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, please contact the selected Vendor directly.

If you have any questions or require alternate formats or communication supports, please contact the District of Muskoka Accessibility Coordinator. This document is available in French. Ce document est également disponible en français.

Email: poa@muskoka.on.ca

Section 1: Case Information

Name of Case _____ Order Date (mm/dd/yyyy) _____

Presiding Official _____ Court File No. _____

Court Location _____ Courtroom _____

Date(s) of Proceeding (mm/dd/yyyy) _____ Court Time _____

Additional Details _____

Section 2: Type of Proceeding (Please select a proceeding that applies to your matter)

Is the transcript for purposes of appeal Yes ☐ No ☐

☐ 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)

☐ **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 other 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:

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: Select a Vendor

Lebeau Transcription Services
Contact: Linda A. Lebeau, ACT# 8097321162
lebeautranscriptions@gmail.com
lebeautranscriptions.com
Tel: 613-892-1587

Videoplus Transcription and Reporting Services
Contact: Kim Fess, ACT# 4454479014
transcripts@vptranscription.com
myvponline.com
Tel: 647-933-5464

Transcribed with Care
Contact: Diane Brideau, ACT# 9760225140
transcripts@TranscribedWithCare.ca
TranscribedWithCare.ca
Tel: 519-984-1145

eDecree
Contact: Valentina Bianco ACT# 4605130858
act@edecree.com
edecree.com
Tel: 519-904-2788

Durham Reporting Inc.
Contact: Laura Rowsell, ACT# 1611571159
laura@durhamreporting.com
durhamreporting.com
Tel: 905-720-1995

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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.