

Transcript Order

Instructions

To order a transcript it is necessary to know the name of the defendant, the offence number and the date the matter was before the court that is to be transcribed. Please contact the Norfolk County Provincial Offences Office at poa@norfolkcounty.ca or 519-426-5870 ext. 2506 if you need help with this information.

If the matter was heard on different dates and a transcript is required for each date, please complete an Order Form for each date.

Complete this form and submit it to the Norfolk County Provincial Offences Office by mail or in person at 185 Robinson Street, Suite 100, Simcoe, Ontario, N3Y 5L6, by fax at 519-427-5900 or by e-mail at poa@norfolkcounty.ca.

The Provincial Offences Office will contact you by telephone or e-mail with an estimate of the cost and determine if you want to proceed with the transcript.

Payment of the estimated cost is due before work will begin. If the actual cost of the transcript exceeds the down payment you will be required to pay the difference before the transcript is released; if the actual cost is less than down payment, a refund will be issued.

Transcripts are prepared in the order in which the deposits are received. It may take up to 30 days from the date of deposit to prepare the transcript. You will be notified as soon as the transcript is ready for pick up.

Transcripts can be sent by courier at your request. An additional fee of \$10.00 for shipping and handling will be added to transcripts sent by courier. Transcripts will not be sent by regular mail.

If a transcript is required for the purpose of an appeal, three (3) copies must be ordered.

To cancel this order, notification in writing must be provided to Norfolk County Provincial Offences Office prior to work commencing on the transcript.

Transcript Order Form

Defendant's Name _____

Offence/Information Number _____

Date of Court Proceeding (dd/mm/yy) _____

Is the matter being appealed (yes/no)? _____

Number of copies of the transcript requested _____

The contents of the transcript are to include (choose one):

Total proceedings

Reasons of the Justice of the Peace

Partial evidence (please specify) _____

Ordered by _____

Address _____

Telephone _____

E-mail _____

Signature _____ Date Signed (dd/mm/yy) _____

Office Use Only

Return Date _____ Return Type _____

Transcript time (min) _____ Estimated pages _____

Recording # _____

JP _____

Prosecutor _____

Counsel/Agent _____

Estimated Cost _____

Payment Method

Cash

Cheque

MasterCard

American Express

Debit

Visa