

Request Form/Undertaking to the Court for Access to Digital Court Recordings

Case Information

		Order Date: _____ <small>(mm/dd/yyyy)</small>		
Name of Case: _____	Court File/Info/Indictment#: _____			
Presiding Judicial Official: _____				
Court Address: _____				
Date(s) of Proceeding: _____ <small>(mm/dd/yyyy) (Date 1) (Date 2) (Date 3)</small>				
Proceedings from:	Ontario Court of Justice	Superior Court of Justice		
Type of Proceeding:	Civil	Criminal	Family	Intake Court
	YCJA	POA	Other: _____ <small>(Please specify)</small>	

Ordering Party Information

Please check the appropriate box:

<input type="checkbox"/> Litigant/Accused <small>(Court order required for OCJ matters)</small>	<input type="checkbox"/> Member of the public <small>(Court order required)</small>	<input type="checkbox"/> Ontario Judicial Council	<input type="checkbox"/> Justices of the Peace Review Council
Prosecutor of record:	Media:		
<input type="checkbox"/> Federal Prosecutor	<input type="checkbox"/> On the Joint Courts' List of Designated Media for Access to Digital Court Recordings		
<input type="checkbox"/> Provincial Prosecutor	<input type="checkbox"/> Recordings Not on the Joint Courts' List of Designated Media <small>(Court order required)</small>		
<input type="checkbox"/> Municipal Prosecutor			
<input type="checkbox"/> Other <small>(Court order may be required):</small>	<small>(Please specify)</small>		
Name: _____ <small>(Last Name, First Name)</small>	Organization/Firm: _____ <small>(If applicable)</small>		
Address: _____	City: _____	Postal Code: _____	
E-Mail: _____	Phone Number(s): _____ <small>(Include all contact numbers)</small>		
Date Required <small>(mm/dd/yyyy)</small> : _____			

Digital Recording Fee Schedule

- Single Day's Recording Per Case:** For a request for a single day's recording, per case:
 - \$22.00 (regardless of the length of the day's proceeding)
- Multiple Day Recordings Per Case:** For a request for multiple day recordings, per case:
 - \$22.00 for the first day requested (regardless of the length of the day's proceeding)
 - \$10.50 for each additional day ordered of the same case (regardless of the length of each day's proceeding)*

* In order for the \$10.50 fee to apply, the order for multiple days must be received at the same time and all proceedings ordered must have taken place so that the request can be processed as a single transaction.

Superior Court of Justice/Ontario Court of Justice
Undertaking to the Court for Access to Digital Court Recordings

A. Select the Applicable Box to Identify the Applicant:

<input type="checkbox"/> Litigant/Accused (party to the proceeding)	<input type="checkbox"/> Prosecutor of record (Federal, Provincial and Municipal)
<input type="checkbox"/> Member of Media: Pursuant to a court order	<input type="checkbox"/> Member of the Public: Pursuant to a court order
<input type="checkbox"/> Member of Media: On the Joint Courts' List of Designated Media for Access to Digital Court Recordings	<input type="checkbox"/> Other: _____

B. Complete and Read Only if the Applicant is a Representative of an Organization:

I, _____ (please print legibly), am a representative of _____ (name of organization), acknowledge that:

a) I am authorized to sign this undertaking on behalf of the company or organization named above.

b) I understand that this undertaking is binding upon me personally and upon that corporation or organization.

C. All Applicants Must Complete and Read this Section:

1. I, _____ (please print legibly), acknowledge
 - a) The digital recording is being provided to me solely for the purpose of:

supplementing or replacing handwritten notes of the court proceeding, or

to enable me to listen to the following court proceeding that I was unable to attend in person: _____ (name of case) on the following date(s): _____, or

preparation in connection with the legal proceedings with respect to this case, or

[Note: Only a litigant, accused or prosecutor of record may use the digital recording for this purpose.]

access provided pursuant to a court order
 - b) Any other use of the digital recording is prohibited without an order from the presiding judicial officer or a judicial officer of the Court.
2. I understand and agree that the digital recording to be provided pursuant to this request will be provided subject to the following terms and conditions:
 - a. I have read and understand [s.136 of the Courts of Justice Act, R.S.O. 1990, c.C.43](#), including that every person who contravenes this section is guilty of an offence and on conviction is liable to a fine of not more than \$25,000 or to imprisonment for a term of not more than six months, or to both.
 - b. I will not publish, broadcast, reproduce or otherwise disseminate the digital recording, including any annotation in the audio file, in any way.
 - c. I will not copy, save, upload or download the digital recording.
 - d. I will not authorize, assist or permit anyone to publish, broadcast, reproduce or otherwise disseminate the digital recording, including any annotation in the digital recording, in any way.
 - e. I will not provide the digital recording, or copies of same, in any format to any third party.
 - f. If a witness exclusion order has been made in the proceeding, I will not disclose the contents of the digital recording to any prospective witness who has not given evidence.
 - g. I acknowledge that any notes, transcription or similar document that I produce using the digital recording is not a court transcript or a court record, and I will not purport that it is a court transcript or a court record.
 - h. When the digital recording is not being used for the purpose permitted by the undertaking, I will keep the digital recording in a secure place where it cannot be accessed by other persons.
 - i. I will destroy the digital recording and render it inoperable when the purpose for which the digital recording was provided to me has concluded.

Signature

Date (mm-dd-yyyy)