



Request Form For Transcripts of Recorded Hearings

* Please read instructions before completing form.

Case Name: _____ Hearing Date:

dd	/	mm	/	yyyy

Case File No.

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Which part do you want transcribed? Whole Testimony of _____
Name

PARTY REQUESTING TRANSCRIPT

Subject Officer Subject Officer's Representative Public Complainant Prosecution Services
 Other _____

Name: _____ Telephone No.: _____

_____ 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 \$5.00 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. The transcription process normally takes approximately four (4) weeks, given the transcribing and proofing required. 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.
- 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.

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