

**NOTICE FROM THE SUPREME COURT OF BRITISH COLUMBIA TO BRITISH
COLUMBIA TRANSCRIPTION COMPANIES AND COURT REPORTERS
AUTHORIZED TO ACCESS AUDIO RECORDINGS TO
PREPARE TRANSCRIPTS**

Effective February 22, 2006

This Notice is issued with respect to the new form titled "***Finalization and Distribution of Oral Transcription Request***" (SCBC Oral Transcription Form 1/06) (the "Form").

The Form is provided to you for your use when requesting finalization and distribution of oral transcription documents¹ from the Supreme Court of British Columbia (the "Court"). The Form replaces any standard letter or memo your office previously prepared to accompany such requests. The Form, along with the draft oral transcription document, should be saved electronically to a floppy disk or CD and delivered to the registry of origin, marked to the attention of the person at the registry from whom you ordered the tapes. Please do not e-mail the Form and draft document, as this is an unsecure method of delivery and is prohibited by the Court. Any request received by e-mail will be rejected.

With respect to PARTS I (A & B) and II of the Form, please note that all information must be provided, or the request will be rejected. In particular, PARTS I B and II must be completed by the Ordering Party. The Court recognizes that when the Ordering Party is an In Person litigant, that you may have to ascertain the details to complete the Form on their behalf by way of faxed or verbal communications. However, within legal environments, the Court requires the Ordering Party to complete these details in an effort to reduce the number of needless errors it is experiencing. In addition, the Court expects that your staff will take the necessary steps to ensure the information your client provides is accurate and, of course, the Court will also scrutinize the information, whenever possible. Consequently, there should be a significant reduction in having to issue Corrigenda.

For your, and your client's convenience, the Form can be downloaded from the British Columbia Court Services website and has been prepared in MS Word (XP, 2002). In the event this format, or version, is incompatible with your client's software, we understand that you may need to receive the information from them in an alternate format, and then complete the Form on their behalf. Please note that we will confirm that the information was provided by them (your client) in our covering correspondence to them when releasing the finalized oral transcription document.

The Court trusts you will find the Form will streamline the process of finalizing and distributing oral transcription documents and thanks you for your anticipated co-operation in implementing its use.

We look forward to working with you in the future.

¹ Pursuant to the standard Agreement between the Province of British Columbia and Transcription Companies, copyright of the Material vests exclusively in the Province.