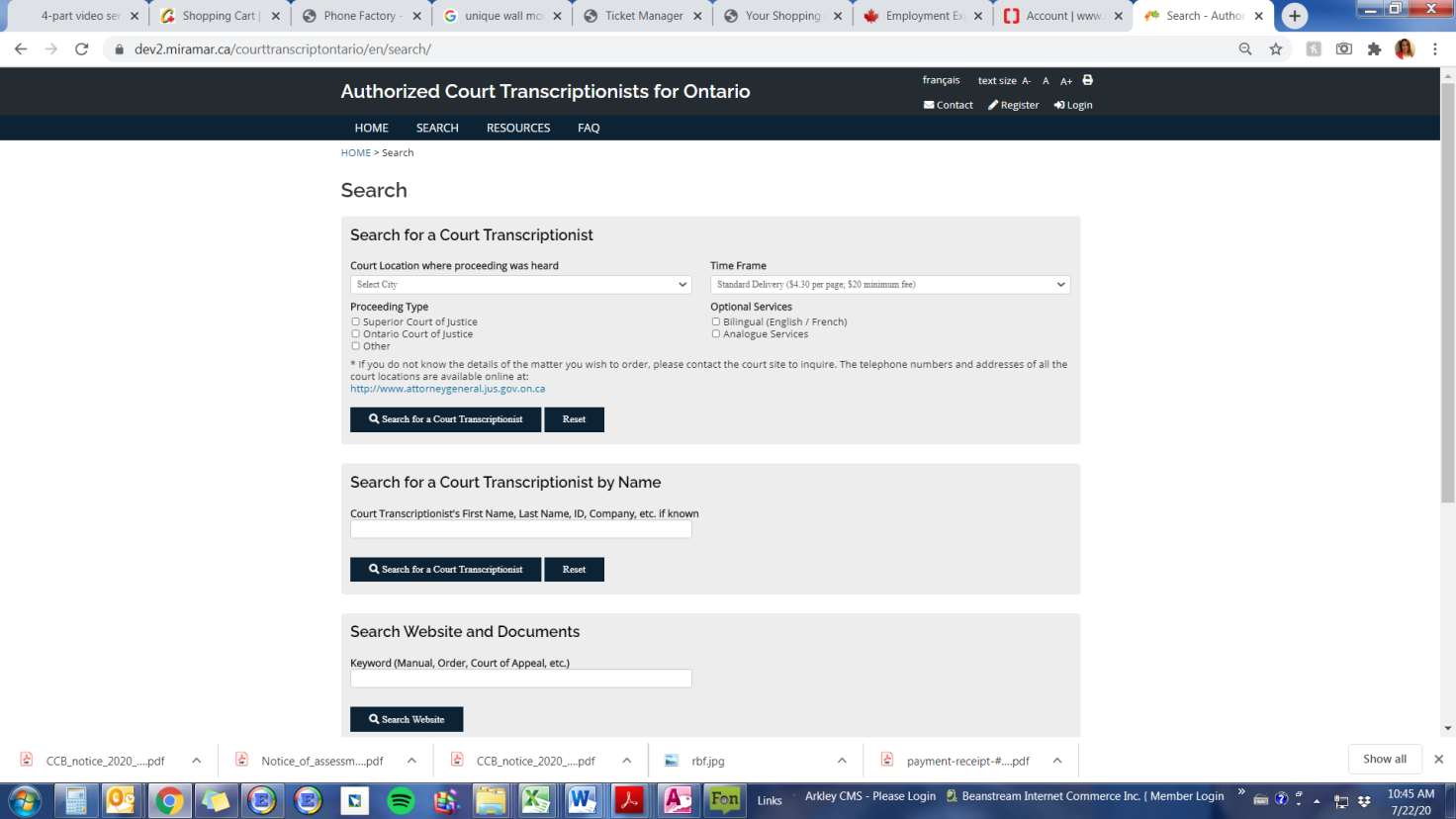
How to Order a Certified Court Transcript

To place a transcript order, visit the Authorized Court Transcriptionists for Ontario (ACTO) website at: [www.courttranscriptontario.ca/home](http://www.courttranscriptontario.ca/home)

