

Windsor / Essex - COURT TRANSCRIPT ORDER FORM

Ontario Court of Justice - Provincial Offences Division (POA)

GENERAL INSTRUCTIONS

This document is available in French. Ce document est également disponible en français.

Please complete and email the form to the authorized court transcriptionist for Ontario. Follow the instructions in "Section 8: Submit".

If you have any questions about the information required to complete this application, please contact the Windsor / Essex Provincial Offences Office at (519) 255-6555 or the transcriptionist listed in section 7 of your choice.

SECTION 1 – CASE INFORMATION

Name of Case:	<input type="text"/>	Today's Date: (mm/dd/yyyy)	<input type="text"/>
Presiding Official:	<input type="text"/>	Court File No.	<input type="text"/>
Court Location:	<input type="checkbox"/> OCJ - Provincial Offences Division 401 – 400 City Hall Square, East Windsor, ON N9A 7K6	Courtroom:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Other Location:	<input type="text"/>	Other Courtroom:	<input type="text"/>
Date of proceeding: (mm/dd/yyyy)	<input type="text"/>	Court Time:	<input type="text"/>
(Include additional dates in details below)			
Additional Details:	<input type="text"/>		

SECTION 2 – TYPE OF PROCEEDING (Please select a proceeding that applies to your matter)

Trial Motion Guilty Plea Speak To Reasons for Judgment / Sentence

Other

SECTION 3 – TRANSCRIPT REQUIRED FOR APPEAL

Is the transcript for purposes of appeal? Yes No (If no, skip to section 4)

Appeal the conviction and the sentence (complete proceedings will be provided)

Appeal the conviction / the acquittal (complete proceedings will be provided)

Appeal the sentence only (Submissions on Sentence and Reasons for Sentence only will be provided)

Notes:

- 1) Complete proceedings for appeal (exclude evidence on *voir dire* ruled not admissible, submission on *voir dire*, and submissions as to judgment, pre-trial motions, and submissions).
Note: If pre-trial motions and submissions are required for appeal, this request must be accompanied by a judicial order or approval.
- 2) Inclusions and Exclusions in POA Appeals are governed by the Rules of the Ontario Court of Justice in Appeals under s.135, *Provincial Offences Act*, O. Reg. 722/94, and Rules of the Superior Court of Justice and the Ontario Court of Justice in Appeals under s.116 of the *Provincial Offences Act*, O. Reg. 723/94 for further details.
- 3) Three paper copies of the transcript are required if the appeal is to be heard in the Windsor, Ontario Court of Justice or the Windsor Superior Court of Justice
- 4) Five paper copies are required if the appeal is heard in the Court of Appeal for Ontario.

SECTION 4 – TRANSCRIPT REQUIRED FOR REASONS OTHER THAN APPEAL

Select “Complete Proceedings” or appropriate items for portions. For an appeal transcript, see Section 3. If you’ve already completed section 3, move forward to section 4.

- Complete Proceedings
 Include pre-trial motions and submissions
 Excerpt of Proceedings

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

Details:

- Evidence of Witness(es)

Name of witness:

- Examination In-Chief
 Voir dire (if ruled admissible)
 Cross-Examination
 Re-Examination
 All Evidence

Name of witness:

- Examination In-Chief
 Voir dire (if ruled admissible)
 Cross-Examination
 Re-Examination
 All Evidence

- Ruling(s)
 Submissions as to Judgment Crown / Prosecutor Defence
 Reasons for Judgement
 Submissions as to Sentence Crown / Prosecutor Defence
 Reasons for Sentence

Other Details:

SECTION 5 – ORDER DETAILS

If a transcript is referenced in court, the ordering party referencing the transcript is responsible for providing a certified copy to the presiding judicial official at no cost to the court.

There is a **minimum fee of \$25** for any previously produced transcript and 80 cents *per page* for copies, no matter which format is selected. Accessible electronic copies will be provided if an email address is provided at the time of placing this order; otherwise, the minimum fee will apply if ordered later.

Date Transcript Expected: (mm/dd/yyyy)
 (if the transcript is for an appeal, please leave blank)

- can be negotiated
 is non-negotiable

Transcript Fees are set by the O.Reg 145/22 “Fees for Court Transcripts” under the *Administration of Justice Act*.

