



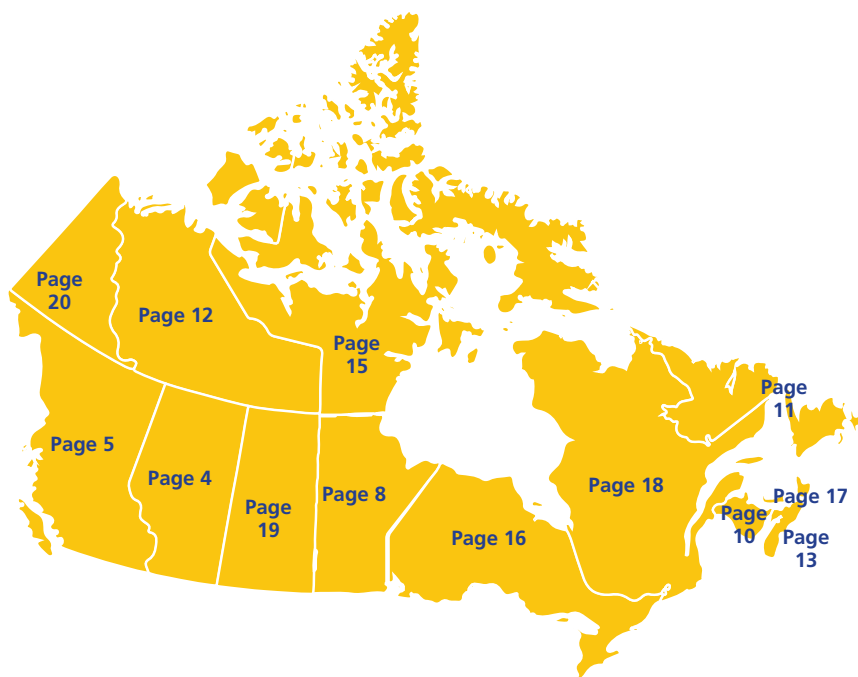
The National Self-Represented Litigants Project

How to order a court transcript across Canada



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How this primer came to be

In 2018, NSRLP published a research report highlighting the inconsistencies of ordering court transcripts across Canadian provinces and territories.

To make things even more challenging, the transcript ordering process wasn't always easy to find in each province or territory. Nor was it clearly explained.

To help, we decided to roll up our sleeves and create this primer, *How to order a court transcript across Canada*.

This primer is a compilation of information we obtained from court websites, and telephone or email conversations with court transcript services and legal professionals in every province and territory.

 We have provided **LINKS** to relevant forms/online steps, where referenced, in the text or footnotes.

Use the following as a guide, with the understanding that this information may change.

Of course, we'll do our best to keep this information updated. If you notice differences, or want to update us with any new information, we'd really appreciate you letting us know by emailing us at representingyourself@gmail.com.

Sincerely,

Kaila Scarrow and Dr. Julie Macfarlane

How to Order a Court Transcript Across Canada

This primer has **2** sections.

1. We help you determine whether or not you need to order a transcript.
2. Then we dive into the details of how to order transcripts in each province and territory.



Keep in mind that if you do order a transcript, any costs are your responsibility. And make sure to order well in advance of your appeal.

Situations where you may need a transcript

Do you need a court transcript? You may, if you want to:

- **Make an appeal** – a transcript can help you to review evidence given in a hearing, to identify potential grounds for appeal.
- **Confirm facts** – a transcript can help you confirm facts given in evidence. This could range from the proper spelling of names, to how certain facts are being applied.
- **Fully document the case** – a transcript can help you fully document your court proceedings for future reference.
- **Support a complaint of lawyer misconduct** – If you're making a formal complaint to the Law Society of your province or territory about a lawyer involved in your case, a court transcript can help substantiate your claim. An example for self-represented litigants might be the claim that a lawyer is engaging in a form of "sharp practice". If this is your situation, you might want to read: *When the Badly Behaving Party is Opposing Counsel*.

 <https://representingyourselfcanada.com/when-the-badly-behaved-party-is-opposing-counsel/>

Situations where you may not need a transcript

You may not need to order a transcript if:

- You don't feel there was a factual or legal error made during your hearing and you have no plans to file an appeal.
- Your appeal doesn't involve witnesses testimony.
- Your appeal can respond to written rulings of the decision-maker.

Here's some further guidance from the Ministry of the Attorney General for Ontario:

*"A transcript is required if witnesses testified at the hearing and either party believes all or part of the testimony will be relevant to the appeal. Any oral rulings of the decision-maker may also need to be transcribed. **If you are unsure whether or not you need a transcript, you should consult a lawyer.** The appellant is responsible for the cost of the transcript"*¹.

When can you order a transcript?

You can order a transcript when your court proceeding concludes.

¹ https://www.attorneygeneral.jus.gov.on.ca/english/courts/divisional/Guide_to_Appeals_in_Divisional_Court_EN.html

How long should you allow for delivery?



