

## TRANSCRIPT REQUEST FORM

The appeal process includes providing a transcript to the Court of Queen's Bench. A transcript is an exact written record of the hearing. To get a transcript, you must hire a transcription business to convert the RTDRS audio recording into a transcript. These are the steps to take to obtain a transcript:

1. Choose a transcription business.  
You will find a list of these businesses under "Court Reporters" or "Transcription" in telephone directories or on the internet. You may wish to contact several of these businesses to review their fees and availability. It is your responsibility to pay for the transcript.
2. Submit the attached *Audio Recording Request* form to RTDRS by fax, email or in person at our Calgary or Edmonton offices. We will accept requests by letter, provided that it contains all of the same information as the form.
3. Ask your chosen transcription business to submit a letter (on letterhead) to the RTDRS that confirms:
  - that you have hired them to transcribe the audio recording and
  - the RTDRS case numbers for the requested audio recordings.
4. When the *Audio Recording Request* form and the letter from the transcription business are received by the RTDRS, the audio recording of the hearing is burned to a CD-ROM. RTDRS then advises the transcription business that the CD-ROM is ready for pick up at the RTDRS office. The transcription business arranges for a courier to pick up the CD-ROM and a copy of the Order (required for spelling names).
5. The transcription business will contact you about the finished transcript. They will return the CD-ROM and Order copy to the RTDRS by courier.

## **AUDIO RECORDING REQUEST**

### **Requesting Party Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_, \_\_\_\_\_, Alberta

Phone number(s): \_\_\_\_\_

RTDRS Case Number(s): \_\_\_\_\_

Date of RTDRS hearing(s): \_\_\_\_\_

### **Authorization**

I authorize the RTDRS to release an audio recording of the above RTDRS hearing(s)  
plus a copy of the Order(s) to:

\_\_\_\_\_  
Name of Transcription Business

for the purpose of transcription services.

\_\_\_\_\_  
Signature of Requesting Party