

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 Hastings County Accessibility Coordinator.

Email: poa@hastingscounty.com

TTY: 1-866-512-6228 (for deaf and hard of hearing)

This document is available in French. Ce document est également disponible en français.

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)

PROVINCIAL OFFENCES ACT (POA) COURT TRANSCRIPT ORDER FORM

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:

PROVINCIAL OFFENCES ACT (POA) COURT TRANSCRIPT ORDER FORM

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

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

Jane Buick,
JB Pro Court Reporting Services
ACT 3807876820
Wellandcourtreporting@gmail.com
Tel: 289-407-3576

Christine Berkhout, B.A., B.Ed.
ACT 1450810857
cemberkhout@gmail.com
www accuraverbatim.com
Tel: 905-984-0506

Joyce Tuyp
Joyce Tuyp's Transcripts
ACT 7140359941
courttranscripts@yahoo.ca
colorado6joy@yahoo.ca
Tel: 519-943-0404

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

PROVINCIAL OFFENCES ACT (POA) COURT TRANSCRIPT ORDER FORM

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.

Transcript Fees

ACTs are entitled to fees for transcripts as set out in Ontario Regulation 145/22 (amending Ontario Regulation 94/14) under the *Administration of Justice Act*. The current fees became effective on April 1, 2022.

This court transcript fee schedule applies to transcript orders placed on or after April 1, 2022.

Item	Service	Fee
ELECTRONIC FORMAT		
1	To transcribe all or part of a recording and produce a certified transcript in electronic format	\$6.30 per page or \$25.00, whichever is greater
2	To transcribe all or part of a recording and produce a certified transcript in electronic format, to be provided within five business days	\$8.80 per page or \$25.00, whichever is greater
3	To transcribe all or part of a recording and produce a certified transcript in electronic format, to be provided within 24 hours	\$11.75 per page or \$25.00, whichever is greater
PRINTED FORMAT		
4	To transcribe all or part of a recording and produce a printed and bound certified transcript	\$7.10 per page or \$25.00, whichever is greater
5	To transcribe all or part of a recording and produce a printed and bound certified transcript, to be provided within five business days	\$9.60 per page or \$25.00, whichever is greater
6	To transcribe all or part of a recording and produce a printed and bound certified transcript, to be provided within 24 hours	\$12.55 per page or \$25.00, whichever is greater
COPIES ¹		
7	For a certified or uncertified transcript, in electronic format, of any part of a recording that has already been transcribed	i. if ordered at the same time as Item 1., 2., 3., 4., 5. or 6. above, no charge, or, ii. in any other case, \$25.00
8	For a certified transcript, in printed format, of any part of a recording that has already been transcribed (see ² below)	\$.80 per page or \$25.00, whichever is greater

¹ In the case where the ACT who originally produced the transcript is no longer authorized/able to provide a copy, a different ACT will be entitled to re-transcribe at the rates set out in Items 1 through 6.

² In the case of certified transcripts that are required to be filed in **printed** format with the Court of Appeal or Divisional Court in an appeal, the fees specified in Item 8 above are only payable with respect to a single certified transcript.