Short answer: **as long as possible!**

It's your responsibility to ensure the transcript arrives in good time. If you don't do this, you could jeopardize the hearing of your appeal.

Here are some things to be aware of that could affect delivery times:

- If the hearing is not automatically transcribed by the court, and the audio recording needs to be requested and transcribed, it may take a bit longer.
- If the hearing is automatically transcribed by the court, it may get a higher or lower priority for transcription, depending on the type of hearing.
- If you're working with a private transcriptionist, they'll set the turnaround times for written transcripts. The ability to pay more for a rush job may or may not be available to you.

Your best bet is to first understand the process in your province or territory. Then don't leave it too late.

Order instructions by province and territory

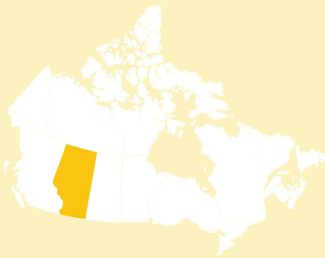


This section is a compilation of information we obtained from court **websites**, and **telephone or email conversations** with court transcript services departments and **legal professionals** in every province and territory.

Use the following as a guide, with the understanding that this information may change.

Of course, we'll do our best to keep this information updated. If you do notice differences, we'd really appreciate you letting us know:

✉ representingyourself@gmail.com



Alberta

In Alberta, you can order PDF transcripts online directly from the provincial website. To do so, you'll need a valid credit card.



What you'll need

Before you start, gather together the following information. Some of these details and documents will need to be uploaded as you continue the process.

Court details

- Whether your proceedings took place in the Provincial court, Queen's Bench, or the Court of Appeal.

Hearing details

- Hearing date to be transcribed
- Court location
- Docket or action number
- Start and end times
- Courtroom number
- Party names

Commencing documents

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

Endorsements of the court

- Sheets of paper where the clerk or judge wrote down what happened each day in court.

Court-specific documents

- Some courts require additional documents to be uploaded.



How much it costs

Fees depend on how soon you want the transcript and how long (how many characters) the transcript will be. Before you finalize your order, **be sure to do an estimate of the cost.**

30 calendar days transcribing example



- 1 page = approx 1,200 characters
- x 1 hour of transcribing = approx 45 pages
- x Cost per character = \$0.0040

\$216 approx cost for transcribing 1 hour (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 are the service rates provided on the Alberta website:

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



How to order

STEP ONE: determine the documents you'll need



First, **go to Alberta's order link** <https://www.alberta.ca/order-courtroom-transcript.aspx>.

The site suggests using a Google Chrome browser. Then **click and expand the court where your matter was heard.** This will show you 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'll need to upload the application and an endorsement sheet².

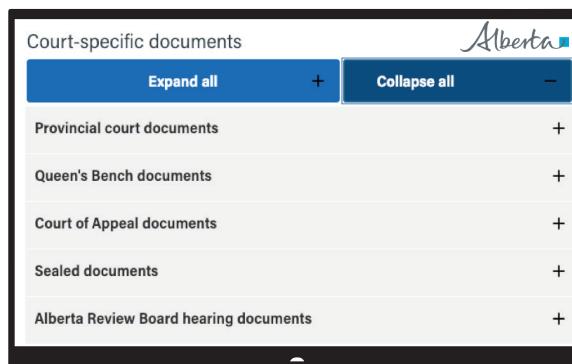


Image from website

STEP TWO: Place your order and upload your documents

When you're ready, click the "Order a Transcript" button which looks like this:



You'll be required to **create an account** before filling out the online request form.

You'll then **upload your required documents**, and **complete the online form.**

STEP THREE: Make your payment

Before you pay, **you'll be given an estimated cost for the transcript.**

To make a payment, **you need a valid credit card.**

Your payment will be processed once the transcript is prepared. When it's ready, you'll be emailed a link that will allow you to **download your transcript as a PDF.**

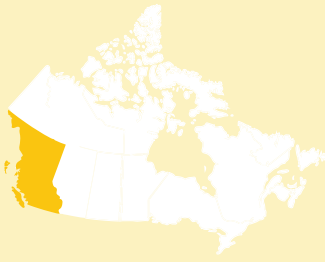
Note: You will only be able to download the transcript if you don't owe money to the Alberta Government.

Questions?

If you have questions or are unable to order online, contact Transcript Management Services by email or telephone.

- tms.calgary@gov.ab.ca
- 403-297-7392

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



British Columbia

In British Columbia, the court does not prepare transcripts. You must hire a private transcription company who will prepare transcripts from the court audio.



What you'll need

Prior to ordering, you need to know the following³:

- Whether the proceedings took place in Provincial Court or Supreme Court (for the Court of Appeal, see below);
- The date of the proceeding, and
- The court file number.



