

DISTRICT MUNICIPALITY OF MUSKOKA

ONTARIO COURT OF JUSTICE / PROVINCIAL OFFENCES OFFICE
76 PINE STREET, BRACEBRIDGE, ONTARIO P1L 0C4
705-645-1231 Fax 705-645-5319
1-800-461-4210 (705 area code only)

PROVINCIAL Offences Office- Transcript Order Form

All information **MUST** be completed prior to a request being processed. Please print clearly.

Ordering Party's Name _____ Daytime Contact Number _____

Ordering Party's full mailing address _____

City _____ Postal Code _____ email address: _____

Defendant _____

Charge(s) _____ Court file number('s) _____

Date of Proceeding Req'd _____ Next Court Date _____

Justice of Peace _____ Court Reporter _____

Is this transcript required for Appeal Purpose Yes No

Number of copies required? One Two Three

IMPORTANT INFORMATION- PLEASE READ

NOTE: Parties ordering a transcript are required to pay a \$50.00 deposit prior to the commencement of the order. Payment must be made in cash or by credit card, debit card, certified cheque or money order at the Bracebridge Provincial Offences office located at 76 Pine St. Bracebridge, Ontario. The provincial offences office reserves the right to request an additional deposit. Please make certified cheques /money orders payable to” **Ontario Court of Justice**”

THE DEPOSIT MAY NOT BE THE TOTAL COST OF THE TRANSCRIPT

The total cost varies depending on the exact number of pages and copies ordered. The fees for the preparation of transcripts are regulated by the Administration of Justice Act and currently are as follows: \$4.30 per page for the first copy and \$0.55 for every copy per page thereafter.

TRANSCRIPTS RELATED TO APPEALS

If the transcript is for appeal purposes you are required to order three copies in total. The appellant must serve the respondent with one certified copy and file one certified copy with the appeal court along with proof of service on the respondent. The appellant must pay for the total cost of all copies of the transcript; the transcript will not be released until payment in full is received. The Bracebridge Provincial Offence Office undertakes to complete the transcript as requested with reasonable diligence. Cancellation of the order is your responsibility if your appeal is not filed with appeal court. I have read all the information and understand and all the conditions

Ordered this _____ day of _____ 20

Ordering party's signature _____ Date received _____