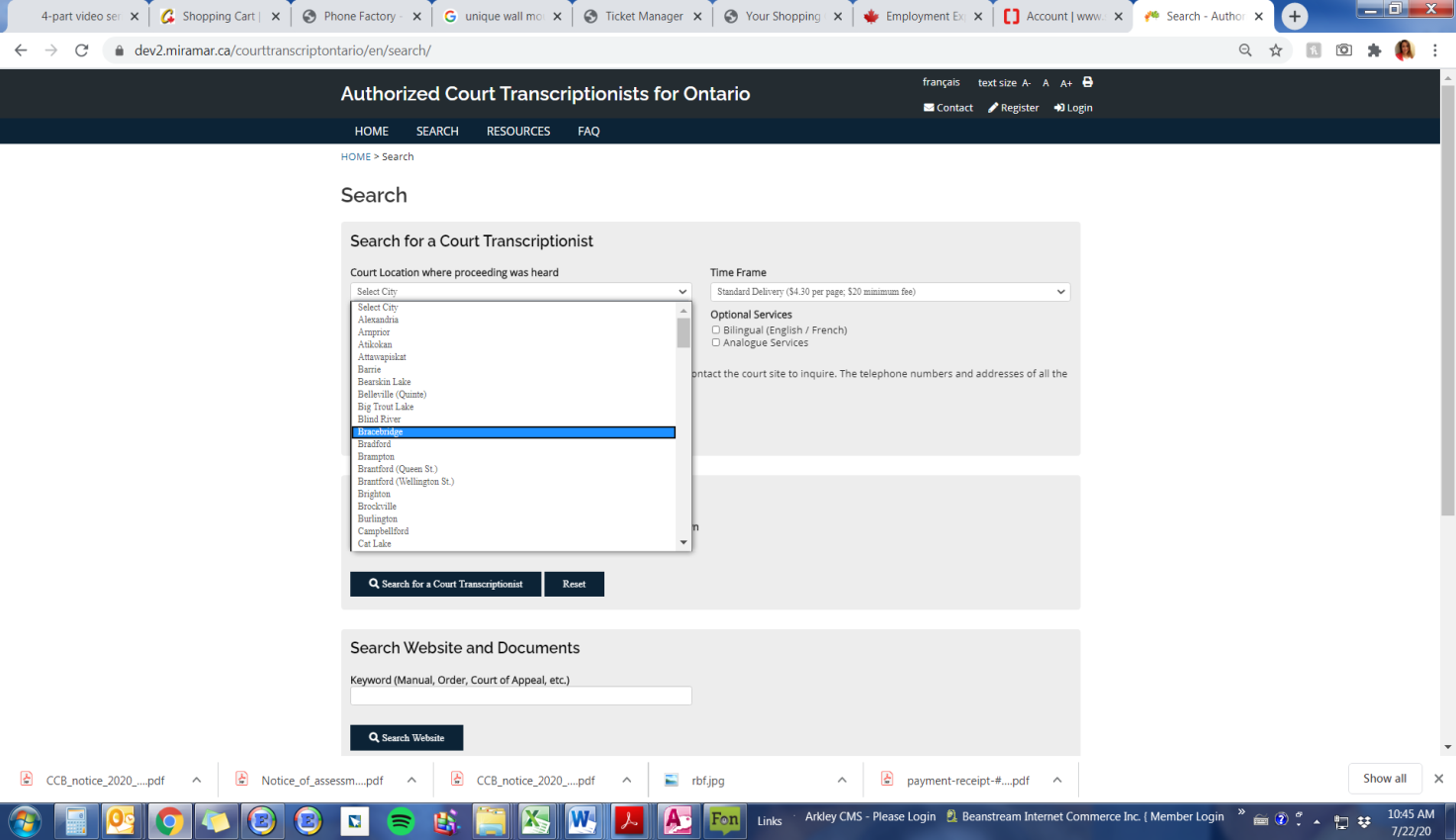
From there, you are able to find an **Authorized Court Transcriptionists** (ACT) who is able to provide you with the transcript services you require.

Once you select an ACT from the list, you would contact him/her to arrange all aspects of the transcript order. This includes availability to produce the transcript within the required time frame, deposit, payment, delivery, and any other term deemed appropriate.

