

# Manitoba Court Transcript Request Form

OFFICE USE ONLY

Criminal Matters

Task #

Veritext Legal Solutions | 204-306-9149 | [transcription-mb@veritext.com](mailto:transcription-mb@veritext.com)

## BLUE TEXT INDICATES A REQUIRED FIELD

Please see the next page for additional information on transcript fees, delivery, and special requirements.

1. TRANSCRIPT REQUEST DETAILS			
<b>Type of Request:</b> Estimate  Transcript order	<b>Date of Request:</b>	<b>Type of Service:</b> Regular (21 business days)  Expedited (7 business days)  Priority (3 business days)	<b>Transcript Format and Copies:</b> Paper      copies  Word      copies  PDF      copies
<b>Type of Transcript:</b> Transcript – complete      Reasons for judgment  Transcript – excerpt      Reasons for sentence <i>Include excerpt specifics below, such as timestamps.</i>		<b>Additional Request Details:</b> <b>Send Word/PDF transcript via:</b> <i>(Only if Word/PDF transcript is ordered.)</i> Email: I-Drive <i>(Manitoba Public Prosecution only)</i> Additional instructions: <i>(e.g., request details, delivery instructions)</i>	
<b>Reason for Transcript Request:</b> Bail review <i>Summary Convictions Act/Provincial Offences Act appeal</i>  Trial <i>Sentence</i>  Appeal to be heard in Provincial Court <i>KB justice use only (Draft reasons will not be reviewed.)</i>  Appeal to be heard in Court of King’s Bench <i>Other (Please specify reason for transcript request below.)</i>  Appeal to be heard in Court of Appeal* <small>*Estimate can be provided by submitting this form to Veritext, but transcript orders must be submitted directly to the COA. See page 2 for details.</small>			
2. COURT PROCEEDING DETAILS			
<b>Name of Accused/Offender:</b>		<b>Date(s) of Proceedings to be Transcribed:</b>	
<b>Court Location:</b> <i>(e.g., Winnipeg)</i>	<b>Courtroom:</b>	<b>Charge and/or Court File Number:</b>	<b>Presiding Judge/Justice/JJP:</b>
<b>Is this a youth matter?</b> Yes    If yes, please specify the requestor's relationship to the accused/offender <i>(e.g., counsel, parent, guardian):</i> No			
3. REQUESTOR INFORMATION			
<b>Name:</b>		<b>Email Address:</b> <i>(Contact purposes only. Word/PDF transcripts will be delivered to email address listed in Section 1.)</i>	
<b>Address:</b>		<b>City, Province:</b>	<b>Postal Code:</b>
<b>Are you a self-represented litigant?</b> Yes		<b>Name of Law Firm or Organization:</b> <i>(Leave blank if you are a self-represented litigant.)</i>	
<b>Government User Account (PO) #:</b>		<b>Legal Aid:</b> Yes      No      If yes, enter Legal Aid certificate number:	
OFFICE USE ONLY			
<b>Order Certification</b> <i>(Completed by Veritext Legal Solutions when the Court requires confirmation of a transcript order.)</i> I hereby certify that the requestor has ordered a transcript. The expected date of completion is			
Date	Name of Veritext Staff Member	Signature of Veritext Staff Member	

Please email your completed request form to Veritext Legal Solutions, Canada, at [transcription-mb@veritext.com](mailto:transcription-mb@veritext.com).

## TRANSCRIPT FEES

Fees are in accordance with the Regulation under *The Court Services Fees Act*. Fees for public requestors are subject to GST.

HARDCOPY FORMAT (PAPER)* Maximum Inclusive Cost per Page		
	ORIGINAL	DUPLICATE
Regular Service	\$7.25	\$1.20
Expedited Service	\$8.50	\$2.65
Priority Service	\$9.25	\$3.15

ELECTRONIC FORMAT (WORD/PDF) Maximum Inclusive Cost per Page		
	ORIGINAL	DUPLICATE
Regular Service	\$6.95	\$0.95
Expedited Service	\$8.25	\$0.95
Priority Service	\$9.00	\$0.95

\*Hardcopy rates include transcript binding and delivery.

## TRANSCRIPT DELIVERY METHODS

Upon completion, paper transcripts are delivered via courier to the Court and/or to the requestor (depending on the transcript order). Word or PDF transcripts are sent via email, with the exception of transcripts related to child protection matters, which are put on a CD and couriered.

## INVOICING AND PAYMENT

Payment and/or deposit requirements are arranged between Veritext and the requestor. Payments are made directly to Veritext by credit card, e-transfer, certified cheque, or bank draft; cash payments are not accepted. Payments not received within 30 days of transcript completion may be subject to interest at the rate of 1.5% per month (19.56% per annum). For self-represented litigants, a deposit in full (based on a page estimate) is required prior to any transcript production, and payment for any additional pages is required before a transcript is released. For further information regarding invoicing and payments, please contact Veritext at 204-306-9149.

## ESTIMATED TRANSCRIPT COMPLETION DATES

Veritext aims to provide transcripts within the requested timeline (regular, expedited, or priority); however, all reasons for decision, case conference, triage, and pre-trial transcripts must be reviewed by the presiding judge prior to release, so Veritext cannot guarantee provision of these transcripts within the requested timeline. If transcripts are provided later than the estimated completion date for this reason, payment at the page rate for the requested service is still the requestor's responsibility.

## ORDER CANCELLATIONS

Cancellation of an order is required in writing. The requestor will be responsible for payment of any portion of the transcript produced prior to cancellation.

## COURT OF APPEAL TRANSCRIPT ORDERS AND REQUIREMENTS (CRIMINAL)

- Transcript estimates may be requested by completing and submitting a request form to Veritext. However, when placing a Court of Appeal (COA) transcript order, appellants must file transcript order requests directly with the COA registry when filing the Notice of Appeal; the COA will review the transcript request and forward it to Veritext, and Veritext will contact the appellant to move forward with processing the transcript order.
- Proof that a transcript has been ordered is required to proceed with your appeal.
- Any transcript ordered for the Court of Appeal must be ordered in its entirety. Any transcript of an excerpt from proceedings must be pre-approved by the Court of Appeal.
- The table below outlines the transcripts **required** by the COA. Additional optional copies may be ordered by the appellant, respondent, or requestor. **For more information regarding transcript requirements for an appeal, contact the Court of Appeal at 204-945-2647.**

Division/Type	Reason for Transcript	Type of Transcript	Required Paper Copies	Required Electronic Copies
Criminal	Conviction and sentence	Complete transcript	1	1 PDF
Criminal	Conviction/acquittal only	Complete to conviction/acquittal	1	1 PDF
Criminal	Sentence only after guilty plea	Submissions and reasons	1	1 PDF
Criminal	Sentence only after trial	Reasons for conviction; submissions on sentence and reasons for sentence	1	1 PDF
Criminal	Decision/order	Reasons	1	1 PDF
Criminal – Motion	Leave to appeal	Provincial Court and King's Bench reasons	1	Not required
Criminal – Bail	Application – pending sentence	Reasons on sentence	1	Not required
Criminal – Bail	Pending conviction and sentencing	Reasons on sentencing and conviction	1	Not required

## TRANSCRIPT REQUIREMENTS FOR BAIL REVIEWS AND SUMMARY CONVICTIONS ACT/PROVINCIAL OFFENCES ACT APPEALS

The requestor must order one paper copy for the Court and one Word copy for the Crown (if present); additional copies are optional.