

<b>*Type of Request:</b> <input type="checkbox"/> Estimate <input type="checkbox"/> Transcript Order	<b>COURT TRANSCRIPT ORDER REQUEST</b> (Civil, Family, Small Claims, Child Protection Matters) Royal Reporting, A Veritext Company #120 - 330 St. Mary Ave, Winnipeg, MB R3C 3Z5 Legal Aid: Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate #: _____	Task #: _____ _____ <b>*Date of Request:</b> _____ Date Required: _____
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<b>Type of Transcript</b> <input type="checkbox"/> Transcript (complete)  Transcript (excerpt)** Reasons for Judgment Reasons for Sentence	<b>Paper Transcript</b> <input type="checkbox"/> _____ copies	<b>Electronic Transcript</b> <input type="checkbox"/> Word _____ copies <input type="checkbox"/> PDF _____ copies  Email address*: _____ <small>*email delivery is not available on Child Protection matters (can only be delivered via CD/data stick)</small>	<b>*Type of Service</b> <input type="checkbox"/> Regular (21 business days) <input type="checkbox"/> Expedited (7 business days) <input type="checkbox"/> Priority (3 business days)
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\*\*Excerpt: \_\_\_\_\_  
 Specify if excerpt (ie. cross or direct examinations, full testimony, specific timestamps, etc.)

**Details of Court Hearing:**

Yes  No

<b>*Title of Proceedings</b>	Is this a Child protection Matter?	If yes, please specify relationship to child (ie. counsel of record, parent/guardian, etc.)
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<b>*Date(s) of Hearing(s) to be transcribed</b>	Court file number
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Before Justice/Judge/JJP	Courtroom	<b>*Place of Court</b>
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**\*Reason for Transcript Request:**

- |   |   |
|---|---|
| <input type="checkbox"/> Filing an appeal<br><input type="checkbox"/> Evidence for a motion<br><input type="checkbox"/> Trial preparation<br><input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Application to vary/set aside a Protection Order by Protected Party<br><input type="checkbox"/> Application to vary/set aside a Protection Order by Respondent |
|---|---|

**To be heard in:**  Provincial Court  King's Bench  Court of Appeal  
(see reverse for information regarding number of copies required)

**\*Requested by:**

<b>Name</b>	<b>Law Firm/Organization/self-represented</b>	<b>Phone</b>
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<b>Address</b>	<b>City/Province</b>	<b>Postal Code</b>	<b>Email address</b>
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Government User Account (PO) Number: \_\_\_\_\_

**To be completed by Royal Reporting – Where the Court Requires Confirmation that a Transcript has been Ordered**

<input type="checkbox"/> I hereby certify that the Requestor has ordered a transcript. The expected date of completion is: _____		
Date: _____	Name: _____	

## TRANSCRIPT COST FEE SCHEDULE

HARDCOPY FORMAT (prices to include binding and delivery)	Maximum Inclusive Cost per Page
Original Transcript, hard copy <b>REGULAR</b> Service	\$7.25
Duplicate Transcript, hard copy <b>REGULAR</b> Service	\$1.20
Original Transcript, hard copy <b>EXPEDITED</b> Service	\$8.50
Duplicate Transcript, hard copy <b>EXPEDITED</b> Service	\$2.65
Original Transcript, hard copy <b>PRIORITY</b> Service	\$9.25
Duplicate Transcript, hard copy <b>PRIORITY</b> Service	\$3.15
ELECTRONIC FORMAT (Word or PDF)	Maximum Inclusive Cost Per Page
Original Transcript, electronic <b>REGULAR</b> Service	\$6.95
Duplicate Transcript, electronic <b>REGULAR</b> Service	\$0.95
Original Transcript, electronic <b>EXPEDITED</b> Service	\$8.25
Duplicate Transcript, electronic <b>EXPEDITED</b> Service	\$0.95
Original Transcript, electronic <b>PRIORITY</b> Service	\$9.00
Duplicate Transcript, electronic <b>PRIORITY</b> Service	\$0.95

**Note:** Public Users are subject to GST.  
Fees are regulated under The Law Fees and Probate Charge Regulation

### TRANSCRIPT REQUIREMENTS FOR THE COURT OF APPEAL

Any transcript ordered for the Court of Appeal must be ordered in its entirety. Any transcript of an excerpt from proceedings must be pre-approved by the Court of Appeal. Proof that a transcript has been ordered is required at the time the appeal is filed. The requester and the respondent are responsible for ordering their own copies **in addition** to what is outlined below:

DIVISION/TYPE	REASON FOR TRANSCRIPT	TYPE OF TRANSCRIPT	PAPER COPIES	ELECTRONIC COPIES
CIVIL & OTHER	Appeal after trial	Complete Transcript	One	One PDF
CIVIL & OTHER	Appeal (no trial)	Reasons for decision	One	One PDF
CIVIL & OTHER	Motion – leave to appeal	Reasons for decision	One	Not required
CIVIL & OTHER	Motion – to extend time	Reasons for decision	One	Not required
CIVIL & OTHER	Motion – to stay order pending appeal	Reasons for decision	One	Not required

**Note:** For more information regarding transcript requirements for an appeal, contact the Court of Appeal at 204-945-2647.

### TRANSCRIPT REQUIREMENTS FOR APPLICATION TO SET ASIDE A PROTECTION ORDER

Applicant → must order one paper copy for the Court **in addition to** any copies ordered for themselves  
Respondent → the Court will order and pay for its own copy; requester must pay for any copies ordered for themselves

### TRANSCRIPT REQUIREMENTS FOR SMALL CLAIMS APPEALS

Requester must order one paper copy for the Court and the opposing party in addition to any copies ordered for themselves.

### PAYMENT OPTIONS

Payments are to be made directly to Royal Reporting by Cash, Visa, MasterCard, American Express, debit, e-transfer, or bank draft. Please do not mail cash. For further information regarding payment please call (204) 306-9149.

### WHERE TO SEND YOUR ORDER OR ESTIMATE REQUEST FORMS

Requests can forwarded to Royal Reporting via the following methods:  
Email: [transcription-mb@veritext.com](mailto:transcription-mb@veritext.com)

### \*\*PLEASE NOTE\*\*

All Reasons for Judgment and/or Sentence must be reviewed by the presiding Judge prior to release; therefore, Royal Reporting cannot guarantee provision within the requested timeline. If this should occur, payment at the page rate for the requested service is your responsibility as the contractor will have provided the service within the timeline normally guaranteed.

### Terms and Conditions

Upon completion, you will be notified by telephone that the transcript(s) may be picked up. Payment is required before transcript(s) will be released. A deposit in full will be required from self-represented parties prior to any transcript production. Payment and/or deposit requirements will be arranged directly between Royal Reporting and the Requester. Cancellation of this order will be required in writing. Requester will be responsible for payment of any portion of transcript produced prior to cancellation. For payments not received within 30 days of notification of completion, you may be subject to Royal Reporting's "overdue account policy" and interest at the rate of 1.5% per month (19.56% per annum).