How much it costs



Each transcription company has their own pricing. Check the company's site for more details. And make sure that you **get a fee estimate** before finalizing your purchase.



How to order

STEP ONE: Choose your transcription company

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)

STEP TWO: Complete and submit an order form

To order a transcript from either company, visit their website. Then click on their order form and complete the steps.

Before finalizing your order, be sure to get an **estimate of the fees** you'll be charged.

JC Word Assist Ltd

Website: <https://www.jcword.com/index.php>

Telephone:

Nanaimo: 250-754-7822 or toll free: 1-888-811-9882

Vancouver: 604-669-6550

Victoria: 250-477-8080

Vernon: 250-260-3496 or toll free: 1-888-679-5599

Prince George: 250-564-7970

Email: admin@jcword.com

Fax: 1-800-754-3020

(continued on next page)

³ Government of British Columbia: <https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-transcript>

How to order (continued)

STEP TWO: Complete and submit an order form (continued)

JC Word Assist Ltd (continued)

You have the option of completing an **online** order form or **downloading and printing order forms**.

- 1 To complete the **online** order form, visit the website and click "Order Now".
- 2 To **download** and complete an order form, visit the website and click "Download Forms".

You will then be able to select from the following:



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 your form** by email or fax to J.C. Word Assist:

Email: admin@jcword.com

Fax: 1-800-754-3020

Verbatim Words West Ltd.

Website: <http://www.verbatimwords.ca>

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 above⁴.

You will need to provide them with:

- the courthouse the matter was heard in;
- the date(s) of your hearing(s);
- the name of the case, and
- the court file number.

Verbatim will then prepare a **fee estimate** and contact you with the estimated amount.

If you want to go ahead, you'll be asked to commit to ordering the transcript by paying a deposit.

Once Verbatim receives the deposit, they will order the audio recording and minute sheets (notes kept by the court clerk) from the courthouse and prepare the written transcript.

⁴ Verbatim Words West Ltd., FAQ, <http://www.verbatimwords.ca/faq.html>.



How to order (continued)

Questions?

Government of British Columbia page for court transcripts

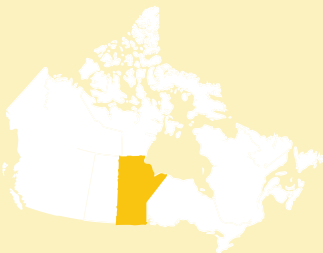
<https://www2.gov.bc.ca/gov/content/justice/courthouse-services/documents-forms-records/court-transcript>

B.C. Court of Appeal Guide

The British Columbia Court of Appeal has a guide that describes how to order 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

The instructions are quite detailed. **But here's a brief summary.** If what you need isn't covered in our primer, we encourage you to read the full guide.

- You can request **minute sheets**⁵ or listen to **audio recordings**⁶ by completing a request form⁷. Digital audio recordings are available, as long as the cases aren't restricted (like child protection cases, for example).
- If you want a written transcript of your hearing, you must contact one of the transcription companies listed in the guide. The guide gives tips on which company to use, depending on the type of matter.
- If you want a written transcript for a civil case, you can use this list of transcription companies. <https://www.yellowpages.ca/search/si/1/reporters-court/Vancouver>
- If you want a written transcript for a criminal case, you must contact J.C. Word Assist⁸.



Manitoba

In Manitoba, you can order paper or electronic transcripts by email, fax, or in person at the court office in Winnipeg.



What you'll need

Prior to ordering, you need to know the following:

- The title of proceedings;
- The date of the proceeding; and
- The court file number.



How much it costs

The fees can be found here: <http://www.manitobacourts.mb.ca/transcripts/transcript-fees/>. They 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

⁵ The "minute sheet" is the record kept by the court clerk and includes information about the parties and counsel appearing, start and stop times, and the disposition of a hearing.

⁶ The court will not release physical copies of the recording; B.C. 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

⁷ 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. You will need the latest version of Adobe Reader to download the form.

⁸ To order a transcript from J.C. Word Assist Ltd. visit: <https://www.jcword.com/> and click "Order Now".

 **How much it costs (continued)**

 **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

 **How to order**

You can order **paper** or **electronic** transcripts directly from the court website.

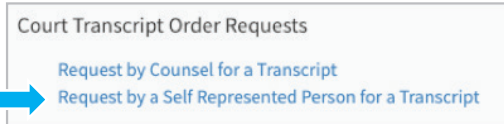
 The original transcript is a **paper** copy with an original signature of the service provider and the TSU certification⁹.

 Electronic transcripts are delivered in **Word** or **PDF** format on a CD or by email¹⁰.

 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:

Complete the **Request by a Self-Represented Person for a Transcript** form and submit it to Transcription Services Unit (TSU):



- 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.



