. There are some restrictions and in certain circumstances, the Court may, as an alternative, allow an individual to attend the courthouse and listen to the recording.²⁰ Any person entitled to a copy of the recording is also entitled to a copy of the minutes²¹ of the court.²²

ii) *Provincial Court*

To order a recording, go to the following link and complete 6 online steps, including payment of a \$20 fee:

https://apps.gov.nl.ca/pc-forms/form/form/edit/?template_id=12345.

²⁰ A Guide to Accessing Court Proceedings and Record for the Public and Media, January 2018, pg. 15: <https://court.nl.ca/supreme/forms/2018%2001%2009%20-%20A%20Guide%20to%20Accessing%20Court%20Proceedings%20and%20Records%20for%20the%20...pdf>.

²¹ Above note 6

²² A Guide to Accessing Court Proceedings and Record for the Public and Media, January 2018, pg. 15: <https://court.nl.ca/supreme/forms/2018%2001%2009%20-%20A%20Guide%20to%20Accessing%20Court%20Proceedings%20and%20Records%20for%20the%20...pdf>.

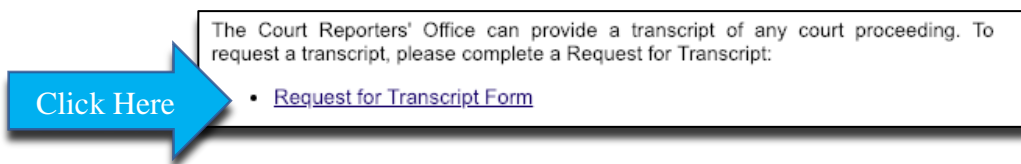
Northwest Territories

To order a transcript in the Northwest Territories, visit:

<https://www.nwtcourts.ca/Services/transcripts.htm>

Once there, click on “Request for Transcript Form” (as shown below). This is the form you will need to fill out to complete the order for your transcript.

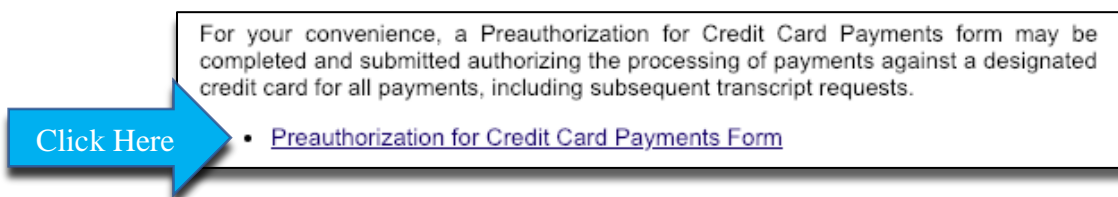
Image from website:



Once you have completed the Request Form, on your computer, or by printing and filling out the form by hand, you must submit it to the Court Reporters' Office. You may do so either by email, fax, or in person:

Court Reporters' Office
5th Floor Court House
4903 - 49th St.
Box 550
Yellowknife, NT X1A 2N4
Phone: (867) 767-9285 ext. 82346
Fax: (867) 873-0307
Email: courtreporters@gov.nt.ca

If you submit the form by email or fax, you will need to also submit a form that pre-authorizes payment by your credit card:²³



²³ Confirmed by email to courtreporters@gov.nt.ca; Northwest Territories Courts, <https://www.nwtcourts.ca/Services/transcripts.htm>.

Nova Scotia

Nova Scotia court services do not provide copies of written transcripts. Instead, they will provide you with an “official record of proceeding”, which is an audio recording of the hearing.

To obtain the audio recording, you must complete a “Request for Copies of Audio Recording of Court Proceedings” form:

<http://courts.ns.ca/Bar Information/bar docs/audio request form interactive 15-05-19.pdf>²⁴

A hard copy of the form must be delivered to the court along with payment for the audio recording. One CD or cassette tape costs \$22.57 plus HST, and there is an additional \$1.00 plus HST fee for a log sheet.²⁵ The Court Administrator will estimate the total number of tapes or CDs required to complete the request (depending on the length of the hearing/proceeding) and will ask you for a deposit based on that estimate.²⁶

If you are producing a transcript for the purposes of appeal or for use in another court proceeding, you will need to hire a certified transcriber to transcribe the audio recording.²⁷ A [list of certified transcribers](#) is available on the government of Nova Scotia’s website.

According to the website, you may also obtain this list from administration staff at the courthouse.²⁸ The certified transcribers will provide you with their fees for producing the transcript. We contacted one of the certified transcribers, ABC Transcription Services, and can provide the following as an example of fees:

²⁴ The Request Form may be completed on the computer and then printed for submission or can be printed and filled out by hand.

