

Updates to Court Transcript Fees (Ontario Regulation 145/22)

Questions and Answers

March 4, 2022

The following questions and answers provide details regarding the new fees for court transcripts for authorized court transcriptionists (or “ACTs”) and ordering parties.

Please find link to the amending regulation here:

[O. Reg. 145/22: FEES FOR COURT TRANSCRIPTS \(ontario.ca\)](#)

For the updated Court Transcript Standards and Procedures Manual and relevant forms (to be updated by April 1, 2022) please go to: [Resources - Authorized Court Transcriptionists for Ontario \(courttranscriptontario.ca\)](#)

#	QUESTIONS & ANSWERS
Q.1	Why have the courts transitioned to electronic transcripts?
A.1	<p>The Ministry of the Attorney General is working to ensure Ontario’s justice system evolves to incorporate available technologies while better reflecting Ontarians’ expectations for how justice can be done in 2022 and beyond.</p> <p>The transition to using primarily electronic transcripts was accelerated to adhere to public health measures during the COVID-19 pandemic while maintaining the administration of justice.</p>
Q.2	Why did the transcript fees change?
A.2	<p>As courts in Ontario have transitioned to accepting electronic transcripts as a standard format, the ministry undertook a process to ensure fees and filing processes respond to the province’s evolving transcript production model.</p> <p>The transition to electronic transcripts also enables the increased sharing of electronic transcripts with multiple parties. The previous fee structure was designed for paper transcripts and did not specify fees for electronically certified court transcripts. To ensure fair compensation for ACTs, access to justice for ordering parties, and simplified processes in the justice system, the ministry is committed to reviewing transcript fees on an ongoing basis.</p>
Q.3	Are appellants required to file transcripts in paper format with the courts?
A.3	<p>All levels of court in Ontario currently have notices in place requiring, unless specified otherwise by the court, electronic filing and/or signing of court documents, including transcripts.</p> <p>You may review the notices posted by the Court of Appeal, Superior Court of Justice, and Ontario Court of Justice:</p> <ul style="list-style-type: none">• For the Court of Appeal notice, please refer to: https://www.ontariocourts.ca/coa/how-to-proceed-court/covid-19/• For the Superior Court of Justice notice, please refer to:<ul style="list-style-type: none">○ Criminal: https://www.ontariocourts.ca/scj/practice/practice-directions/criminal/