You can pay:

In person at their office by **debit** or **cash**, **OR** By mailing a certified **cheque** or **money order** made out to:

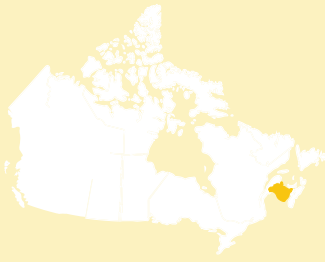
Minister of Finance
2nd Floor 408 York Avenue
Winnipeg, MB R3C 0P9

Questions?

If you have additional questions, contact Transcription Services:

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

^{9 and 10} <http://www.manitobacourts.mb.ca/transcripts/transcript-information/>.



New Brunswick

In New Brunswick, you can order a court transcript by completing a Transcript Order Form and submitting it to a private stenographer.



What you'll need

Prior to completing the form, you should have the following information ready:

- In which court the proceeding was heard before;
- The title of the proceeding and court file number;
- The date of the proceeding; and
- The court file number.



How much it costs



Family and criminal matters: \$3.00 per page



Civil matters: The court doesn't charge a fee for the recording. The fee for the transcript will be set by the private stenographer.



How to order



To order, obtain a Transcript Order Form from the court's website: <https://www.pxw1.snb.ca/snb7001/b/1000/CSS-FOL-SNB-45-0100B.pdf>. Then submit it, using the instructions on the form.

Family and criminal matters: Once you submit the Transcript Order Form, the court will prepare the transcript. You'll need to pay the fee before the transcript is released¹¹.

Civil matters: On the Transcript Order Form you'll need to specify the private stenographer you wish to have prepare the transcript. Once you submit the form, the court will forward the recording directly to the private stenographer.

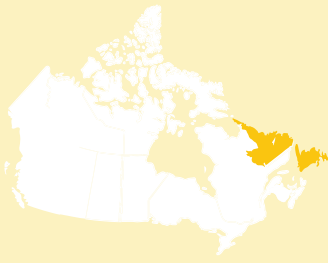
Ordering from a private stenographer: Locate a private stenographer in New Brunswick through a simple Google search . Then contact them by telephone or email. Keep in mind that a private stenographer.

Questions?

If you require more information, contact Court Services by email at:

 justice.info@gnb.ca

¹¹ https://www2.gnb.ca/content/gnb/en/services/services_renderer.627.Court_Fees_-_Transcripts.html#serviceDescription



Newfoundland and Labrador

To obtain a transcript in Newfoundland and Labrador, you'll need to order an audio recording of your hearing from the court, and then take it to a private transcriptionist to have it transcribed.



What you'll need

Before completing the form, you should have the following information ready:

- Which court heard the matter: this will determine which request form you should be completing (listed below);
- The date of the proceeding;
- The case name; and
- The court file number.



How much it costs



You'll need to pay the court for the audio recording, and then pay a private transcriptionist to transcribe it.

Supreme Court of Newfoundland and Labrador – \$20 for the audio recording.

Provincial Court – \$20 for the audio recording.



The private transcriptionist sets the fee for the **transcript**.



How to order

There are different rules for the Provincial Court and the Supreme Court of Newfoundland and Labrador. Both courts only provide audio recordings. You'll also need to pay a private transcriptionist to transcribe the recording.

Provincial Court – To order the audio recording, go to this provincial court link and complete six online steps, including payment of the \$20 fee.



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

Supreme Court of Newfoundland and Labrador – Complete an audio recording request form and paying the \$20 fee¹².



You'll also need to complete an additional form addressing how you'll use the audio recording. In this additional form, **you'll swear that**¹³:

1. You won't broadcast the recording.
2. Your purpose in obtaining the recording is limited to one of the following reasons:
 - production of a transcript for appeal;
 - further preparation in relation to your current proceeding or a related proceeding;
 - confirming what happened during your proceeding.
3. You will not distribute the recording to anyone without the 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)
4. 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.


¹² 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>

¹³ The undertaking form can be found here: <https://court.nl.ca/supreme/forms/Undertaking%20Regarding%20the%20Use%20of%20Sound%20Recordings.pdf>




How to order (continued)

If you're making a criminal appeal

 If you want to obtain a transcript for the purposes of a criminal appeal, you must complete a *Request for Transcript and Certificate form* (https://www.court.nl.ca/appeal/wp-content/uploads/Request_for_Transcript_and_Certificate.pdf) and file it with the Court Reporters' Office of the Supreme Court of Newfoundland and Labrador.

Rule 11 of the *Criminal Appeal Rules* stipulates that the relevant portions of a hearing may be transcribed.

