



**J.C. WORDASSIST LTD.
TRANSCRIPT ORDER FORM**

Court File No: _____

Registry: _____

ORDERED BY:

Law Firm/Name: _____

Address: _____

City/Postal: _____

Phone: _____

Fax: _____

LAWYER/NAME

RESPONSIBLE FOR INVOICE: _____

Court Services/Judiciary

Legal Services (A.G.)

Crown Counsel

Defence Counsel

Corrections

Counsel for: _____

Other: _____

Signature: _____

Order Date: _____

DESCRIPTION OF REGISTRY FILE:

FILE NAME/STYLE OF CAUSE

In Chambers

Provincial Supreme Court of Appeal

_ Criminal _ Civil _ Family _ CFCSA _ Other

_ Youth _ Small Claims _ Traffic/By-Law

DATE(S) TO BE TRANSCRIBED:

LOCATION HELD:

JUSTICE / JUDGE / MASTER:

DESCRIPTION OF TRANSCRIPT REQUIRED:

PART 1 - PROCEEDINGS TRANSCRIPT (47-lines):

Do not use this section if you only require reasons for judgment or a ruling. Please use Part 2 - Reasons for Judgment instead.

PROCEEDINGS TRANSCRIPT (47-lines):

- Trial (Full transcript) ►
- Preliminary Inquiry (Full transcript) ►
- Sentencing (Full transcript)
- JIR (Bail) (Full transcript)
- Hearing (Full transcript) ►
- Excerpt only (Provide Particulars)
- Other (Provide Particulars)

PARTICULARS / SPECIAL INSTRUCTIONS:

► Submissions at trials, prelims, and hearings are normally excluded unless you indicate otherwise. Include submissions ____ Yes ____ No

PART 2 - REASONS FOR JUDGMENT (27-lines):

Please note: Reasons for Judgment are not available at the at the rush rates due to the judge approval process.

REASONS FOR JUDGMENT (27-lines):

- Reasons for Judgment
- Reasons for Sentence
- Ruling (Provide Particulars)
- Do **NOT** include any rulings

IS THIS FOR AN APPEAL? ____ Yes ____ No

If yes, where are you appealing to?

____ Supreme Court

____ Court of Appeal (Please include a copy of your filed Notice of Appeal with the order form.)

DELIVERY TIMES:

Deliver by: _____

Court next: _____

- Daily (one business day)
- Expedited (three business days)
- Priority (ten business days)
- Ordinary (approximately 21 working days)

TRANSCRIPT FORMAT:

ORIGINAL (to be filed at registry)

- Email copy only (no paper copy)
- Email and paper copy required (**additional charge**)
- Additional paper copies required # _____

Email to: _____

____ 2nd party only (Do not proceed otherwise)

J.C. WORDASSIST LTD.

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