	<input type="checkbox"/> Electronic Format <i>per page</i>	<input type="checkbox"/> Paper Format <i>per page</i>
<input type="checkbox"/> Appeal (30 – 90 days) 3 paper copies required	Not Applicable to appeal hearings heard in Windsor, Ontario	\$ 8.70

<input type="checkbox"/> Appeal (45 – 90 days) 5 paper copies required (Heard in the Court of Appeal for Ontario at 130 Queen Street West, Toronto, ON M5H 2N6. The price <i>per</i> page includes the cost of five paper copies, as required by the Court of Appeal for Ontario)	N/A to appeal hearings in the Ontario Court of Appeal, Toronto, Ontario	\$ 10.30
<input type="checkbox"/> Non-Appeal (30-90 days)	\$ 6.30	\$ 7.10
<input type="checkbox"/> Expedite (First certified copy required within 5 business days, depending on the transcriptionist's previous commitments, length of proceedings, complexity of proceedings to be transcribed, judicial editing requirements as well as judicial availability and purpose of the transcript)	\$ 8.80	\$ 9.60
<input type="checkbox"/> Daily (First certified copy required within 24 hours, depending on the transcriptionist's previous commitments, length of proceedings, complexity of proceedings to be transcribed, judicial editing requirements as well as judicial availability and purpose of the transcript)	\$ 11.75	\$ 12.55

Notes:

- 1) The Authorized Court Transcriptionist (ACT) and the ordering party will agree to all aspects of the transcript order, including availability to prepare and certify the transcript within the required timeframe and any specific delivery requirements. Consideration will be given to current commitments, length of proceedings, complexity of proceedings ordered, judicial editing requirements, purpose of the transcript, and compliance with all terms of the Undertaking of the ACT for access to digital audio court recordings. These discussions will occur once the ACT has reviewed the recording of the proceedings provided by the court.
- 2) Courier/Delivery Charges may apply to the paper format transcripts.

Additional Copies		
<input type="checkbox"/> Extra Copies	No. of copies requested: <input type="text"/>	\$25 minimum / 80 cents <i>per</i> page

SECTION 6 – ORDERING PARTY INFORMATION

<input type="checkbox"/> Judicial Official	<input type="checkbox"/> Electronic Format Only <input type="checkbox"/> Electronic Format and Bound Paper Copy Delivered to the Courthouse: Ontario Court of Justice – Provincial Offences Office 401-400 City Hall Square, East, Windsor, ON N9A 7K6
<input type="checkbox"/> Crown / Prosecutor	<input type="checkbox"/> Electronic Format Only <input type="checkbox"/> Electronic Format and Bound Paper Copy Delivered to the Courthouse: Ontario Court of Justice – Provincial Offences Office 404C-400 City Hall Square, East, Windsor, ON N9A 7K6
<input type="checkbox"/> Defendant / Defence Counsel	
<input type="checkbox"/> Other: <input type="text"/>	

Your Name:

Organization:

Address:

City: Postal Code:

Province: Telephone Number:

Email Address:

SECTION 7: CHOOSE AN AUTHORIZED COURT TRANSCRIPTIONIST

Diane Brideau – Transcribed with Care (Bilingual service available)

Amherstburg, Ontario N9V 4C5

- Email: transcripts@TranscribedWithCare.ca
 Website: www.TranscribedWithCare.ca
 Cellphone: (519) 984-1145



- All parties interested in ordering a court transcript must contact the authorized court transcriptionist listed at the email address above or make their selection from the Provincial database at the following website address: <https://courtranscriptontario.ca>. All aspects of the transcript order, including the timeframe required, payment method, and delivery options, are between you (the ordering party) and the authorized court transcriptionist. All authorized court transcriptionists operate independently. Do not submit your transcript order to more than one transcriptionist.

SECTION 8: SUBMIT

EMAIL APPLICATION

1. Complete this form electronically and save it.
2. Attach the completed document to an email.
3. Send the email to the transcriptionist of your choice.

PRINTED APPLICATION

1. Complete the form; please print clearly.
2. Scan or photograph the form and attach it to an email.
3. Send the email to the transcriptionist of your choice.

Any questions concerning your order should be directed to your selected transcriptionist.

(FOR OFFICE USE ONLY)

SECTION 9: UNDERTAKING FOR ACCESS TO AUDIO COURT RECORDING

I certify that I have signed an undertaking to the court for authorized access to digital court recordings and that the undertaking is currently valid. I acknowledge and understand that the undertaking applies to this request.

Signature of Authorized Transcriptionist

Email

Registration I.D. No.

Telephone No.