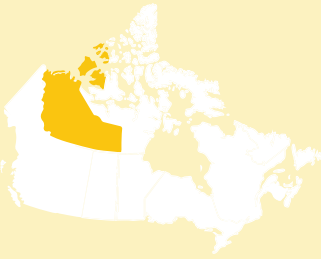
 The Supreme Court of Newfoundland and Labrador has a *Guide to Accessing Court Proceedings for the Public and Media* (<https://court.nl.ca/supreme/forms/2018%2001%2009%20-%20A%20Guide%20to%20Accessing%20Court%20Proceedings%20and%20Records%20for%20the%20...pdf>) which sets out how an individual who is not party to the proceeding may access Court recordings or 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. Any person entitled to a copy of the recording is also entitled to a copy of the minutes of the court.

Questions?

If you have questions about ordering a transcript from the provincial court, you can email

 justice.info@gnb.ca

If you're working with the Supreme Court, we recommend contacting the court directly. You can find contact information for the various Supreme Court locations here: <https://court.nl.ca/supreme/general/Contact.html>



Northwest Territories

To obtain a transcript in the Northwest Territories, you'll need to download an order form, and submit the completed form by email, fax, or in person at the Court Reporters' Office in Yellowknife.



What you'll need

Prior to completing the form, you should have the following information ready:


- Action number;
- Court and court location;
- Parties' names;
- Dates of the proceeding; and
- The Court reporter's name.



How much it costs




 Fees are set according to the Court Services Fees Regulations and can be found here: <https://www.justice.gov.nt.ca/en/court-transcripts/>.

 You can make payments in person or complete a pre-authorized credit card payment form here: <https://www.justice.gov.nt.ca/en/court-transcripts/>.

You can submit the form by **fax, in person**, or by **email**.



How to order

 To order a transcript in the Northwest Territories, you will need to complete a request form, which you can either get in person at the courthouse, or download here: <https://www.justice.gov.nt.ca/en/court-transcripts/>.

Once there, click on Request for Transcript Form:

The Court Reporters' Office can provide a transcript of any court proceeding. To request a transcript, please complete a Request for Transcript:

• [Request for Transcript Form](#)



Print the form and complete it by hand.

OR



Save it and complete on your computer.

Once you have completed the *Request for Transcript Form*, you must submit it to the Court Reporters' Office either by **email**, **fax**, or **in person**:

Court Reporters' Office
5th Floor Court House
4903 - 49th Street Box 550
Yellowknife, NT X1A 2N4

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**.

For your convenience, a Preauthorization for Credit Card Payments form may be completed and submitted authorizing the processing of payments against a designated credit card for all payments, including subsequent transcript requests.

• [Preauthorization for Credit Card Payments Form](#)

Questions?

If you have questions, contact the Transcript Coordinator:

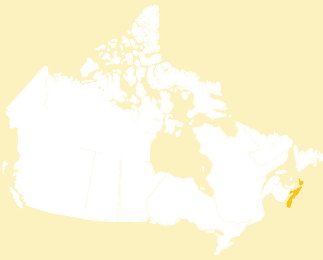


transcriptcoordinator@gov.nt.ca

FAX (867) 873-0307



(867) 767-9285 ext. 82346



Nova Scotia

To obtain a transcript in Nova Scotia, you'll need to order an "official record of proceeding" (an audio recording of your hearing) from the court and then take it to a private transcriptionist to have it transcribed.



What you'll need

Prior to ordering, you need to know the following:

- The date of the proceeding;
- The case name; and
- The court file number.

To order just the CD, you need to know the following:

- Case name;
- Court file number;
- Date of proceeding;
- Number of days;
- Judge who heard the matter; and
- Courtroom number.



How much it costs



Cost for audio recording

The Court Administrator will estimate the total number of tapes or CDs required (depending on the length of the hearing or proceeding) and will ask you for a deposit based on the estimated number of tapes or CDs¹⁴.

One CD or cassette tape costs \$22.57 plus HST, and there is an additional \$1.00 plus HST fee for a log sheet¹⁵.



Cost for certified transcribers

The certified transcribers set their own fees for producing transcripts from an audio recording.

We contacted one of the certified transcribers, **ABC Transcription Services**, to give you an example of fees and ordering options.

They told us that each hour of recording averages 50 to 60 pages of transcript.

With ABC, **you'd need to pay half of the estimated transcription fee up-front.**

You can make the payment by e-transfer.

To save courier charges, ABC accepts court audio files via Dropbox. You'll receive your transcript as a Word file.

30 calendar days transcribing example



1 page = \$4.00

x

1 hour of transcribing = about 55 pages (averages 50 to 60)

**\$220 approx cost for transcribing 1 hour
(about 55 pages)**

This means that if your hearing was 1 hour and you wish to have the entire hour transcribed, you will pay approximately \$220 if you require your transcript within 30 calendar days.

Transcript Rates from ABC Transcription Services

SERVICE	RATE
30 days	\$4.00/page
21 days	\$4.50/page
14 days	\$5.00/page
7 days	\$5.50/page
6 days	\$6.00/page
5 days	\$6.50/page
4 days	\$7.00/page
3 days	\$7.50/page
2 days	\$8.00/page
1 day	\$8.50/page



How to order

You'll need to order the audio program from the court first. Then, to order a transcript of the audio, you'll need to hire a Certified Transcriber¹⁶.



