

REQUEST FOR COPIES OF AUDIO RECORDING OF COURT PROCEEDINGS

NOTE: This form can be filled out on your computer but must be printed and submitted in hard copy.

Case Name: _____ Court File # _____

Date of Proceedings: _____ # of Days: _____

Heard Before Justice/Judge: _____ Courtroom #: _____

Reason For Request: Appeal* Other

Partial / Full Request: Decision Only Sentence Only Full Trial

Number of Copies: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

NOTE: THE BROADCAST OR DISTRIBUTION OF ANY AUDIO RECORDING OF COURT PROCEEDINGS, WITHOUT THE PRIOR CONSENT OF A JUSTICE/JUDGE, IS STRICTLY PROHIBITED.

I, the undersigned, understand and agree that the audio recordings to be provided pursuant to this request will be provided subject to the following terms and conditions:

1. that I will not broadcast the audio recording(s) on radio, television, the internet, or any other medium without the prior consent of a Justice/ Judge;
2. that I will not distribute the audio recording(s) without the prior consent of a Justice/ Judge;
3. that I will not make more than 3 copies of the audio recording(s);
4. that I will not provide the audio recording(s) or copies of same, to any third party who I know, or ought reasonably to know, may broadcast or distribute them.
5. that I will not transcribe or distribute or use any of the Judge's remarks without providing the Judge with a copy of the typed transcript for approval in advance.

I further warrant that I am authorized to sign this agreement on behalf of the company or organization named below. I understand that this agreement is binding upon me personally and upon that corporation or organization.

Signature _____

Print Name _____

Company/Organization: _____

Date of Request: _____

SUBMITTING THE FORM:

Completed, signed request forms are to be submitted to the administration office of the justice centre where the court proceeding was held, in person or by fax. Requests are filled on a first-come-first-served basis. The time frame for production of CDs or cassette tapes varies. We will call you as soon as your CDs/cassette tapes are ready to be picked up.

COSTS & DEPOSITS:

1. Each CD or Cassette Tape = 20.30 + HST
2. One log sheet = 1.00 + HST. (The log sheets provide a written outline of the court proceeding and are necessary for transcription purposes).
3. A deposit towards the full cost of copying the CD's or Tapes of the court proceeding may be required at the time of the request. The amount of the deposit to be determined by the Court Administrator or designate, based on their estimate of the total number of tapes or CD's required to complete the request.

*** IF YOU ARE PURSUING AN APPEAL:**

CDs or cassette tapes must be transcribed by a certified transcription service. The Appellate Courts require numerous copies of the transcript and it is your responsibility to arrange and pay for the transcription and copies.

RESTRICTIONS:

1. The release of copies of audio recordings in relation to Young Persons' matters/hearings are subject to the provisions of sections 116 to 129 of the Youth Criminal Justice Act, or to the provisions of the Young Offenders Act, the Youth Justice Act, or the Children and Family Services Act.
2. Recordings of matters pursuant to the Domestic Violence Intervention Act are not available to anyone other than the parties or their lawyers without prior consent of the Prothonotary of the Supreme Court.

If you have any questions regarding this form or its requirements contact the court administration office in the justice centre where the court proceedings were held.

**To find contact information for Nova Scotia justice centres, go to:
www.courts.ns.ca/justicecentres/justlocations.htm**