



Provincial Offences Office

Hastings County

235 Pinnacle St. Postal Bag 4400, Belleville ON K8N 3A9

Tel: (613) 966-0331

Fax: (613) 966-7045

www.hastingscounty.com

REQUEST FOR TRANSCRIPT

CASE NAME:	
CASE REFERENCE:	
OFFENCE(S):	
COURT APPEARANCE DATE:	
ONTARIO COURT OF JUSTICE: COURT ROOM NUMBER:	
REASON FOR REQUEST:	
REQUESTED BY:	
MAILING ADDRESS:	
TELEPHONE NUMBER: EMAIL ADDRESS:	
FURTHER INSTRUCTIONS:	

I understand the transcript will not be typed until receipt of the deposit.
Should I cancel the order, I accepted that I am responsible for payment of
the transcript already typed.

SIGNATURE:	
DATE:	

Note: Original plus two (2) copies are required for appeal matters. It is the
responsibility of Appellant to provide copies of the transcript to the Appeal
Court, and the Prosecutor or Crown in the matter.

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	<ul style="list-style-type: none"> 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.