Audio recording



To obtain the audio recording, **download and 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.pdf¹⁷

You must deliver a hard copy of the form to the court along with payment for the audio recording.



Transcript



Choose who you want to work with from this PDF list of Certified Transcribers from the government of Nova Scotia's website: https://novascotia.ca/just/Court_Services/docs/CT_listing_EN.pdf. You may also obtain this list from administration staff at the courthouse: http://courts.ns.ca/FAQs_General/get_transcript_of_trial_pop_up.htm.

¹⁴ http://courts.ns.ca/Bar_Information/bar_docs/audio_request_form_interactive_15-05-19.pdf

¹⁵ "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

¹⁶ http://courts.ns.ca/Bar_Information/bar_docs/audio_request_form_interactive_15-05-19.pdf

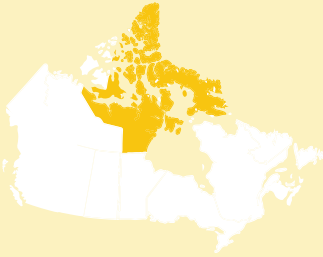
¹⁷ The Request Form may be completed on the computer and then printed for submission or can be printed and filled out by hand

Questions?

Contact the court administrator office in the justice centre where the court proceeding was held.



Contact information for justice centres can be found here: https://novascotia.ca/just/Court_Services/justice_centres.asp



Nunavut

In Nunavut, you can order an electronic or paper transcript by email, directly from the provincial courthouse.



What you'll need

Prior to completing the form, you should have the following information ready:

- The court where your matter was heard;
- The style of cause;
- CCC section(s), if applicable;
- The date of the proceeding; and
- The court file number.



How much it costs



The cost of the transcript will vary depending on how quickly you need it.

RATE	DELIVERY TIME	COST PER PAGE	ADDITIONAL COPIES
<i>Regular</i>	within 20 working days	\$3/page	\$1/page
<i>Expedited</i>	within 10 working days	\$4/page	\$1/page
<i>Rush</i>	within 5 working days	\$5/page	\$1/page
<i>Daily copy</i>	within 24 hours	\$6/page	\$1/page



How to order

You can order an electronic copy of the transcript, in addition to the mailed paper copy.

Download and complete a Request Form:



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

Email the completed form to the Court Registry at: NCJRecords@gov.nu.ca

Questions?

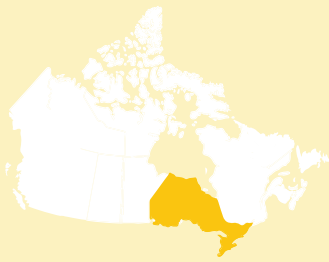
If you have any further questions, direct them to the Registry.



NCJTranscripts@gov.nu.ca



1-867-975-6100 or 1-866-286-0546 (toll-free)



Ontario

To obtain a court transcript in Ontario, you must contact an independent, authorized court transcriptionist.

The transcriptionist will arrange all aspects of the transcript order, including timeframe required, payment method, and delivery options. They will also let you know if there are any access restrictions placed on the release of the transcript.



What you'll need

The Authorized Court Transcriptionist will typically require the following information¹⁸:

- 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 (you might also want to refer to: *How to Order a Transcript for Appeal to the Court of Appeal for Ontario or Divisional Court*, a PDF guide available on the Court website (<https://courtranscriptontario.ca/index.cfm>))
- What part of the hearing is specifically required 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>)
- The date on which the completed, certified transcript is required for delivery
- The ordering party's name and contact information



How much it costs



The authorized court transcriptionist sets the cost for transcription services.



How to order

Here are the general steps for ordering a transcript in the Ontario courts:

STEP ONE: Select and contact an Authorized Court Transcriptionist.

You can search for one here: <https://www.courtranscriptontario.ca/home/search>

STEP TWO: Download the Transcript Order Form,

or provide the details of the order to the authorized court transcriptionist directly. The transcriptionist will finalize and submit the Transcript Order Form to the court for processing¹⁹.”

<https://courtranscriptontario.ca/en/resources/>

Additional information

Instructions on how to order a transcript in Ontario can be found on this page, from the drop-down menu *How do I order a transcript?* <https://courtranscriptontario.ca/index.cfm>.

Note that there are two manuals:

1. A general instructional manual, and
2. One for appeal to the Court of Appeal or Divisional Court.

¹⁸ This information can be found here: <https://www.courtranscriptontario.ca/home/home> at the “How to Obtain a Transcript” link.

¹⁹ Authorized Court Transcriptionists for Ontario, <https://www.courtranscriptontario.ca/home/faq>

How to order (continued)


The major difference you need to be aware of is the timeline to be followed²⁰.

