REQUEST FORM FOR TRANSCRIPTS OF RECORDED HEARINGS

*** Please read instructions before completing form.**

Case Name: _____
Case File No.(s): _____
Hearing Dates: _____

Which part do you want transcribed?

☐ Whole
☐ Testimony of _____
☐ Other _____

PARTY REQUESTING TRANSCRIPT

☐ Subject Officer ☐ Subject Officer's Representative ☐ Public Complainant ☐ Prosecution Services

☐ Other _____

Name: _____ **Telephone No.:** _____
Email: _____

_____
Street City Province Postal Code

Purpose of Request: _____

INSTRUCTIONS

1. Once the Tribunal receives your completed and signed Request Form, they will proceed to prepare the transcript.
2. Rates charged vary according to the timeliness of the request, but the current rate for a transcript is approximately $4.00 per page. Please note that this price IS SUBJECT TO CHANGE in the future. There is no way for the Tribunal to provide an estimated cost for this service; however, transcripts often run hundreds of pages long and can be costly. Transcripts will also be completed by order of PRIORITY. You will be invoiced for payment in full, before the transcript is released. Cash and/or certified cheques made payable to the *Toronto Police Service* are acceptable forms of payment. If costs are over $120.00, credit card becomes an acceptable form of payment.
3. For further information, please contact the Disciplinary Hearings Office at (416) 808-7243.

ROUTING: Email to the Disciplinary Hearings Office at Disciplinary.HearingsOffice@torontopolice.on.ca, or Mail the completed form to the Disciplinary Hearings Office, 40 College Street, Toronto, Ontario M5G 2J3, or deliver it in a sealed envelope to the Duty Desk at Toronto Police Service Headquarters.