

ACTO Notice - Supplementary materials for transcript production

A ACTO - Arkley Professional Services <info@courtt
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RE: Supplementary materials for transcript production

The Ministry of the Attorney General has contacted Arkley Professional Services to remind authorized court transcriptionists to utilize all available supporting court materials in the production of transcripts.

The Chief Justice of the Superior Court of Justice has flagged to the Ministry occasions where ACTs have prepared transcripts without benefit of access to supporting court file materials beyond the audio recording. ACTs are reminded of their obligation to seek and utilize all available supporting court file materials for transcript production. Similarly, the Ministry's court reporters and recording management coordinators are being reminded of their responsibility to gather, share and utilize all available supporting court file materials.

ACTs should contact the RMC office at the court location where the order originated with regards to any questions concerning supplementary materials.

Thank you,

Authorized Court Transcriptionists for Ontario/

Transcripteurs judiciaires autorisés de l'Ontario

www.courttranscriptontario.ca

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