

**Ministry of the
Attorney General**

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March 22, 2019

Shelley Smith
shelley_smith@live.ca

Dear Shelley Smith,

Thank you for your emails dated December 28, 2018, January 20, 2019, and January 29, 2019 regarding the use of electronic signatures on court transcripts.

Please note that the Court of Appeal for Ontario, the Superior Court of Justice (including the Divisional Court) and the Ontario Court of Justice require hard copies of transcripts where the Form 2 (Certificate of Transcript) bears the original ink signature of the authorized court transcriptionist (ACT).

Although transcripts required for court purposes must bear the original signature of ACTs, there may be ordering parties who require transcripts for purposes that are not intended to be filed with the court. For example, ordering parties may only retain transcripts electronically for internal use or reference. As a result, different transcript formats or electronic signatures may be requested by the ordering party to satisfy their needs or requirements.

I hope you find this information helpful.

Thank you,

A handwritten signature in black ink, appearing to read "Jill Hughes".

Jill Hughes
Director, Program Management Branch
Court Services Division
Ministry of the Attorney General