²⁵ “The log sheets provide a written outline of the court proceeding and are necessary for transcription purposes.” <http://courts.ns.ca/Bar Information/bar docs/audio request form interactive 15-05-19.pdf>

²⁶ <http://courts.ns.ca/Bar Information/bar docs/audio request form interactive 15-05-19.pdf>

²⁷ <http://courts.ns.ca/Bar Information/bar docs/audio request form interactive 15-05-19.pdf>

²⁸ <http://courts.ns.ca/FAQs General/get transcript of trial pop up.htm>.

Transcript Rates and Policies from ABC Transcription Services

Turnaround Time:	Cost:
30 days	\$4.00 per page
21 days	\$4.50 per page
14 days	\$5.00 per page
7 days	\$5.50 per page
6 days	\$6.00 per page
5 days	\$6.50 per page
4 days	\$7.00 per page
3 days	\$7.50 per page
2 days	\$8.00 per page
1 day	\$8.50 per page

- Each hour of recording averages 50-60 pages of transcript
- Payment of half the estimated value of the transcript is required up front
- Transcripts are provided in electronic format in Word
- Payment may be made by e-transfer
- Audio files can be transferred via Dropbox to eliminate courier charges

The court website suggests that further questions should be directed to the court administrator office in the justice centre where the court proceeding was held. Contact information for justice centres can be found here:

www.courts.ns.ca/justicecentres/justlocations.htm.²⁹

²⁹ [http://courts.ns.ca/Bar Information/bar docs/audio request form interactive 15-05-19.pdf](http://courts.ns.ca/Bar%20Information/bar_docs/audio_request_form_interactive_15-05-19.pdf).

Nunavut

In Nunavut, you may obtain a copy of your court transcript by completing a “Request Form”:

<https://www.nunavutcourts.ca/phocadownloadpap/EN/Transcript%20Request%20Form.pdf>

The form must be submitted to the Court Registry at NCJRecords@gov.nu.ca. The form will allow you to select the court where your matter was heard (Small Claims, Court of Justice, Court of Appeal, etc.). You also have the option of selecting an electronic copy in addition to the mailed copy. The cost of the transcript will vary depending on how quickly you need it:

- *Regular rate*
 - Delivered within 20 working days
 - \$3/page
 - Additional copies: \$1/page
- *Expedited rate*
 - Delivered within 10 working days
 - \$4/page
 - Additional copies: \$1/page
- *Rush rate*
 - Delivered within 5 working days
 - \$5/page
 - Additional copies: \$1/page
- *Daily copy*
 - Delivered within 24 hours
 - \$6/page
 - Additional copies: \$1/page

If you have any further questions, you can direct them to the Registry:

- Telephone: 1-867-975-6100 (main) or 1-866-286-0546 (tollfree)
- Email: NCJTranscripts@gov.nu.ca

Ontario

In Ontario, you are required to contact an independent, authorized court transcriptionist. The transcriber will arrange all aspects of the transcript order, including timeframe required, payment method, and delivery options.³⁰ They will also let you know if there are any access restrictions on the release of the transcript.³¹

In the event that you have any questions regarding the ordering or preparation of the court transcript, you may contact a helpdesk service by either email or telephone:

- Email: info@courttranscriptontario.ca
- Phone: 1-800-645-8113

The general steps to be followed in Ontario can be accessed from a manual available online at this link:

<https://www.courttranscriptontario.ca/home/home>.

There is a separate manual (which can be downloaded from the website) if you are looking to obtain a transcript for appeal to the Court of Appeal or Divisional Court. The major difference you need to be aware of is the timeline to be followed³². The FAQ tab at the following link is also very useful for answering questions you may have:

<https://www.courttranscriptontario.ca/home/faq>

³⁰ “How to Order A Transcript” pdf: <https://www.courttranscriptontario.ca/home/home>

³¹ “How to Order A Transcript” pdf: <https://www.courttranscriptontario.ca/home/home>

³² The following information can be found in the manual: “The Court of Appeal for Ontario’s Practice Direction Concerning Timely Hearing of Criminal Appeals indicates as follows: i. It is anticipated transcripts will be completed within 90 days of the date of being ordered, subject to extensions for exceptional circumstances; ii. The ACT (Authorized Court Transcriptionist) is responsible for advising the ordering party if a transcript cannot be completed within the 90 day timeline. Upon being so advised, the ordering party is responsible for contacting the Court of Appeal to advise them of the delay and to request additional time. The ACT should not contact the Court of Appeal.”

