

How to Order a Certified Court Transcript

To place a transcript order you would go to the Authorized Court Transcriptionists for Ontario (ACTO) website at: www.courttranscriptontario.ca/home.

From there, you are able to find an **Authorized Court Transcriptionists (ACT)** who is able to provide you with the transcript services you require.

Once you select an ACT from the list, you would contact him/her to arrange all aspects of the transcript order. This includes availability to produce the transcript within the required time frame, deposit, payment, delivery and any other term deemed appropriate.

Below you will find a walkthrough, including images from the website to assist.

Please note that the list is randomized, to show no bias, so our fielded results will vary:

Step 1: Click the search tab on the menu bar; this screen will appear:

The screenshot shows a search form titled "Search for a Court Transcriptionist". Below the title, it states "All fields are optional". The form includes the following elements:

- A text input field labeled "Keyword (First name, Last name, ID, Company)".
- A dropdown menu labeled "Court location where proceeding was heard" with the text "Select City" and a downward arrow.
- A section titled "Proceeding Type" with two checkboxes: "Ontario Court of Justice (OCJ)" and "Superior Court of Justice (SCJ)".
- A dropdown menu labeled "Expedited Service" with the text "Select Expedited Service Delivery" and a downward arrow.
- A checkbox labeled "Bilingual (English/French)".
- Two buttons at the bottom: "Search for a Court Transcriptionist" and "Reset".

Step 2: Filter for the courthouse location where the proceeding was heard:

Search for a Court Transcriptionist

All fields are optional.

Woodbury (Chatham)
Summer Beaver
Sundridge
Thunder Bay
Timmins (Pine St. N.)
Timmins (Spruce St. N.)
Toronto 1000 Finch
Toronto 130 Queen
Toronto 1911 Eglinton
Toronto 2201 Finch
Toronto 311 Jarvis
Toronto 330 University
Toronto 361 University
Toronto 393 University
Toronto 444 Yonge
Toronto 47 Sheppard
Toronto 60 Queen
Walkerton
Wapekeka
Waterloo
Wawa
Weagamow Lake
Webequie
Welland
Wikwemikong
Windsor (Chatham St. E.)
Windsor (Windsor Ave.)
Wingham
Woodstock
Wunnumin Lake

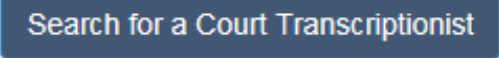
Step 3: Filter for the Proceeding Type and then the Line of Business:

Proceeding Type

- Ontario Court of Justice (OCJ)
- Superior Court of Justice (SCJ)

Line of Business

Family (OCJ) ▼

Step 4: Click the  button and a directory of names will populate (at random), with ACTs who can transcribe for that area:

Directory

ACT ID ▾	Name ▾	Bilingual (English/French)	Expedited Service Delivery	Added to List ▾
		n/a	Within 24 hours (\$8.00 per page; \$20. minimum fee). Within 5 business days (\$6.00 per page; \$20. minimum fee)	June 2, 2014
		n/a	n/a	June 4, 2014
		n/a	Within 24 hours (\$8.00 per page; \$20. minimum fee). Within 5 business days (\$6.00 per page; \$20. minimum fee)	June 5, 2014
		n/a	Within 24 hours (\$8.00 per page; \$20. minimum fee).	June 2, 2014

Please note that we've removed names and IDs in this example, when your results are populated there will be names and IDs, the ACT name is a clickable link. If you select the ACT by name, their contact information will be displayed.

Step 5: Once you have selected an ACT from the site:

- You would forward your order to them; and/or
- Contact them to participate in arranging and agreeing to all aspects of the transcript before placing the final order. This includes availability to produce the transcript within the required time frame, deposit, payment, delivery and any other term deemed appropriate.

The Transcript Order Form is located on the Resources tab of the website at:

<http://www.courttranscriptontario.ca/home/resources>

Other Info: If you have further questions related to searching for an ACT or placing an order, Section 5.0 – “Website Use, Tips & Suggestions” located on our FAQs page may be of assistance.

Click this link to go to our FAQs page now: <http://www.courttranscriptontario.ca/home/faq>.