 This FAQ page is also very useful for answering questions you may have <https://courttranscriptontario.ca/en/faq/>.

Questions?

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:

 info@courttranscriptontario.ca

 1-800-645-8113



Prince Edward Island

In Prince Edward Island, you'll need to order an audio recording of your hearing from the court. Then, take it to an independent certified transcriptionist to have it transcribed.



What you'll need

Prior to ordering, you need to know the following:

- The court where your matter was heard: Provincial Court, Supreme Court, Court of Appeal, etc.;
- The date of the proceeding;
- Your case name; and
- Your court file number.



How much it costs



To obtain an audio recording from the court, you must pay a \$20 fee. The independent certified transcriptionist you choose will set the fees to transcribe the audio.



How to order

There are two different ordering processes, depending on the court where your hearing took place. In both cases, you'll have to order the audio recording from the court, and then hire an independent certified transcriptionist.

Supreme Court and Court of Appeal

Visit the courthouse and fill out the *Prince Edward Island Audio Recording Request Form*. This form is not available online, but we've included it for you at the end of this booklet. You will need your case name and file number.

When you have your audio, choose a transcriptionist. We were advised that there are not very many on the island, but here are a few we found through a Google search:

JML Transcription

<https://jmltranscriptionservices.ca/legal-transcription-pei/>

Telephone: 1-888-288-6817

Email: info@jmltranscriptionservices.ca

Transcripts Plus

<http://www.transcriptsplus.ca/>

Telephone: 1-902-527-1984

Email: transcriptsplus@ns.sympatico.ca


²⁰ The following information can be found directly 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 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."



How to order (continued)

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 the permission of the judge 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.


If you want to obtain a written transcript, you can hire a private certified transcriptionist (see suggested firms earlier in this section).

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.


Questions?

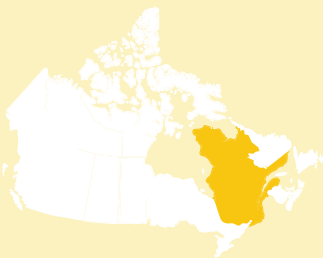
The information provided here was obtained by telephoning the Charlottetown courthouse. If you have any further questions the court staff were extremely helpful and easily accessible²¹.

Provincial Court questions:

 902-368-6030

Supreme Court questions:

 902-368-6000



Quebec

In Quebec, you can order a transcript through the courthouse, or by hiring a private stenographer.



What you'll need

Prior to ordering, you need to know the following:


- Names of the parties;
- The date of the hearing;
- The hearing room;
- The Judge who heard the matter; and
- The court file number.



How much it costs

Ordering from the courthouse

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 minute²².

²¹ Contact page for courthouses in PEI: <http://www.courts.pe.ca/index.php?number=1051097&lang=E>

²² Information obtained through a legal professional from Quebec.



How much it costs (continued)

Ordering from a private stenographer



Before contacting a private stenographer, you'll need to order the audio recording from the court. (See pricing above.)

We contacted one private stenographer who said that their fee for 10-12 day standard service was: \$6.25 per page for English transcription, and \$7.25 per page for French.

However, we were unable to confirm expedited rates. The cost will depend on how quickly you require the transcript.



How to order

Ordering from the courthouse

Download and complete this *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

Then submit it at the transcript office of the courthouse where the record is held²³.

Ordering from a private stenographer

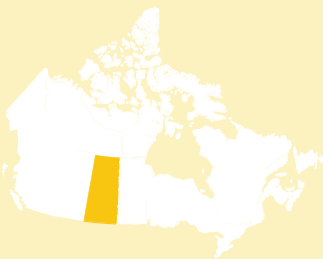
Locate a private stenographer in Quebec through a simple Google search . Then contact them by telephone or email.



Keep in mind that a private stenographer may require that you provide them with the court audio recording – when you're talking with them, ask.

Questions?

We weren't able to find contact information for your questions. We think that your best bet is to contact the courthouse where your proceeding took place.



Saskatchewan

In Saskatchewan, you can order a court transcript directly from the courthouse.



What you'll need

Prior to completing the form, you should have the following information ready:

- Names of the parties;
- The court file number;
- Type of proceeding;
- Location of proceeding; and
- The date of the proceeding.

²³ Justice Quebec <https://www.justice.gouv.qc.ca/en/programs-and-services/services/requesting-a-transcript/>



How much it costs



The cost of obtaining a transcript in Saskatchewan is \$2.75 per page.

Before they prepare the transcript, you'll need to provide Transcript Services a deposit, which will depend on the length of the proceeding, based on the paperwork received by the courthouse.²⁴



How to order

STEP ONE: You must obtain and complete a *Court Transcript Request Form*.

This form can be **found at any court office** and is not currently available online.

You can also **email Transcript Services** and ask for one.

