

Request for Access to Court Recordings

Please Note: The system currently being used provides for access to court audio for criminal matters recorded in Courtrooms 114,117, 120, 214, 230, 304, 306, 406, 403, 404, 405, 406, 409 and 411.

- Submit your request for court audio along with a signed undertaking to tsu@gov.mb.ca. Undertaking is attached to this notice.
- Your request must fully outline the audio you are requesting, including date, courtroom and name of the matter. In the subject line of your email indicate “**Request for Court Audio**” this will ensure your matter will be dealt with expeditiously
- Upon receipt of the request and the signed undertaking, you will be sent a username and password to access a secure website. Your username and password will remain the same as long as you continue to subscribe to the site.
- TSU will place the requested audio and court clerks log note onto a Managed Secure File Transfer (MFT) site. You will receive an email advising the content is there.
- The MFT is a file transfer service site and not a file storage service. Access to the audio must be within 10 days. After 10 days, files will automatically be removed from the system.
- You will be invoiced \$23.00 monthly for the use of this site. You **MUST** email TSU a minimum of five (5) working days before the end of the month if you no longer wish to subscribe to this service. Failure to do so will result in the full fee for the following month.
- In order to listen to the audio that you download from the MFT site you will need to download the FTR (For the Record) Player. This is a free download from the internet. A link to the download page is attached. Full instructions on how to download the player are found here <https://www.fortherecord.com/download-ftr-player/>
- Once you have downloaded the FTR player and installed it, designate a folder on your computer as a location where you will store the audio files and add that folder as an FTR Navigator search folder from the open folder dialogue button on the FTR Player. **(Full instructions will be sent to you with the request)** This process allows you to use the time stamps in the Court Clerk Log Sheet and also allows the full court day to be loaded at one time into the FTR Player. You will have to unzip the audio and log sheet after download to use it.
- **Note:** This application will not work on an Apple computer or on any portable tablets such as an iPad. It will work on a full Windows tablet.
- If you require any assistance with set up or have questions with respect to the use of the site please contact the following individuals;
 - **Transcriptions Services office- (access to audio and clerks log notes) 945-0301**
 - **Lisa Ness at 204-945-5883- General Support and Use of**