

**Practice Note**  
**Digital Recording Policy in the Court of Appeal**

1. Oral judgments are recorded in Court of Appeal Court and Chambers hearings and are subsequently transcribed by a member of the Court of Appeal staff.
2. The justices of the Court of Appeal generally reserve the right to edit their oral judgments for clarity.
3. There is no public access to the audio recording of oral reasons for judgment.
4. Submissions are recorded in Court and in Chambers hearings. If a litigant wants a transcript of submissions, he or she may request a transcript from an authorized transcription company.
5. Parties/counsel will **not** be able to obtain disks containing audio submissions.
6. If a party/counsel wishes to review the recorded submissions before ordering a transcript, arrangements must be made through the Tape Management Office at Vancouver or Victoria Law Courts.
  - Vancouver Tape Management Office (604) 660-3500
  - Victoria Tape Management Office (250) 356-5500
7. Accredited media representatives will continue to be able to ask the Court for permission to record proceedings (pursuant to the “Recording of Court Proceedings by Accredited Journalists” policy).

[Order transcript of Submissions](#)

[Request review of Audio](#)

J.L. Jordan, Registrar

June 2008

# Court of Appeal Transcript Order Form

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Transcription Company:

Contact Person / Telephone Number:

Order Date:

Date of Proceedings:

Action Number:

Style of Cause:

Justice/Justices:

Description of Order:

Type of Service:  Expedite  
 Regular

Type of Proceedings:  CA Chambers  
 CA Court  
 Other

Comments:

**For Tape Management Use Only**

## Request to Listen to CA Audio

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Contact Person / Telephone Number

Date of Proceedings:

CA File Number:

Style of Cause:

Justice/Justices:

Description of Proceedings:

Comments:

**For Tape Management Use Only**