

# Request for transcripts / transcriptions

For requests made on or after May 1, 2014

Date of request:

(YYYY-MM-DD)

## 1. Requestor information

### 1.1 Lawyer info

Name:

Solicitor #:

Phone #:

Fax #:

Email:

### 1.2 Client info

Name:

Certificate #:

Issuing area office:

Name of co-  
accused/ other  
parties:

## 2. Request information

To request authorization **not shown** on the pick list of pre-authorized disbursements, please use the table below. Provide the approximate number of pages, whether it is an original or a copy, and indicate the reason(s) why the transcript is necessary. If requesting an expedited transcript, indicate the number of days between ordering the transcript and necessary productions.

**\*Use one form for each single request \***

### 2.1 Transcript

Appeal (attach invoice)

Preliminary hearing

Bail hearing

Questioning (FLA, CLRA, CFSA)

Cross examination or affidavit

Remand/Set dates

Out of court examinations

Trial

## 2.2 Type

Digital audio recording (\$22 first day, \$10.50 additional days)

Original + electronic reproduction (\$4.30/page)

Copy + electronic reproduction (\$0.55/page)

Original + copy + electronic reproduction (\$4.85/page)

Original + 2 copies + electronic reproduction (\$5.40/page)

Electronic reproduction only (\$20/day)

Other (if other, please specify)

Estimated # of pages:

or, estimated # of days:

## 2.3 Reasons

Provide detailed reasons why the transcript is required.

(E.g.: what information is contained in the transcript and its relevance to the theory of defence.)

## 2.4 Transcription type

DVD/audio statements - Complaint

DVD/audio statements - Accused

DVD/audio statements - Witness

Estimated length of time (# hours and/or minutes) of statement:

Provide reasons why video/DVD statement required (e.g.: what information is contained in statement):

## 2.5 Expedited transcript

Number of days between ordering transcript & necessary production:

Note: Legal Aid Ontario rarely approves or reimburses transcripts at the expedited rate (\$6.00/page) or daily (\$8.00/page) rate.

## 2.6 Family law only

Authorized to proceed:    Pre-trial            Trial

## 2.7 Civil litigation only

Authorized to proceed to examinations of discovery::

Examination of discovery    Pre-trial            Trial

For more information on *General Policies on video/audiotape transcriptions*, see the *Legal Aid Ontario Disbursements Handbook*.

For assistance in completing this form, please contact the Lawyer Service Centre at 1-866-979-9934 (toll-free)

**Please submit the completed form through *Legal Aid Online* using electronic document submission or LAOfax process.**

Personal information in this form is collected under the authority of section 84 of the *Legal Aid Services Act* and is used in the general administration of the payment of lawyers accounts including: case management, application of block fees and tariff, discretion, reviews, disbursement authorization, expedite requests, late billing, hard cap, and recoveries; and, is used in the panel management of lawyers including investigations, panel suspension, and panel removal. Questions about this collection should be directed to the FIPPA coordinator, 40 Dundas Street West, Suite 200, Toronto, ON, M5G 2H1, 416-979-1446 or 1-800-668-8258.

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