

Importance: High

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Date: July 7, 2017

Memorandum to: Directors of Court Operations, Court Services Division

From: Jill Hughes
Director, Program Management Branch
Court Services Division

Subject: Collection of Supporting Materials by Court Reporters
and Recording Management Staff to Assist in Transcript
Production

It has recently come to my attention, in some cases, authorized court transcriptionists (ACTs) are not receiving the material they require to produce transcripts.

Please remind staff of the requirement to gather, file and share supporting court documentation for the purposes of assisting ACTs in the preparation of court transcripts. In order to assist you with communicating this to your management team, Court Reporting Services has outlined a list of materials to support managers and supervisors when communicating this information to staff performing court reporting and recording management duties.

Copies of documents include, but are not limited to, **court information(s), exhibit list(s), factums, case law, letters and reports which are often referred to during court proceedings.** These documents may be referenced in court or read into the record. Counsel or parties to the proceedings routinely provide the court reporter with a copy of documents that are substantively referenced; however, if not provided, court reporters must obtain copies of these documents.

For your information, please refer staff to the following list of training and reference materials listed below:

Court Reporters:

- [Daily digital recording process](#) (3.B Page 4)
- [Court reporter daily court preparation checklist](#) (Page 1, C. 5th bullet)
- [Courtroom Procedures Manual](#) (Part III- Procedures for Court Reporters section 9.3.7)
- [Annotation Standards](#) (Page 8-9, Electronic or hard copy of materials)
- [Court reporter refresher training](#) (Page 16)
- [Court reporter training support guide](#) (Page 20)

Recording Management Coordinators:

- [Recording Management Manual](#) (Section 2.4; Section 2.9)
- Transcript Preparation Package Order Sheet (RMS and e-Delivery) (Section 3, Item 3.A)
- [e-Delivery User Guide](#) (Item 1.1)
- Workflow maps ([C TRANSCRIPT PREPARATION PACKAGE.doc](#))

Please ensure managers and supervisors provide this information to all employees who perform court reporting and recording management duties and also ensure they understand their duty to collect and share supporting court documentation.

Should you have any questions, please contact Michelle Dwyer-Hunte, A/Manager, Program Management Branch, Court Reporting Services, by phone [416\) 326-4548](tel:416-326-4548) or via email at Michelle.DwyerHunte@ontario.ca.

Sincerely,

Original signed by

Jill Hughes
Director, Program Management Branch
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