

Transcript Ordering

Transcripts are prepared by independent authorized court transcriptionists listed on the Authorized Court Transcriptionists for Ontario website. The website allows people to find a transcriptionist that meets their needs by searching by name, court location, and type of proceeding or other information.

www.courttranscriptontario.ca

To order a transcript of an in-court proceeding, you need to:

1. Select and contact an authorized court transcriptionist from the list to arrange all aspects of the transcript order, including availability to prepare transcripts within the required timeframe, payment options and any specific delivery requirements;
2. Provide details regarding the transcript order to the transcriptionist (for example, where the proceeding took place, whether a copy of the entire transcript is required, the number of copies, timelines and delivery);
3. Download the Transcript Order Form online or provide the details of the order to the authorized court transcriptionist directly. The authorized court transcriptionist will finalize and submit the Transcript Order Form to the court for processing.

Fees for court transcripts are regulated by Ontario Regulation 94/14 - Fees for Court Transcripts. Deposits and/or payments of the regulated fees are arranged between you as the ordering party, and the transcriptionist you choose.

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