Provincial Offences Court

Request for Transcript - Owen Sound and Walkerton

(519) 376-3470 ext 1260
1-800-567-GREY / Fax: (519) 376-0638
poa@grey.ca

Fax, Mail or Email Completed Form to:

Provincial Offences Court
Owen Sound & Walkerton Court Services Areas
595 9th Avenue East, Owen Sound ON N4K 3E3

Style of Cause (Defendant's Name): _____

Ticket / Information No. (if available): _____

Court Location: ☐ Owen Sound ☐ Walkerton

Court Date(s) that you require a Transcript of: _____

Date Transcript Ordered: _____

This Transcript is required for: _____ (appeal, etc.)

I require _____ copy(ies) of the transcript of the evidence taken in the above matter.

NOTE: Current legislated costs are either $4.30 per page or $6.00 per page expedited, for the first copy and .55 per page for each additional copy with a minimum fee of $20.00 per transcript request. **You are required to pay a deposit of 75% of the total cost before the transcript will be started.** The full cost is payable prior to release of the transcript.

Most transcripts will require 30 days for preparation. The 30 days starts from the date the 75% deposit is paid. Longer transcripts may require more preparation time.

In the event I desire to cancel this order, I will do so by written communication to the above mentioned court and I undertake to pay the standard fee for the work done up to date of receipt of written communication by the court.

_____ _____
Signature Name in Print

_____
Name of Firm / Agent

_____
Address Street City / Town Postal Code

_____
Phone Number (include area code) Fax Number Email Address

For Court Use Only:

Justice of the Peace	Prosecutor / Crown	Defence Solicitor / Agent	
Next Court Appearance Date	Estimated Number of Pages	Date Sent to Transcriber	Date notified transcript completed