STEP TWO: Submit the completed form to Transcript Services.

Either in person or by regular **mail, email, or fax** to²⁵:

Ministry of Justice & Attorney General


Transcript Services
1100-1874 Scarth Street
Regina, SK S4P 4B3


Email:
transcriptservices@gov.sk.ca

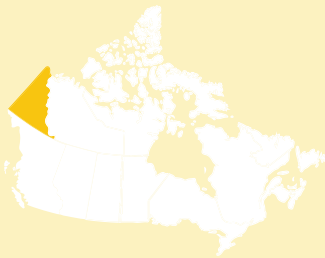
Fax:
306-787-5830

Questions?

If you have further questions, the court website lists contact information for Nadine Heglin at Transcript Services²⁶:

 (306) 787-5466 or (306) 787-8406

 nadine.heglin@gov.sk.ca



Yukon

In the Yukon, you may request a transcript online, or by email or fax²⁷



What you'll need

Prior to ordering, you need to know the following:

- The court where your matter was heard: Provincial Court, Supreme Court, Court of Appeal;
- The names of the parties to the case;
- The date of the proceeding; and
- The court file number.

²⁴ <https://sasklawcourts.ca/index.php/home/resources/res-transcripts>

²⁵ <https://sasklawcourts.ca/index.php/home/resources/res-transcripts>

²⁶ 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.

²⁷ <http://www.justice.gov.yk.ca/prog/cs/1028.html>



How much it costs



The cost of obtaining a transcript depends on how quickly you want it.


Transcript Services sets out the costs as follows:

SERVICE	NUMBER OF DAYS	RATE
Regular service	Delivered within 15 days of being ordered	\$13.75/page
Expedited service	Delivered within 72 hours of being ordered	\$18.25/page
Daily service	Delivered within 24-48 hours of being ordered	\$23.00/page



How to order

You can order a transcript **online** from *Yukon Transcripts*

 Download and complete this *Online Transcript Order Form*.


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

This online form allows you to select a turnaround time, or how quickly you'd like the transcript prepared. The cost of the transcript will vary depending on the turnaround time²⁸.

When using the online form, there's also an option to select an estimate only, if you want to find out how much the transcript will cost before committing to ordering.

OR

You can **email** or fax a **PDF** form to *StenoTran Transcription Services*.

 Download and complete this PDF *Transcript Request Form*.

<https://yukon.ca/en/stenotran-court-transcript-order-form>

Fax the completed form to: 613-521-7668,
or

Email the completed form to:
ykcourts@stenotran.com

StenoTran Transcription Services **telephone**:
613-521-0703

Questions?

If you require further assistance and are unable to reach StenoTran (the company that provides the transcription services), contact Court Services at²⁹:



courttranscripts@gov.yk.ca



867-667-5247 OR 1-800-661-0408 (ext. 5247)

²⁸ <http://www.justice.gov.yk.ca/prog/cs/1028.html>

²⁹ Yukon Government, Department of Justice, January 15, 2018, accessed January 6, 2019, <http://www.justice.gov.yk.ca/prog/cs/1028.html>





A list of the primers we offer

Here are the primers we currently offer


 They're free for you to download here: <https://representingyourselfcanada.com/our-srl-resources/>

Step 1: Getting ready and starting the legal process





-  **So you're representing yourself:** A primer to help you get ready to represent yourself in family or civil court
-  **A guide for SRLs with disabilities:** Understanding your rights and requesting the assistance you need
-  **A Courtroom Companion (McKenzie Friend)**
-  **The McKenzie Friend:** Bringing a support person with you to court
-  **Considering Mindfulness:** How you can use Mindfulness to increase your focus and relieve the stress of representing yourself

Step 2: Doing your research and preparing your arguments

Doing Your Research

-  **Part 1:** Understanding precedent and navigating the CanLII legal database (available in English and French)
-  **Part 2:** Assessing CanLII case reports, and using them to build your legal argument
-  **Reference Guide:** Legal definitions, court abbreviations and Canada's court systems at-a-glance
-  **Critical Judicial Decisions for Self-Represented Litigants:** Using important case law that establishes rights for self-represented litigants and how the justice system should protect you from bias
-  **Settlement Smarts** Tips on effectively using negotiation, mediation and Judge-led settlement processes
-  **What you need to know about affidavits**

Step 3: Presenting your case in court

-  **Coping with the courtroom:** A primer to help you navigate the written (and unwritten rules) of the courtroom
-  **How to order a court transcript**
-  **Working with opposing counsel:** Building constructive working relationships between self-represented litigants and opposing counsel
-  **Tips from the bench:** Advice for SRLs, and the judges who work with them

To keep up with what's happening at the National Self-Represented Litigants Project (NSRLP), visit **RepresentingYourselfCanada.com**.

If you have comments for us, or suggestions for ways to improve our primers, let us know at representingyourself@gmail.com.