

REQUEST FOR COPIES OF AUDIO RECORDING OF COURT PROCEEDINGS

**NOTE: This form can be filled out electronically but must be printed and submitted in hard copy.
The time frame for production of digital files can be up to 10 business days.**

Case Name: _____ Court File # _____

Date of Proceedings: _____ # of Days: _____

Heard Before Justice/Judge: _____ Courtroom #: _____

Reason For Request: Appeal* Jordan Delay Application Other (please specify)

Type of Proceeding: Decision Only Sentence Only Full Trial

Format Requested: CD or USB Number of Copies: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Phone Number: _____

*** IF YOU ARE PURSUING AN APPEAL:** USBs or CDs must be transcribed by a certified transcription service and as per Civil Procedure Rule 90.26 (2)(g) and (3), a copy of the transcript must be provided to the Judge or Tribunal whose decision is the subject of the appeal. The Appellate Courts require numerous copies of the transcript and it is your responsibility to arrange and pay for the transcription and copies.

**THE BROADCAST 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;

NOTE: The Crown may, without prior judicial consent, provide a copy of the audio recording(s) to an accused person in a criminal proceeding (if self-represented) or to his counsel (if represented) to comply with existing laws respecting crown disclosure to an accused, after obtaining the same "no broadcast/distribution" undertaking from the recipient.

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 subject to *Civil Procedure Rule 90.26(3)*.

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 courthouse 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 digital files on USB or CD can be up to 10 business days. We will call you as soon as your audio files are ready to be picked up.

COSTS & DEPOSITS:

1. Each USB or CD = \$22.57 + 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 providing the audio file(s) 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 USBs or CDs required to complete the request.

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 courthouse where the court proceedings were held.

**To find contact information for Nova Scotia courthouses, go to:
www.courts.ns.ca/Courthouse_Locations/Courthouse_Locations_Map.htm**