

# Request for transcripts / transcriptions

To request authorization not shown on the pick list of pre-authorized disbursements, please complete and submit this form (***use one form for each single request***).

Date of request:

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## Requestor information

### Lawyer information

Name:

Solicitor #:

Phone:

Email:

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## Client information

Name:

Certificate #:

Issuing area office:

Name of co-accused / other  
parties:

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## Request information

When providing details of your request be sure to 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.

### Transcript

What are you requesting a transcript of?

Appeal (attach invoice)

Preliminary hearing

Bail hearing

Questions (FLA, CLRA, CYFSA)

Cross examination or affidavit

Remand/Set dates

Out of court examinations

Trial

Other (If other, please specify)

### Type

What type of transcript are you requesting?

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

Original – electronic (\$6.30/page). Ordering parties may share transcripts with multiple parties without incurring additional costs.

Original – paper (\$7.10/page). This includes free electronic copies if they are ordered at the same time as the paper original. LAO will authorize transcripts in paper format only in limited circumstances where valid reasons are provided by counsel.

Copy – paper (\$0.80/page)

Electronic copy – Prior to requesting an electronic copy counsel should request a shared electronic copy from the party who ordered the original certified electronic transcript. (\$25.00 each, maximum of one)

Other (If other, please specify)

Estimated number of pages:

or estimated number of days:

## Reasons

Provide detailed reasons why the transcript is required. (e.g.: what information is contained in the transcript and its relevance to the defence theory).

## Transcription type

DVD/audio statements - Complainant

DVD/audio statements - Accused

DVD/audio statements - Witness

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

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

## Expedited transcript

Are you requesting an expedited transcript?                      Yes                      No

Number of days between ordering transcript and necessary production:

Note: Legal Aid Ontario rarely approves or reimburses electronic transcripts at the expedited rate (\$8.80/page) or the daily rate (\$11.75/page).

### For family law related requests only

Authorized to proceed:                      Pre-trial                      Trial

### For civil litigation related requests only

Authorized to proceed to                      Examination of discovery                      Pre-trial                      Trial  
examinations of discovery:

For more information on the general policies regarding translation see the Legal Aid Ontario Disbursements handbook.

For assistance in completing this form please contact the Lawyer Service Centre at 1-886-979-9934 (toll-free).

I certify that the information included in this form is complete, true, and accurate.

Name:

Date:

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

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Personal information contained on this form is collected under the authority of the *Legal Aid Services Act, 2020* and will be used for the purpose of payment of accounts, investigations, and the administration of the *Legal Aid Services Act*.

Questions about this collection should be directed to the Privacy and Access to Information Officer at [fippa@lao.on.ca](mailto:fippa@lao.on.ca) or 1-800-668-8258.



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