



# COURT TRANSCRIPT ORDER REQUEST

Transcription Services Fax: 945-5751 e-mail: [tsu@gov.mb.ca](mailto:tsu@gov.mb.ca)  
Phone: 945-3026 or 945-0301

Task No. \_\_\_\_\_

Date of Request: \_\_\_\_\_

## Court Hearing Particulars

Name of Accused or Title of Proceedings \_\_\_\_\_

Charge and/or court file number \_\_\_\_\_

Date(s) of Hearing(s) to be transcribed: \_\_\_\_\_

Before Justice/Judge/JJP \_\_\_\_\_ Courtroom \_\_\_\_\_ Place of court \_\_\_\_\_

### Paper Transcript:

- Transcript (complete)  \_\_\_\_\_ copies
- Transcript (excerpt)  \_\_\_\_\_ copies
- Reasons for Judgment  \_\_\_\_\_ copies
- Reasons for Sentence  \_\_\_\_\_ copies

### Electronic Transcript:

- Word format CD
- Almost Paper (ASCII) CD
- E-mail \_\_\_\_\_ (address)

### Type of Service:

- Regular (21 business days minimum)
- Expedited \*\* ( 7 business days)
- Priority \*\* ( 3 business days)

E-mail delivery is not available on Young Person or Child Protection matters

Specify if excerpt (also see reverse for guideline on what is available as an excerpt) \_\_\_\_\_

Date Required: \_\_\_\_\_

Excerpt: \_\_\_\_\_

**PLEASE ALSO COMPLETE REVERSE SIDE FOR COURT OF APPEAL TRANSCRIPT REQUESTS**

## Reason for Transcript

- Bail Application
- Trial
- Other (specify \_\_\_\_\_)
- Queen's Bench Appeal Purposes
- Conviction
- Sentence
- To be heard in:  Court of Appeal
- Queen's Bench
- Provincial Court

## Requested by:

- Dept. of Justice MB (specify Branch name) \_\_\_\_\_
- Legal Aid (Cert. # \_\_\_\_\_)
- Legal Profession/Public/Other Government Departments

(Name and/or Law Firm) \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Fax number \_\_\_\_\_

## Terms and Conditions

Upon completion, you will be notified by telephone that transcript(s) may be picked up. Payment is required before transcript(s) will be released. A deposit may be required prior to any transcript production. Payment and/or deposit requirements will be arranged directly between the Service Provider and the Requester. Cancellation of this order will be required in writing. Requester will be responsible for payment of any portion of transcript produced prior to cancellation. For payments not received within 30 days of notification of completion, you may be subject to Transcription Services' "overdue account policy" and interest at the rate of 1.5% per month (19.56% per annum).

**\*\*All Reasons for Judgment and/or Sentence must be reviewed by the presiding Judge prior to release; therefore, Transcription Services Unit cannot guarantee provision within the requested timeline. If this should occur, payment at the page rate for the requested service is your responsibility as the contractor will have provided the service within the timeline normally guaranteed.**

## Certificate

The above order for transcript has been received and will be prepared by Transcription Services' Service Provider(s), with an anticipated completion date of: \_\_\_\_\_

Date: \_\_\_\_\_

Transcription Services: \_\_\_\_\_

DEPOSIT RECEIVED FOR REGULAR / EXPEDITED / PRIORITY SERVICE \$ \_\_\_\_\_ DATE \_\_\_\_\_ REC'D BY \_\_\_\_\_

Certified Goods Received  
and/or Services Performed \_\_\_\_\_

TSU Delivery  
Date \_\_\_\_\_

**AN EXCERPT FROM PROCEEDINGS MAY BE ORDERED:**

**For personal use only:** Transcript will be prepared of a block of evidence or proceedings. Partial questions, answers or sentences will not be produced and no span of recording less than 200 counters of analog recorded or three minutes of digitally recorded proceedings. Starting words and ending words may be required with the starting counter number or time noted; to be determined at the time of placing the request. In every instance, the acceptance of an excerpt request will be at the discretion of Transcription Services Unit unless directed by a Justice of the Court of Appeal of Manitoba, Justice of the Court of Queen's Bench or Judge of the Provincial Court of Manitoba.