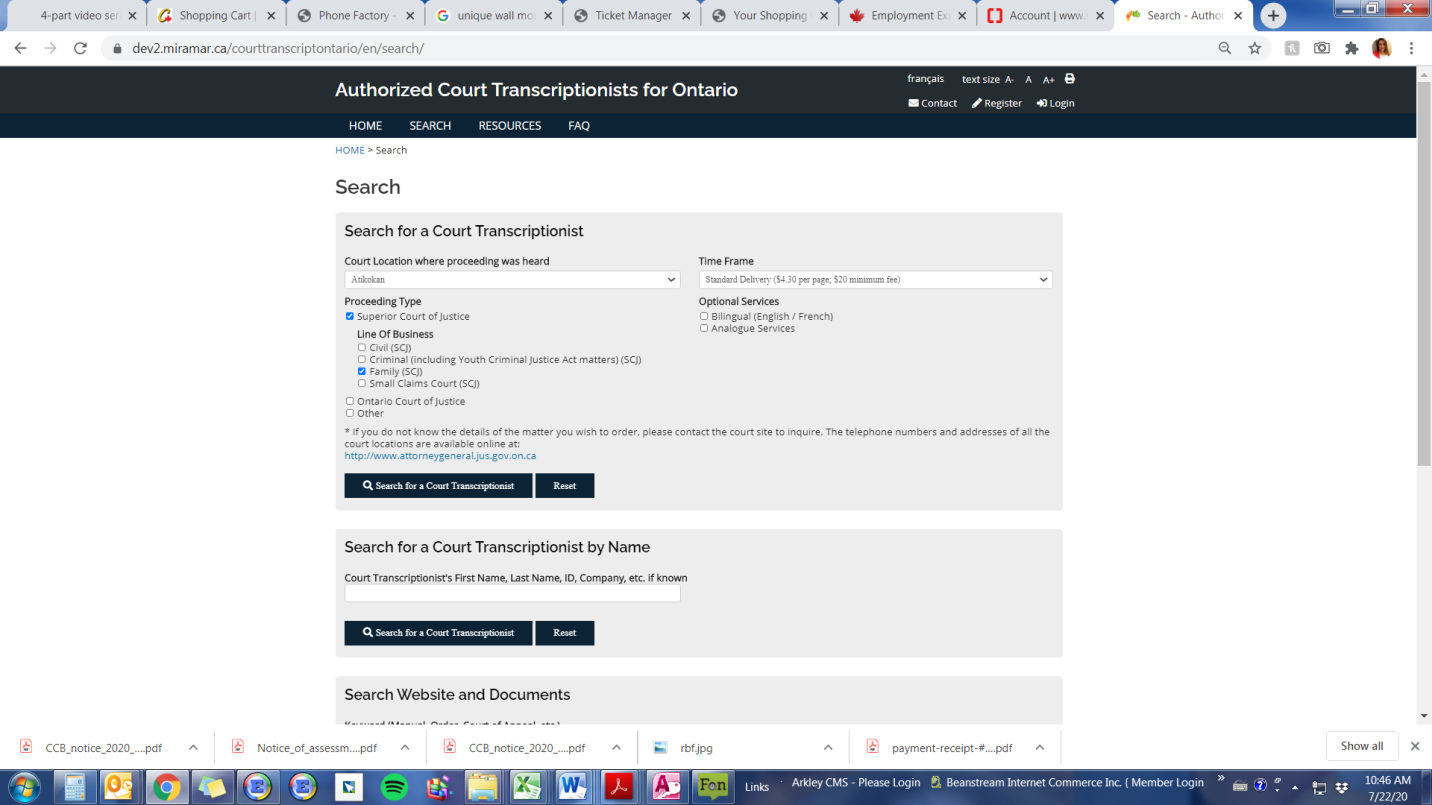
Below you will find a walkthrough, including images from the website to assist. Please note that the list is randomized, to show no bias, so our fielded results will vary.

