



COURT TRANSCRIPT ORDER REQUEST

Transcription Services Fax: 945-5751 e-mail: 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 of Hearing(s) to be transcribed: _____

Before Justice/Judge _____

Courtroom _____

Place of court _____

Paper Transcript:

Electronic Transcript:

Type of Service:

PLEASE ALSO COMPLETE REVERSE SIDE FOR COURT OF APPEAL TRANSCRIPT REQUESTS

- Transcript (complete) _____ copies
- Transcript (excerpt) _____ copies
- Reasons for Judgment _____ copies
- Reasons for Sentence _____ copies

- Word format 3 1/2" disc CD
- ASCII format 3 1/2" disc CD
- Almost Paper format 3 1/2" disc CD
- E-mail _____ (address)

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

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

Date Required: _____

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

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 _____

Notification Date _____

Certified Goods Received and/or Services Performed _____

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"/> CONVICTION & SENTENCE Complete transcript <input type="checkbox"/> CONVICTION ONLY Transcript of evidence & proceedings including reasons for conviction <input type="checkbox"/> SENTENCE ONLY *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"/> DECISION/ORDER Reasons Only - * 3 <u>paper copies</u> required for the Court <input type="checkbox"/> Young Offender Transfer Hearing Complete Transcript <input type="checkbox"/> OTHER Explain: _____	<input type="checkbox"/> ORDER <input type="checkbox"/> JUDGMENT <input type="checkbox"/> DECISION <input type="checkbox"/> OTHER <input type="checkbox"/> ORAL EVIDENCE Complete Transcript <input type="checkbox"/> NO ORAL EVIDENCE Reasons for decision only *3 <u>paper copies</u> required for the Court <input type="checkbox"/> OTHER: Explain: _____	<input type="checkbox"/> REGULAR (21 business days) <input type="checkbox"/> EXPEDITED (7 business days) <input type="checkbox"/> PRIORITY (3 business days) PAPER TRANSCRIPT <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 <input type="checkbox"/> ELECTRONIC TRANSCRIPT <input checked="" type="checkbox"/> REQUIRED 1 PAPER COPY FOR THE COURT <input checked="" type="checkbox"/> 1 disk (s) for the Court <input type="checkbox"/> 3 1/2" 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 align="center">MOTIONS BEFORE A CHAMBERS JUDGE (1 COPY REQUIRED FOR THE COURT)</p> <p>DATE MOTION WILL BE HEARD: _____</p> <input type="checkbox"/> LEAVE TO APPEAL (CRIMINAL) Summary Conviction Appeals Reasons from QB & Provincial Judges ONLY BAIL APPLICATION <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 <input type="checkbox"/> LEAVE TO APPEAL (CIVIL) i.e. small claims - Reasons for Decision from QB judge ONLY <input type="checkbox"/> Motion to extend time to file an appeal Reasons for Decision ONLY <input type="checkbox"/> Motion to stay an order pending the hearing of an appeal Reasons for Decisions ONLY <input type="checkbox"/> OTHER Explain: _____		