The general steps for ordering a transcript in the Ontario courts are as follows:

1. Select and contact an Authorized Court Transcriptionist. You can search for one here:

<https://www.courttranscriptontario.ca/home/search>

2. “Provide details regarding the transcript order to the transcriptionist” (For example, where the proceeding took place, whether a copy of the entire transcript is required, the number of copies, timelines, and delivery.)

3. Download the Transcript Order Form online:

<https://www.courttranscriptontario.ca/home/resources>

Or provide the details of the order to the authorized court transcriptionist directly. The authorized court transcriptionist will finalize and submit the Transcript Order Form to the court for processing.³³

The Authorized Court Transcriptionist will typically require the following information³⁴:

- Name of the case
- Date(s) of proceeding
- Name of the presiding officer and/or the courtroom number
- Type of proceedings (i.e. criminal, civil, family, etc.)
- Whether the transcript is being ordered for purposes of appeal (refer to: “How to Order a Transcript for Appeal to the Court of Appeal for Ontario or Divisional Court”, downloadable from the website)
- What do you want to be transcribed?
- The number of certified transcripts and electronic copies required. Refer to O. Reg. 94/14 under the Administration of Justice Act for transcript fees <http://www.ontario.ca/laws/regulation/r14094>

³³ Authorized Court Transcriptionists for Ontario, <https://www.courttranscriptontario.ca/home/faq>

³⁴ This information can be found here: <https://www.courttranscriptontario.ca/home/home> at the “How to Obtain a Transcript” link.

- The date on which the completed, certified transcript is required for delivery
- The ordering party's name and contact information

Prince Edward Island

The information provided here was obtained by telephoning the Charlottetown courthouse. If you have any further questions the court staff were extremely helpful and easily accessible.³⁵

i) Supreme Court and Court of Appeal

To access a transcript of your court hearing from either the Court of Appeal or the Supreme Court of PEI you must attend the courthouse and fill out a request form. (This form is not available online, but it is attached to this Primer at Appendix A.) You will need your case name and file number.

To obtain an audio CD you must pay a \$20 fee. If you would like a written transcript you can contact an independent certified transcriptionist.³⁶ We were advised that there are not very many on the island, but here are a few we found through a google search:

- [Island Confidential Associates](#)
 - Telephone: (902) 892-9484 or (866) 448-5594
 - Email through their contact page:
<https://www.islandconfidential.ca/contact/>
- [JML Transcription](#)
 - Telephone: 1-888-288-6817
 - Email: info@jmltranscriptionservices.ca
- [Transcripts Plus](#)
 - Telephone: 1-902-527-1984
 - Email: transcriptsplus@ns.sympatico.ca

You may contact the Supreme Court by telephone at 902-368-6000.

ii) Provincial Court

The Provincial Court can provide you with an audio CD for your hearing. In order to release the CD, the court staff must obtain permission from the judge,

³⁵ Contact page for courthouses in PEI: <http://www.courts.pe.ca/index.php?number=1051097&lang=E>

³⁶ Information obtained from speaking with the Supreme Court of PEI over the phone.

and you will be required to complete an undertaking, promising that you will return the CD within a certain number of days (likely between 30-60), and pay a \$20 fee.³⁷ If you want to obtain a written transcript, you can hire a private certified transcriptionist (see suggested firms above).

If you are looking for a copy of your criminal hearing transcript for the purposes of appeal, the Court will prepare this at no charge to you.³⁸

Should you have any additional questions, contact the Provincial Court by telephone at 902-368-6030.

³⁷ Information obtained through telephone conversation with Provincial Court.

³⁸ Information obtained through telephone conversation with Provincial Court.

Quebec

In Quebec, you can order a transcript through the courthouse or by hiring a private stenographer. If you wish to order the transcript or an audio CD from the courthouse, you will need to complete the “Request for a Transcript” form:

https://www.justice.gouv.qc.ca/fileadmin/user_upload/contenu/documents/En_Anglais/centredoc/formulaires/vos-differends/sj021-a.pdf

and file it at the transcript office of the courthouse where the record is held.³⁹

The fees per page were not available online, so we suggest you contact the courthouse where the proceeding was held to inquire about the cost. An audio recording of your hearing will cost \$8.95 for the first 25 minutes and an additional 30 cents per additional minute to obtain the audio CD.⁴⁰

Alternatively, you can hire a private stenographer to transcribe the proceedings. You may locate a stenographer through a simple google search⁴¹. We contacted one private stenographer who gave us their fees for standard service (10-12 days⁴²) but were unable to confirm expedited rates. The cost will depend on how quickly you require the transcript.

