

How to Order a Court Transcript

Q 1. How do I choose an Authorized Court Transcriptionist (ACT)?

- A.**
- i. Access the Authorized Court Transcriptionists for Ontario website (www.courttranscriptontario.ca)
 - ii. Select your preferred language (English or French)
 - iii. On the welcome page, select “Search”
 - a) If you know the name of the ACT that you want to place the order with:
 - Enter the ACT’s name, company or ACT ID in the “Keyword” field
 - b) If you do NOT know the name of an ACT that you want to place the order with:
 - Filter the list of ACTs who meet your criteria to produce the transcript (i.e. location where the proceeding was heard; level of Court (OCJ or SCJ); type of proceeding; if the matter was a bilingual proceeding, if you require enhanced service delivery, etc.)
 - iv. View an ACT’s website profile by selecting the name
 - v. Choose an ACT and contact that individual directly (by telephone or email)
- Note:** *The names of ACTs listed for each court location appear in random order each time you search.*

Q 2. Are there restrictions with respect to which Authorized Court Transcriptionist I can place my order with?

- A.** Once the list has been filtered to only those ACTs who meet your criteria, you may choose any ACT on that list. Depending upon the length of the proceeding, you may choose to select more than one ACT and separate the order into two or more transcript orders.
- Note:** *If the court office advises the ACT that you have selected, that all or part of the proceeding was previously ordered or transcribed by another ACT, the ACT you have selected is required to advise you of the previous order. It will be up to you as the ordering party how you want to proceed.*

Q 3. What information will the Authorized Court Transcriptionist require?

- A.** The ACT will need to know:
- i. **Name of the Case**
 - ii. **Date(s) of Proceeding**
 - iii. **Name of the Presiding Official and/or the Courtroom number**
 - iv. **Type of proceedings (i.e. Criminal, Civil, Family, etc.)**
 - v. **Whether the transcript is being ordered for purposes of appeal**
(refer to: “How to Order a Transcript for Appeal to the Court of Appeal for Ontario or Divisional Court”)
 - vi. **What is specifically required to be transcribed?**
 - vii. **The number of certified transcripts and electronic copies required.**
Refer to O. Reg. 94/14 under the Administration of Justice Act for transcript fees
[O. Reg. 94/14: FEES FOR COURT TRANSCRIPTS \(ontario.ca\)](http://www.ontario.ca)
 - viii. **The date on which the completed, certified transcript is required for delivery.**
 - ix. **The ordering party’s name and contact information.**
- Note:** *Accuracy in completing the form and providing full details with respect to the*

How to Order a Court Transcript

proceedings required will avoid delays in identifying and locating the recordings required for transcription. All details required on the Transcript Order Form should be discussed between the ACT and the ordering party. The Transcript Order Form may only be forwarded by the ACT to the court location where the proceedings took place.

Q 4. What are some questions that I could ask the Authorized Court Transcriptionist when placing an order?

- A.** All aspects of the transcript order are between the ordering party and the ACT. In order to ensure transcripts are on time, the ordering party should:
- i. Negotiate the terms of the contract up front with the authorized court transcriptionist;
 - ii. State the requirements of the order with the ACT in writing;
 - iii. Negotiate the terms of payment, delivery and timeframes up front.

Before placing the transcript order, ensure that the terms of the order are agreed to and understood.

For example:

- Timelines:**
- a) Can the ACT have the transcript completed by the date you have specified?
 - b) Will the ACT be able to prepare the entire transcript on his/her own in order to meet the timelines or will the work be shared with other ACTs?

- Payment:**
- a) What fee is the ACT going to charge? (*i.e. first copy fee to transcribe the proceeding, copy rate, enhanced fee*)
 - b) Is a cost estimate required? If so, when would the ACT be able to provide that information?
 - c) Does the ACT require a deposit? If so, how much and when is it payable?
 - d) Will there be any other charges?

- Delivery:**
- a) How will the transcripts be delivered?
 - b) Will there be an additional charge for delivery?

Q 5. Are there any requirements regarding timeframes for transcript production?

- A.** The ACT and the ordering party will agree to all aspects of the transcript order including availability to prepare and certify the transcript within the required timeframe and any specific delivery requirements. Reasonable time frames for completion of a transcript depend on the length, type and purpose of the transcript.

Unless otherwise agreed to between the ACT and the ordering party, an overview of the timelines for completing transcripts is available at Section 3.2 of the Court Transcript Standards and Procedures Manual available online under the “Resource” tab <https://www.courttranscriptontario.ca/home/resources>.

Q 6. Once all aspects of the transcript order are agreed upon, who completes the transcript order form?

- A.** Depending upon the arrangements agreed to with the ACT, the ordering party may either:
- i. Download the transcript order form <https://www.courttranscriptontario.ca/home/resources>,

How to Order a Court Transcript

complete the details and email the form to the ACT who will complete the form; or,
ii. Provide the required details of the order directly to the authorized court transcriptionist who will complete the transcript order form

Q 7. How can I obtain updates on the status of the transcript I have ordered?

- A.** The ordering party contacts the authorized court transcriptionist directly with inquiries pertaining to the transcript order, including status updates on the progress of their transcript. Scheduled status updates must be arranged directly between the ordering party and the ACT.
Contact information for the ACT is posted on the ACT's profile page on the Authorized Court Transcriptionists for Ontario website.

Q 8. When am I required to provide the presiding judicial official with a copy of a transcript?

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

Q 9. What if I have questions about the ordering process?

- A.** If an ordering party requires further information with respect to ordering a transcript or for assistance accessing the List of Authorized Court Transcriptionists, helpdesk services are available in both English and French through Arkley Professional Services at:

Email: info@courttranscriptontario.ca **Phone:** 1-800-645-8113