

# Verbatim Words West Ltd.

## ORDER DESK

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## PROVINCIAL COURT TRANSCRIPT (ESTIMATE) REQUEST FORM

Crown & Defence Counsel, Court Services, Agencies  
*Not for public requests (see FAQs on our website)*

<b>Company:</b>		<b>Contact Name:</b>		Specify Classification: Defense Crown Corrections Other (please specify):
<b>Address:</b>				
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	<b>Phone:</b>	
<b>Email:</b>			<b>Fax:</b>	Judge's Name:
Order Date (mm/dd/yy):		Continuation Date (if applicable):		
Style of Cause:				
Date of Proceedings (mm/dd/yy):				
Court File Number(s):				
Location of Proceeding:		Crown:		
Specify Originating Registry if different:		Counsel (Defence):		
Description of Order: (Click appropriate boxes)				
Reasons for Judgment		Submissions by Counsel		
Reasons for Sentence		Proceedings at trial, no submissions		
Rulings (add comments)		Proceedings at trial including submissions		
Judicial Interim Release (bail hearing)		Family Hearing		
Preliminary Inquiry		Other (add comments)		
Excerpt of proceedings (add comments)				
Comments / Special Instructions:				
Specify copies required:				
For Appeal, number required: _____		Court of Appeal, Original + 5 copies		
Not for Appeal, number required: _____		Preliminary, OST, Original + 2 copies - CROWN		
Supreme Appeal, Original + 3 copies				
Specify Format request(s):		Paper copy	Fax copy	Email copy
Specify Service Required: (Note: Rulings and Reasons can only be ordered regular service. Service times are approximate.)				
Daily - 1 business day (when possible)		Regular - approx. 22 business days		
Expedite - approx. 3 business days		Delayed - over 22 business days		
Priority - approx. 11 business days		Estimate Only		
If the transcript cost is covered by Legal Services, the Legal Services authorization must accompany this order form. Save a copy of the completed order form for your records before emailing or faxing the request to Verbatim. <i>All relevant sections must be filled out before sending request to Verbatim.</i> Direct all inquiries to the Order Desk via email or phone or fax.				