**For Court of Appeal:** Any transcript of an excerpt from proceedings which you propose to submit to the Court of Appeal must be pre-approved by the Court of Appeal before transcription is undertaken.

**TRANSCRIPT REQUIREMENTS FOR THE COURT OF APPEAL**

**REASON FOR TRANSCRIPT:** ORDERED BY THE  APPELLANT/APPLICANT  THE RESPONDENT

CRIMINAL	CIVIL & OTHER DIVISIONS	TYPE OF SERVICE <input type="checkbox"/> REGULAR (21 business days) <input type="checkbox"/> EXPEDITED (7 business days) <input type="checkbox"/> PRIORITY (3 business days)
<input type="checkbox"/> <b>CONVICTION &amp; SENTENCE</b> Complete transcript  <input type="checkbox"/> <b>CONVICTION ONLY</b> Transcript of evidence & proceedings including reasons for conviction  <input type="checkbox"/> <b>SENTENCE ONLY</b> *3 <u>paper copies</u> required for the Court <input type="checkbox"/> Following a guilty plea Submissions & reasons <input type="checkbox"/> Following a trial Reasons for conviction, submissions & reasons for sentence  <input type="checkbox"/> <b>DECISION/ORDER</b> Reasons Only – * 3 <u>paper copies</u> required for the Court  <input type="checkbox"/> Young Offender Transfer Hearing Complete Transcript  <input type="checkbox"/> <b>OTHER</b> Explain: _____	<input type="checkbox"/> <b>ORDER</b> <input type="checkbox"/> <b>JUDGMENT</b> <input type="checkbox"/> <b>DECISION</b> <input type="checkbox"/> <b>OTHER</b>  <input type="checkbox"/> <b>ORAL EVIDENCE</b> Complete Transcript  <input type="checkbox"/> <b>NO ORAL EVIDENCE</b> Reasons for decision only *3 <u>paper copies</u> required for the Court  <input type="checkbox"/> <b>OTHER:</b> Explain: _____	<p><b>PAPER TRANSCRIPT</b></p> <input type="checkbox"/> 1 COPY FOR APPELLANT/APPLICANT  <input type="checkbox"/> 1 COPY FOR THE COURT (CHAMBERS APPLICATIONS)  <input type="checkbox"/> 3 COPIES FOR THE COURT  <input type="checkbox"/> 1 COPY FOR RESPONDENT  <p><b>ELECTRONIC TRANSCRIPT</b></p> <input checked="" type="checkbox"/> <b>REQUIRED</b> 1 PAPER COPY FOR THE COURT  <input checked="" type="checkbox"/> 1 disk (s) for the Court  <input type="checkbox"/> 3 ½" disc <input type="checkbox"/> CD  <input type="checkbox"/> Word Format <input type="checkbox"/> ASCII Format <input type="checkbox"/> Almost Paper Format  <input type="checkbox"/> E-mail _____ address
<p><b>MOTIONS BEFORE A CHAMBERS JUDGE</b> (1 COPY REQUIRED FOR THE COURT)</p> <p><b>DATE MOTION WILL BE HEARD:</b> _____</p> <input type="checkbox"/> <b>LEAVE TO APPEAL (CRIMINAL)</b> Summary Conviction Appeals Reasons from QB & Provincial Judges ONLY  <input type="checkbox"/> <b>LEAVE TO APPEAL (CIVIL)</b> i.e. small claims - Reasons for Decision from QB judge ONLY  <input type="checkbox"/> <b>Motion to extend time to file an appeal</b> Reasons for Decision ONLY  <input type="checkbox"/> <b>Motion to stay an order pending the hearing of an appeal</b> Reasons for Decisions ONLY  <input type="checkbox"/> <b>OTHER</b> Explain: _____		
<p><b>BAIL APPLICATION</b></p> <input type="checkbox"/> Pending a <u>sentence appeal</u> Reasons for Decision ONLY  <input type="checkbox"/> Pending a <u>conviction and sentence appeal</u> Reasons for Decision on conviction and Reasons for Decision on sentence		