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	<ul style="list-style-type: none"> ○ Civil and Family: https://www.ontariocourts.ca/sci/notices-and-orders-covid-19/supplementary-notice-september-2-2020/ - 2 Electronic Court Filings Justice Services Online ● For the Ontario Court of Justice notice, please refer to: <ul style="list-style-type: none"> ○ Criminal: https://www.ontariocourts.ca/ocj/covid-19/electronically-submitting-documents/ ○ Family: https://www.ontariocourts.ca/ocj/covid-19/covid-19-family-matters/ ○ Provincial Offences Act: https://www.ontariocourts.ca/ocj/covid-19/notice-to-public-regarding-provincial-offences-act-matters/ - 5 ELECTRONIC SIGNATURES 																																								
Q.4	When do the updated transcript fees come into force?																																								
A.4	<p>The amendments to court transcript fees (O. Reg. 145/22) come into force on April 1, 2022.</p> <ul style="list-style-type: none"> ● Any new transcript orders placed on or after the effective date will be subject to the new transcript fees. ● Transcript orders placed prior to the effective date are subject to the previous transcript fees. <p><i>Note: As a reminder, all aspects of the transcript order, including payment, timelines and delivery options, will continue to be between the ACT and ordering party.</i></p>																																								
Q.5	What are the new fees for court transcripts?																																								
A.5	<p>A summary of the new fees for court transcripts in electronic and paper format are outlined in the tables below:</p> <table border="1" data-bbox="293 1115 1565 1759"> <thead> <tr> <th colspan="4" data-bbox="293 1115 1565 1150">Electronic Format</th> </tr> <tr> <th data-bbox="293 1150 383 1213">Item</th> <th data-bbox="383 1150 1110 1213">Service</th> <th data-bbox="1110 1150 1295 1213">Previous Fee</th> <th data-bbox="1295 1150 1565 1213">New Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1213 383 1318">1.</td> <td data-bbox="383 1213 1110 1318">For a given ACT to transcribe all or part of the recording and produce a certified transcript, in electronic format, for the first time.</td> <td data-bbox="1110 1213 1295 1318">N/A</td> <td data-bbox="1295 1213 1565 1318">\$6.30 per page or \$25.00, whichever is greater</td> </tr> <tr> <td data-bbox="293 1318 383 1423">2.</td> <td data-bbox="383 1318 1110 1423">For a given ACT to transcribe all or part of a recording and produce a certified transcript, in electronic format, for the first time, within five business days.</td> <td data-bbox="1110 1318 1295 1423">N/A</td> <td data-bbox="1295 1318 1565 1423">\$8.80 per page or \$25.00, whichever is greater</td> </tr> <tr> <td data-bbox="293 1423 383 1556">3.</td> <td data-bbox="383 1423 1110 1556">For a given ACT to transcribe all of part of a recording and produce a certified transcript, in electronic format, for the first time, within 24 hours.</td> <td data-bbox="1110 1423 1295 1556">N/A</td> <td data-bbox="1295 1423 1565 1556">\$11.75 per page or \$25.00, whichever is greater</td> </tr> <tr> <td data-bbox="293 1556 383 1654">4.</td> <td data-bbox="383 1556 1110 1654">For any additional certified or uncertified electronic transcripts by the same ACT, requested at the same time as a request for item 1, 2, or 3.</td> <td data-bbox="1110 1556 1295 1654">No charge</td> <td data-bbox="1295 1556 1565 1654">No charge</td> </tr> <tr> <td data-bbox="293 1654 383 1759">5.</td> <td data-bbox="383 1654 1110 1759">For a certified or uncertified electronic transcript previously transcribed by the same ACT, requested at any other time.</td> <td data-bbox="1110 1654 1295 1759">\$20.00</td> <td data-bbox="1295 1654 1565 1759">\$25.00</td> </tr> </tbody> </table> <table border="1" data-bbox="293 1793 1565 1969"> <thead> <tr> <th colspan="4" data-bbox="293 1793 1565 1829">Paper Format</th> </tr> <tr> <th data-bbox="293 1829 383 1864">Item</th> <th data-bbox="383 1829 1008 1864">Service</th> <th data-bbox="1008 1829 1276 1864">Previous Fee</th> <th data-bbox="1276 1829 1565 1864">New Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 1864 383 1969">1.</td> <td data-bbox="383 1864 1008 1969">For a given ACT to transcribe all or part of the recording and produce a certified transcript, in printed format, for the first time.</td> <td data-bbox="1008 1864 1276 1969">\$4.30 per page or \$20.00, whichever is greater</td> <td data-bbox="1276 1864 1565 1969">\$7.10 per page or \$25.00, whichever is greater</td> </tr> </tbody> </table>	Electronic Format				Item	Service	Previous Fee	New Fee	1.	For a given ACT to transcribe all or part of the recording and produce a certified transcript, in electronic format, for the first time.	N/A	\$6.30 per page or \$25.00, whichever is greater	2.	For a given ACT to transcribe all or part of a recording and produce a certified transcript, in electronic format, for the first time, within five business days.	N/A	\$8.80 per page or \$25.00, whichever is greater	3.	For a given ACT to transcribe all of part of a recording and produce a certified transcript, in electronic format, for the first time, within 24 hours.	N/A	\$11.75 per page or \$25.00, whichever is greater	4.	For any additional certified or uncertified electronic transcripts by the same ACT, requested at the same time as a request for item 1, 2, or 3.	No charge	No charge	5.	For a certified or uncertified electronic transcript previously transcribed by the same ACT, requested at any other time.	\$20.00	\$25.00	Paper Format				Item	Service	Previous Fee	New Fee	1.	For a given ACT to transcribe all or part of the recording and produce a certified transcript, in printed format, for the first time.	\$4.30 per page or \$20.00, whichever is greater	\$7.10 per page or \$25.00, whichever is greater
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Q.6	What changes were made to court transcript fees?																						
A.6	<p>The key changes to fees:</p> <p>Electronic Transcripts (New):</p> <ul style="list-style-type: none"> Introduce a new per page rate for a <u>first copy of a certified, electronic transcript</u> with options for expedited service delivery times – between \$6.30 and \$11.75 per page or a flat rate of \$25, whichever is greater. Clarify that accessible electronic transcripts should not cost extra for the ordering party, even if there are more pages as a result of larger font. Clarify that the \$25 flat rate fee is for a <u>certified or uncertified electronic copy</u> requested at another time from the first (electronic or print) copy order. <p>Print Transcripts (Updated):</p> <ul style="list-style-type: none"> Increase the existing <u>first copy fee for certified, print transcripts</u> – from between \$4.30 to \$8.00 per page to between \$7.10 per page and \$12.55 per page. Increase the existing <u>additional copy fee for certified, print transcripts</u> – from \$0.55 per page to \$0.80 per page. <p>Court of Appeal and Divisional Court Transcripts (Clarification):</p> <ul style="list-style-type: none"> Clarify that only the first printed copy of Court of Appeal or Divisional Court transcripts is subject to the regulated rates, if additional printed copies are required by the court for filing an appeal. Clarify that ACTs will not be entitled to charge a separate fee to perform reformatting changes required for the Court of Appeal for Ontario and Divisional Court, which mainly consist of removing unnecessary portions of the transcript. ACTs will, however, be entitled to chart the first copy per page rate for pages added to the transcript (the title page, table of contents, or any new content). <p>Note: ACTs are responsible for informing the ordering party of any existing transcription before undertaking to re-transcribe a recording at the first copy rate. If the ACT fails to inform the ordering party of an existing transcription, they are permitted only to charge the copy rates.</p>																						