³⁹ Justice Quebec <https://www.justice.gouv.qc.ca/en/programs-and-services/services/requesting-a-transcript/>

⁴⁰ Information obtained through legal professional from Quebec.

⁴¹ Justice Quebec <https://www.justice.gouv.qc.ca/en/programs-and-services/services/requesting-a-transcript/>

⁴² English: \$6.25 per page, French: \$7.25 per page

Saskatchewan

In Saskatchewan, parties to a matter can order a transcript of their hearing by obtaining and completing a “Court Transcript Request Form”. This form can be found at any court office and is not currently available online. If you email Transcript Services they can send you a copy of the form. Once the request form is completed the party must submit it to Transcript Services either in person or by regular mail, email or fax:⁴³

Ministry of Justice & Attorney General
Transcript Services
1100-1874 Scarth Street
Regina, SK S4P 4B3
Email: transcriptservices@gov.sk.ca
Fax: 306-787-5830

The cost of obtaining a transcript in Saskatchewan is \$2.75 per page and Transcript Services will require a deposit (dependent upon the length of the proceeding based on the paperwork received by the courthouse) before they prepare the transcript.⁴⁴

If you have further questions, the court website lists contact information for Nadine Heglin at Transcript Services:⁴⁵

- Telephone: (306) 787-5466 or (306) 787-8406
- Email: nadine.heglin@gov.sk.ca

⁴³ <https://sasklawcourts.ca/index.php/home/resources/res-transcripts>.

⁴⁴ <https://sasklawcourts.ca/index.php/home/resources/res-transcripts>.

⁴⁵ The contact person could change, we recommend that you review the website at: <https://sasklawcourts.ca/index.php/home/resources/res-transcripts> before contacting the number or email to confirm that Nadine is still the contact person for Transcript Services.

Yukon

Parties to a matter may request a transcript in a variety of ways:⁴⁶

i) Through an online form:

<https://yukontranscripts.com/transcript-order-form/>

which requires the court file number and names of the parties. This allows you to select a turnaround time (i.e. how quickly you would like the transcript prepared) and the cost of the transcript will vary depending on the turnaround time.⁴⁷ When using the online form there is an option to select an estimate only, if you want to find out how much the transcript will cost before committing to ordering.

ii) Faxing an order form:

[http://www.justice.gov.yk.ca/pdf/Yukon Transcript Request Form fax.pdf](http://www.justice.gov.yk.ca/pdf/Yukon_Transcript_Request_Form_fax.pdf)

to fax number: 613-521-7668

iii) Emailing an order form:

[http://www.justice.gov.yk.ca/pdf/Yukon Transcript Request Form fax.pdf](http://www.justice.gov.yk.ca/pdf/Yukon_Transcript_Request_Form_fax.pdf)

to: ykcourts@stenotran.com

iv) Telephoning 613-521-0703.

The cost of obtaining a transcript varies depending on how quickly you require the transcript to be completed. Transcript Services sets out the costs as follows:

- *Regular transcript*
 - Delivered within 15 days of being ordered, \$13.75/page

⁴⁶ <http://www.justice.gov.yk.ca/prog/cs/1028.html>

⁴⁷ <http://www.justice.gov.yk.ca/prog/cs/1028.html>

- *Expedited transcript*
 - Delivered within 72 hours of being ordered, \$18.25/page
- *Daily transcript*
 - Delivered within 24-48 hours of being ordered, \$23/page

If you require further assistance and are unable to reach [StenoTran](#) (the company that provides the transcription services), contact information for Court Services is as follows:⁴⁸

- Telephone: 867-667-5247 or 1-800-661-0408 (ext. 5247)
- Email: courttranscripts@gov.yk.ca

⁴⁸ Yukon Government, Department of Justice, January 15, 2018, accessed January 6, 2019, <http://www.justice.gov.yk.ca/prog/cs/1028.html>.

Updates

This Primer reveals the wide variations in practice, procedure, and costs for accessing court transcripts across Canada.

Please help us to keep this Primer up-to-date by sending us any changes to the information presented here that you become aware of.

Thank you!

Appendix A
Prince Edward Island Audio Recording Request Form

REQUEST FOR CD

DATE REQUESTED: _____
REQUESTED BY: _____
MAILING ADDRESS: _____
PHONE #: _____ HEARING DATE: _____
FILE #: _____ HEARD BEFORE (JUDGE): _____
CASE NAME: _____
NUMBER OF CD'S: _____ x \$20.00 = _____ PAID: _____
INSTRUCTIONS: _____