Step 1:

Click the search tab on the main menu bar at the top of the website; this screen will appear:

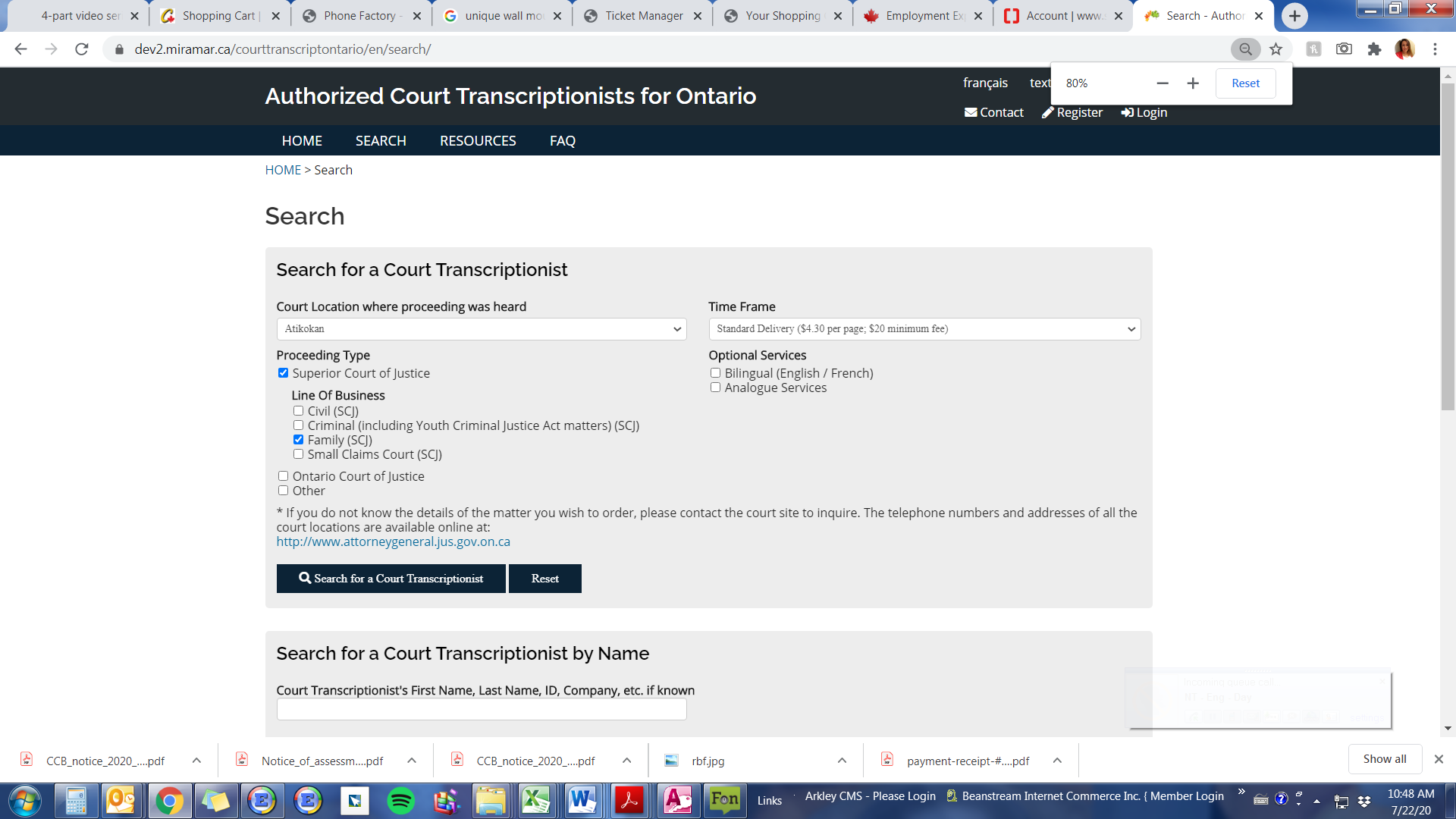
Step 2: 