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Q.7	Can ordering parties share electronic transcripts?
A.7	<p>Ordering parties may share electronic transcripts without incurring additional costs.</p> <p>ACTs are authorized to charge the following for electronic transcripts:</p> <ul style="list-style-type: none"> • The per page rate (or the minimum rate, whichever is greater) for first requests, i.e., transcripts that have never been transcribed before. • The \$25 flat rate for subsequent requests. For instance, if an ordering party needs a copy of a previously typed transcript, it would only cost a flat rate fee of \$25. • If however, the ordering party is not able to/does not want to obtain a copy of the transcript from the original ACT and wishes to have a new ACT transcribe the recording afresh, the per page rate for transcribing a first copy applies. <p>Should an ordering party wish to share the certified electronic transcript with multiple parties, they would only be required to order one certified electronic transcript. For instance, when filing an electronic transcript with the court, an ordering party should only be charged for one certified transcript as they can share the transcript with other parties in the case</p>
Q.8	Why is there still an option for transcripts in paper format?
A.8	<p>While the ministry's objective is to allow the growth of digital court transcript production, the ministry recognizes that there may still be a need or preference from ordering parties for transcripts in paper format.</p>
Q.9	What is an uncertified electronic transcript?
A.9	<p>An uncertified electronic transcript is not certified by the ACT as a true and accurate transcript of the recording. That is, the ACT does not sign the certification page (e.g., Form 2). Ordering parties may request that uncertified transcripts be provided in a format that permits them, for example, to annotate it for personal use or increase the font size for accessibility purposes.</p> <p>The uncertified electronic transcript is not appropriate/intended to be filed with the court.</p>