

Court Transcript Order Request (Self Represented Litigants)

Transcription Services
Phone: 945-3026 or 945-0301
Fax: 945-5751
E-mail: tsu@gov.mb.ca

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

Electronic Transcript

Type of Service

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

- ☐ Word format ☐ CD
☐ PDF ☐ CD
☐ E-mail _____ (address)

- ☐ 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

☐ Date Required: _____

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

Excerpt: _____

PLEASE ALSO COMPLETE REVERSE SIDE FOR COURT OF APPEAL TRANSCRIPT REQUESTS

Reason for Transcript:

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

Requested by:

Name

Contact Person

Phone Number

Address

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. In order for refund to be remitted the requester's address must be provided.

****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: _____

FINANCIAL - FOR OFFICE USE ONLY

Payment Information

Date: _____
Receipt #: _____
Amount: _____

Date: _____
Receipt #: _____
Amount: _____

Cheque Information

Date: _____
Name: _____
Cheque #: _____ Amount: _____

Date: _____
Name: _____
Cheque #: _____ Amount: _____

AN EXCERPT FROM PROCEEDINGS MAY BE ORDERED:

For personal use only: Transcript will be prepared for a block of evidence or proceedings. Partial questions, answers or sentences will not be produced. No span of recording less than 200 counters of analog recorded or three minutes of digitally recorded proceedings will be produced. 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"/> CONVICTION & SENTENCE Complete Transcript	<input type="checkbox"/> ORDER <input type="checkbox"/> JUDGMENT <input type="checkbox"/> DECISION <input type="checkbox"/> OTHER	PAPER TRANSCRIPT
<input type="checkbox"/> CONVICTION ONLY Transcript of evidence & proceedings including reasons for conviction	<input type="checkbox"/> ORAL EVIDENCE Complete Transcript	<input type="checkbox"/> 1 COPY FOR APPELLANT/APPLICANT
<input type="checkbox"/> SENTENCE ONLY *3 paper copies required for the Court	<input type="checkbox"/> NO ORAL EVIDENCE Reasons for decision only * 3 paper copies required for the Court	<input type="checkbox"/> 1 COPY FOR THE COURT (CHAMBERS APPLICATIONS)
<input type="checkbox"/> Following a guilty plea Submissions & reasons	<input type="checkbox"/> OTHER: Explain: _____	<input type="checkbox"/> 3 COPIES FOR THE COURT
<input type="checkbox"/> Following a trial Reasons for conviction, submissions & reasons for sentence		<input type="checkbox"/> 1 COPY FOR RESPONDENT
<input type="checkbox"/> DECISION/ORDER Reasons Only - *3 paper copies required for the Court		<input type="checkbox"/> ELECTRONIC TRANSCRIPT
<input type="checkbox"/> Young Offender Transfer Hearing Complete Transcript		<input type="checkbox"/> REQUIRED 1 PAPER COPY FOR THE COURT
<input type="checkbox"/> OTHER: Explain: _____		<input type="checkbox"/> CD(s) for the Court
MOTIONS BEFORE A CHAMBERS JUDGE (1 COPY REQUIRED FOR THE COURT)		<input type="checkbox"/> Word Format
DATE MOTION WILL BE HEARD: _____		<input type="checkbox"/> ASCII Format
<input type="checkbox"/> LEAVE TO APPEAL (CRIMINAL) Summary Conviction Appeals Reasons from QB & Provincial Judges ONLY	<input type="checkbox"/> LEAVE TO APPEAL (CIVIL) i.e. Small Claims - Reasons for Decision from QB judge ONLY	<input type="checkbox"/> Almost Paper Format
BAIL APPLICATION	<input type="checkbox"/> Motion to extend time to file an appeal Reasons for Decision ONLY	<input type="checkbox"/> E-mail _____ address
<input type="checkbox"/> Pending a <u>sentence appeal</u> 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"/> Pending a <u>conviction and sentence appeal</u> Reasons for Decision on conviction and Reasons for Decision on Sentence	<input type="checkbox"/> OTHER: Explain: _____	