

# 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 reproduction (\$4.30/page)

Copy + electronic reproduction (\$0.55/page)

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

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

Electronic reproduction only (\$20/day)

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 theory of defence.)

## 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 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 transcripts at the expedited rate (\$6.00/page) or daily (\$8.00/page) rate.

### **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 via 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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