

PROVINCIAL OFFENCES ACT (POA) COURT TRANSCRIPT ORDER FORM

Instructions

Please download or print once you have completed the form, please follow the instructions in "Section 8: Submit". If you have any questions about information required to complete this application, please contact the selected Vendor directly.

If you have any questions or require alternate formats or communication supports, please contact the York Region Accessibility Coordinator.

Email: accessibilitycoordinator@york.ca

TTY: 1-866-512-6228 (for deaf and hard of hearing)

york.ca/courts

Section 1: Case Information

Name of Case	Order Date (mm/dd/yyyy)
Presiding Official	Court File No.
Court Location	Courtroom
Date(s) of Proceeding (mm/dd/yyyy)	Court Time
Additional Details	

Section 2: Type of Proceeding (Please select a proceeding that applies to your matter)

Is the transcript for purposes of appeal Yes No

POA Trial	POA Motion	POA Guilty Plea	POA Reasons for Judgment/Sentence
Justice of the Peace Intake	Toronto Licensing Tribunal	Toronto Local Appeal Body	
Toronto Administrative Penalty Tribunal	Other		

Section 3: Content to be Transcribed

(Select Complete Proceeding OR appropriate number of other items for portions.)

Complete Proceedings (Do not select if a portion of a proceeding is required)

Note: Most pre-trial motions and submissions are not transcribed unless specifically requested. However, some rules require that pre-trial motions and/or submissions be included for transcripts for appeals. If required, check the box below.

Include pre-trial motions and submissions (If for appeal attach judicial approval)

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Excerpt of Proceeding

Note: When describing content to be transcribed, be precise and provide a clear frame of reference including timeframe if applicable (timeframe example: "Commencement of court to morning recess").

Evidence of Witness(es)

Name of witness	All Evidence	Portion of Evidence
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Name of witness	All Evidence	Portion of Evidence
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Reasons for Judgement

Reasons for Sentence

Ruling(s) Details

Section 4: Order Details

Note: If the transcript is for an appeal, three certified copies of the transcript will be required at the cost of the Ordering Party.

If a transcript will be referenced in court, it is the responsibility of the ordering party who is referencing the transcript to provide a certified copy of the transcript to the presiding judicial official at no cost to the court.

If this order requires the production of a first certified copy of a transcript the first certified copy fee will apply.

If an electronic copy is ordered at the time of a certified copy of a transcript, there is no charge for the electronic copy. The Electronic Copy tick box can be deselected if an Electronic Copy is not required.

If an electronic copy is ordered at any other time there is a fee.

If an enhanced service is selected, the relevant fee will apply.

No. of Certified Copies

Electronic Copy

Date Transcript Required mm/dd/yyyy

Enhanced Service:

Daily (First Certified Copy Required within 24 hours)

Expedite (First Certified Copy Required within 5 Business Days)

Additional Copy / Service Details:

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Section 5: Ordering Party Information

Judicial Official Prosecution Defendant Other

Name:

Organization:

Address:

City:

Postal Code:

Province:

Phone Number:

Email Address:

Section 6: Undertaking for Access to Audio Court Recording

As a Vendor, I will be representing each and every court transcriptionist in my employ. I certify that the transcriptionist has signed an undertaking to the court for authorized access to digital court recordings and that the undertaking remains valid. I acknowledge and understand that the undertaking therefore applies to this request.

Signature:

Email:

Email Completed Order Form to:

Durham Reporting Inc.
Contact: Laura Rowsell,
ACT ID# 1611571159

laura@durhamreporting.com
Tel: 905-720-1995

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All parties interested in ordering a court transcript must select and contact one Vendor from the Roster of Vendors of Transcription Services and arrange for all aspects of the transcript order, including timeframe required, payment method and delivery options. The Roster of Vendors of Transcription Services is administered and maintained by York Region Provincial Offences Court Services.

Section 8: Submit

Email application

1. Open your email
2. Attach the transcript order form
3. Email to the vendor of your choice

Printed application

1. Print this document
2. Fill out the form
3. Scan and attach to an email
4. Email to the vendor of your choice

Any questions concerning your order should be directed to the selected vendor.