

Manitoba Court Transcript Request Form

OFFICE USE ONLY

Task #

Civil, Family, Small Claims, Child Protection Matters
Veritext Legal Solutions | 204-306-9149 | 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			
Type of Request: Estimate Transcript order	Date of Request:	Type of Service: Regular (21 business days) Expedited (7 business days) Priority (3 business days)	Transcript Format and Copies: Paper copies Word copies PDF copies CD* copies <small>*For electronic transcripts of child protection matters</small>
Type of Transcript: Transcript – complete Reasons for judgment Transcript – excerpt Reasons for sentence <i>Include excerpt specifics below, such as timestamps.</i>		Additional Request Details: Email address for Word/PDF transcript delivery: <i>(Only if Word/PDF transcript is ordered.)</i> Additional instructions: <i>(e.g., request details, delivery instructions)</i>	
Reason for Transcript Request: Protected party's application to vary/revoke a protection order Respondent's application to vary/set aside a protection order For a motion Trial preparation Appeal to be heard in Provincial Court KB justice use only <i>(Draft reasons will not be reviewed.)</i> Appeal to be heard in Court of King's Bench Other <i>(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			
Case Name/Title of Proceedings: <i>(e.g., Smith, Brenda v. Johnson, Mark)</i>		Date(s) of Proceedings to be Transcribed:	
Court Location: <i>(e.g., Winnipeg)</i>	Courtroom:	Court File Number:	Presiding Judge/Justice/JJP:
Is this a child protection matter? Yes If yes, please specify the requestor's relationship to the child <i>(e.g., counsel, parent, guardian):</i> No			
3. REQUESTOR INFORMATION			
Name:		Email Address: <i>(Contact purposes only. Word/PDF transcripts will be delivered to email address listed in Section 1.)</i>	
Address:		City, Province:	Postal Code:
Phone Number:		Name of Law Firm or Organization: <i>(Leave blank if you are a self-represented litigant.)</i>	
Are you a self-represented litigant? Yes		Government User Account (PO) #:	
Legal Aid: Yes No If yes, enter Legal Aid certificate number:		OFFICE USE ONLY	
Order Certification <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.

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 (CIVIL AND OTHER)

- 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.**

Reason for Transcript	Type of Transcript	Required Paper Copies	Required Electronic Copies
Appeal after trial	Complete transcript	1	1 PDF
Appeal (no trial)	Reasons for decision	1	1 PDF
Motion – leave to appeal	Reasons for decision	1	Not required
Motion – to extend time	Reasons for decision	1	Not required
Motion – to stay order pending appeal	Reasons for decision	1	Not required

TRANSCRIPT REQUIREMENTS FOR APPLICATION TO VARY, REVOKE, OR SET ASIDE A PROTECTION ORDER

The requestor must order one paper copy for the Court; additional copies are optional.

TRANSCRIPT REQUIREMENTS FOR SMALL CLAIMS APPEALS

The appellant must order one paper copy for the Court and one paper or electronic copy for themselves. The appellant is responsible for distributing a copy of the transcript to the opposing party.