

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, require alternate formats, or communication supports please contact the Vendor directly.

Email: admin@clearlyspoken.ca

Section 1: Case Information

Name of Case	<input type="text"/>	Order Date (mm/dd/yyyy)	<input type="text"/>
Presiding Official	<input type="text"/>	Court File No.	<input type="text"/>
Court Location	<input type="text"/>	Courtroom	<input type="text"/>
Date(s) of Proceeding (mm/dd/yyyy)	<input type="text"/>		
Additional Details	<input type="text"/>		

Section 2: Type of Proceeding

(Please select a proceeding that applies to your matter)

- 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

Name of witness All Evidence Portion of Evidence

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 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:

Section 7: Vendor Information

Clearly Spoken
admin@clearlyspoken.ca
clearlyspoken.ca
519-745-6400
Toll free: 1-877-867-4619

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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.