

Provincial Offences Office

199 Larch Street,
Suite 102
Sudbury, Ontario,
P3E 5P9

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Email: poacourt@greatersudbury.ca

Section 1: Case / Defendant Information

First Name:

Order Date (mm/dd/yyyy)

Last Name:

Court Date(s):

Court time:

Offence/Ticket Number(s):

Courtroom Number:

Section 2: Proceeding Information

Is the transcript for purposes of appeal Yes No

Format: **Electronic** **Paper** **Audio**

☐ Whole proceeding

Number of Copies:

☐ Reasons for Judgment/Sentencing

Other:

☐ Specific witness(es) Additional Details:

Section 3: Order Details

Note: If the transcript is for an appeal, three certified copies of the transcript will be required at the cost of the Ordering Party.

A minimum fee of \$25.00 is charged per transcript. The current rate for transcripts is \$6.30 per page for the original document. Once our office receives this request, you will be contacted to discuss the deposit amount and payment method.

Your order will not be confirmed until your deposit is paid. The deposit is non-refundable and the transcript(s) will not be released until the order has been paid in full.

Ordering party initials:

Section 4: Ordering Party Information

☐ Judicial ☐ Prosecutor/Crown ☐ Defendant ☐ Other:

Name:

Organization:

Address:

City:

Postal Code:

Province:

Telephone Number:

Email Address:

Date:

Signature:

For Court Office Use Only

Calculated Estimate Cost:

Deposit Amount:

Deposit Paid:

Expected Due Date:

Court Support Clerk:

Date: