

PROVINCIAL COURT & SUPREME (CIVIL) COURT TRANSCRIPT (ESTIMATE) REQUEST FORM

Crown & Defence Counsel, Court Services, Agencies

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Address:						
City:	Province:	Postal Code:				
Phone #	Fax #:	Email:				
Order Date (mm/dd/yy):		Location of Proceedings:		Judge, Justice or Master name:		
Continuation Date (If applicable):						
Date(s) of Proceedings (mm/dd/yy):						
Court File Number(s):			Crown:			
Style of Cause:			Counsel (Defence):			
Description of Order: (Click appropriate boxes) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Reasons for Judgment <input type="checkbox"/> Reasons for Sentence <input type="checkbox"/> Rulings, (specify which ruling in Special Instructions) <input type="checkbox"/> Judicial Interim Release (Bail Hearing) <input type="checkbox"/> Preliminary inquiry <input type="checkbox"/> Excerpt of proceedings (provide description of excerpt in Special Instructions below.) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Submissions by Counsel <input type="checkbox"/> Proceedings at trial, no submissions <input type="checkbox"/> Proceedings at trial, including submissions <input type="checkbox"/> Family hearing <input type="checkbox"/> Other (please explain in detail what is being ordered in Special Instructions section below) </td> </tr> </table>					<input type="checkbox"/> Reasons for Judgment <input type="checkbox"/> Reasons for Sentence <input type="checkbox"/> Rulings, (specify which ruling in Special Instructions) <input type="checkbox"/> Judicial Interim Release (Bail Hearing) <input type="checkbox"/> Preliminary inquiry <input type="checkbox"/> Excerpt of proceedings (provide description of excerpt in Special Instructions below.)	<input type="checkbox"/> Submissions by Counsel <input type="checkbox"/> Proceedings at trial, no submissions <input type="checkbox"/> Proceedings at trial, including submissions <input type="checkbox"/> Family hearing <input type="checkbox"/> Other (please explain in detail what is being ordered in Special Instructions section below)
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Special Instructions:						
Specify Format request(s): <input type="checkbox"/> Paper copy <input type="checkbox"/> Fax copy <input type="checkbox"/> E-mail copy			Specify copies required: <input type="checkbox"/> For Appeal, number of copies required? <input type="checkbox"/> Not for Appeal, number of copies required? <input type="checkbox"/> Supreme Appeal, Original plus 3 copies required <input type="checkbox"/> Court of Appeal, Original plus 5 copies required <input type="checkbox"/> Preliminary inquiry, OST, Original + 2 copies - CROWN			
Specify Service required: (NOTE, Rulings and Reasons can only be ordered regular service) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Daily – 1 business day <input type="checkbox"/> Expedite – 3 business days </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Regular – 22 business days <input type="checkbox"/> Delayed – over 22 business days <input type="checkbox"/> Only requesting Estimate </td> </tr> </table>					<input type="checkbox"/> Daily – 1 business day <input type="checkbox"/> Expedite – 3 business days	<input type="checkbox"/> Regular – 22 business days <input type="checkbox"/> Delayed – over 22 business days <input type="checkbox"/> Only requesting Estimate
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<i>If the transcript cost is covered by Legal Services the Legal Services authorization must accompany this order form. Print a copy of the completed order form for your records before e-mailing request to Verbatim. Direct all inquiries to the order desk at the above e-mail address, phone number or fax number. All relevant sections must be filled out before sending request to Verbatim Words West Ltd. Order forms can be saved to your desktop and e-mailed as an attachment to Verbatim or faxed to our order desk.</i>						