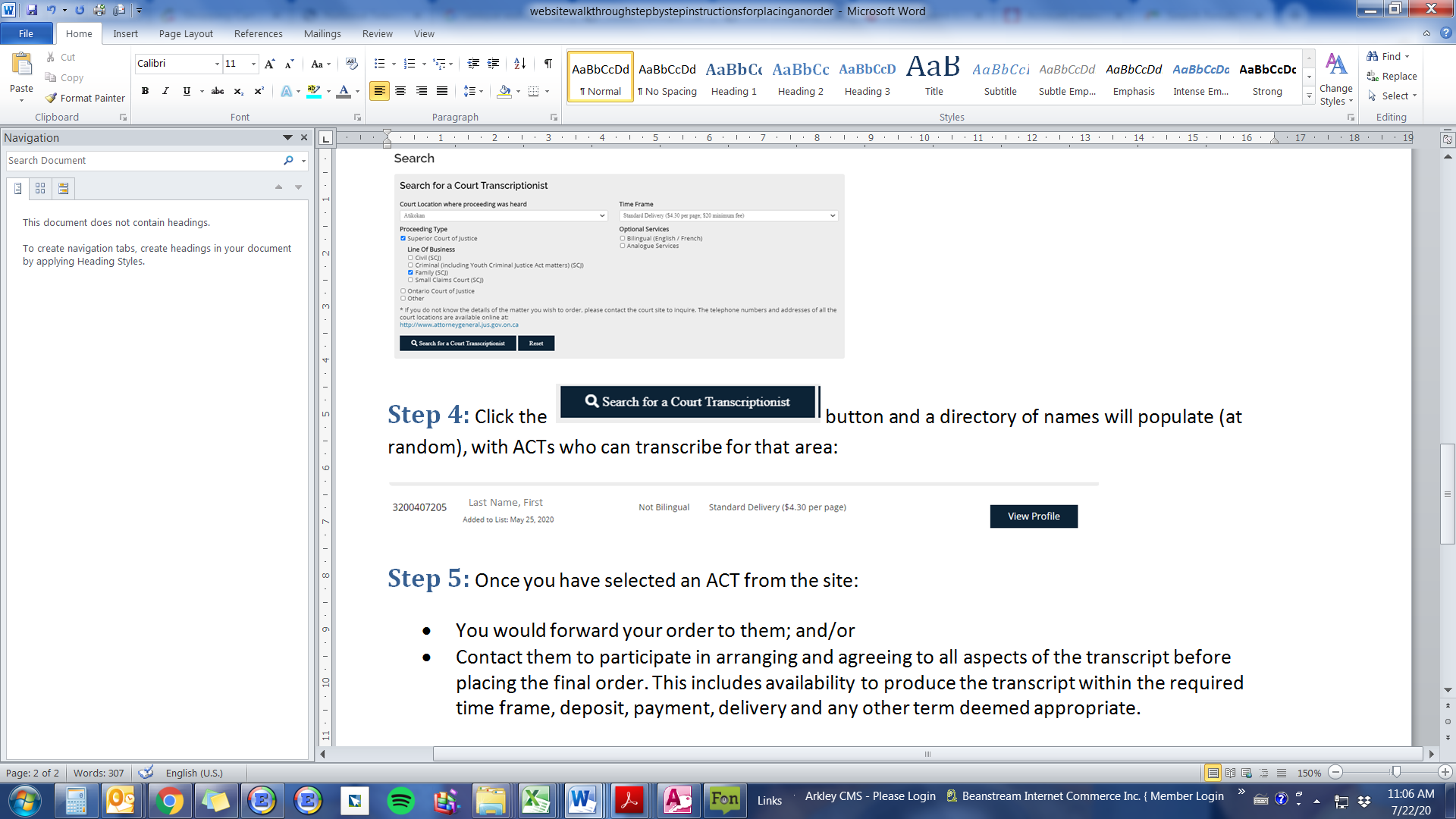
Filter for the courthouse location where the proceeding was heard:

Step 3: 

Select the Proceeding Type, Line of Business and any other options you wish:

Step 4:

Click the  button and a directory of names will populate (at random), with ACTs who can transcribe for that area:



Step 5:

Click to view their profile and there you will see the contact information for the ACT.

Once you have selected an ACT from the site you would contact them to participate in arranging and agreeing to all aspects of the transcript before placing the order. This includes availability to produce the transcript within the required time frame, deposit, payment, delivery and any other term deemed appropriate. Once agreed, forward your order to them via email.

The Transcript Order Form is located on the Resources tab of the website at: <http://www.courttranscriptontario.ca/home/resources>

Other Info:

If you have further questions related to searching for an ACT or placing an order, Section 5.0 – “Website Use, Tips & Suggestions” located on our FAQs page may be of assistance.

Click this link to go to our FAQs page now: <http://www.courttranscriptontario.ca/home/faq> .