

**APPLICATION FOR A TRANSCRIPT OF THE PROCEEDINGS
AND THE REPRODUCTION OF EXHIBITS**
(section 31 of the *Rules of the Court of Appeal of Quebec in Criminal Matters*)

IDENTIFICATION

File No. (Court of Appeal):

File No. (1st instance):

Appellant

Respondent

Contact person for the application		
Name (last, first)	Phone No.	Email address
		Mailing address

PART I — TRANSCRIPT OF THE PROCEEDINGS AND REPRODUCTION OF EXHIBITS

In accordance with section 31 of the *Rules of the Court of Appeal of Quebec in Criminal Matters (RCAQCM)*, at the request of a party, the clerk of the trial court must take all necessary steps to obtain, within four months after the application is filed, the requested transcript of the proceedings and reproduction of the exhibits. This form must be filed with the trial court office **within 30 days** after the notice of appeal is filed or the date on which the motion for leave to appeal is granted or referred. The appellant may drop off the completed form at the trial court office or send it by email (the list of trial court office addresses is in Appendix E to this form. In addition, the appellant must, within the same time frame, send to the Court of Appeal office a copy of this form with proof of filing with the trial court office and proof of notification to the other parties.

Once the transcripts have been completed, they will be given to the party in PDF format. Exhibits may be reproduced in PDF format or on paper only.

If you have the minutes of the hearings in question, please attach them to this form to speed up processing of your application.

Instructions for completing appendices

Please check one of the boxes and follow the instructions:

1. No transcript or exhibit is requested.
No appendix needs to be completed. However, you must still complete this form.
2. The appellant is applying for a full or partial transcript of the proceedings and reproduction of all or some exhibits.
You must complete appendices A and B.
3. The respondent is applying for a partial or additional transcript of part of the proceedings and, if necessary, reproduction of certain exhibits.
You must complete appendices A and B.
4. The appellant is requesting a stenographer to transcribe the proceedings and, if necessary, reproduce certain exhibits.
You must fill out Appendix B if applicable, as well as Appendix C to inform the opposing party of the transcripts you have applied for and, once the transcripts have been completed, you must fill out Appendix D.

Special transcripts

Any application for a transcript of the reasons for a Superior Court or Court of Québec judgment must be authorized by the trial judge, and the trial court office will take the necessary action. For jury trials before the Superior Court, if the judge's opening address to the jury has been requested, the trial court office will take the necessary steps to obtain this authorization from the Superior Court judge.

PART II — FEES

- Director of Criminal and Penal Prosecutions
- Legal Aid (enclose mandate obtained for appeal purposes)

If fees are charged, a deposit will be required amounting to 50% of the estimated total fees and the transcription process will start only after the deposit is received. The transcript will be sent to the appellant after full payment is received.

If a portion of the transcript is required by a prosecutor alone, other than the Director of Criminal and Penal Prosecutions, that prosecutor pays the costs thereof (second paragraph of section 32 of the *Rules of the Court of Appeal of Quebec in Criminal Matters*).

PART III — SIGNATURE

I will send a copy of this form to the opposing party and the Court of Appeal office in accordance with section 31 para 2 of the *Rules of the Court of Appeal of Quebec in Criminal Matters*.

At _____, on _____

- Appellant Respondent
- Counsel for the appellant Counsel for the respondent

Signature

THE TRANSCRIPT AND REPRODUCTION PROCESS BEGINS ON RECEIPT OF THIS FORM, DULY COMPLETED
AND AFTER THE DEPOSIT HAS BEEN RECEIVED BY THE TRIAL CLERK

Contact person for billing		
Name (last, first)	Phone no.	Email

PART IV – RESERVED TO ADMINISTRATION

- Without costs
- Director of Criminal and Penal Prosecutions
 - Legal Aid (enclose mandate)
- With costs: Estimated costs: \$ _____
- Deposit: \$ _____ (50% payable in advance)

Appendix D

Notice that a stenographer mandated by the appellant has completed the requested transcripts

File No. (1st instance):

In accordance with section 31 para 7 of the *Rules of the Court of Appeal of Quebec in Criminal Matters*, the appellant must notify the other parties, the Court of Appeal office and the clerk of the trial court that the transcript prepared by a private stenographer is completed.

At _____ , on _____

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- Appellant
 - Counsel for the appellant

ANNEXE « E »

Liste des palais et des adresses courriels des greffes de première instance en matière criminelle

Chambre de la jeunesse - Montréal	cdjmontreal@justice.gouv.qc.ca
Palais de justice d'Alma	gcri160@justice.gouv.qc.ca
Palais de justice d'Amos	gcri605@justice.gouv.qc.ca
Palais de justice de Baie-Comeau	gcri655@justice.gouv.qc.ca
Palais de justice de Campbell's Bay	gcri555@justice.gouv.qc.ca
Palais de justice de Chibougamau	gcri170@justice.gouv.qc.ca
Palais de justice de Chicoutimi	gcri150@justice.gouv.qc.ca
Palais de justice de Cowansville	gcri455@justice.gouv.qc.ca
Palais de justice de Drummondville	gcri405@justice.gouv.qc.ca
Palais de justice de Gatineau	gcri550@justice.gouv.qc.ca
Palais de justice de Granby	gcri460@justice.gouv.qc.ca
Palais de justice de Havre-Aubert	gcri115@justice.gouv.qc.ca
Palais de justice de Joliette	gcri705@justice.gouv.qc.ca
Palais de justice de La Malbaie	gcri240@justice.gouv.qc.ca
Palais de justice de La Tuque	gcri425@justice.gouv.qc.ca
Palais de justice de Lac-Mégantic	gcri480@justice.gouv.qc.ca
Palais de justice de Laval	gcri540@justice.gouv.qc.ca
Palais de justice de Longueuil	gcri505@justice.gouv.qc.ca
Palais de justice de Maniwaki	gcri565@justice.gouv.qc.ca
Palais de justice de Mont-Laurier	gcri560@justice.gouv.qc.ca
Palais de justice de Montmagny	gcri300@justice.gouv.qc.ca
Palais de justice de Montréal	dossier.appel.palais.montreal@justice.gouv.qc.ca
Palais de justice de New Carlisle	gcri105@justice.gouv.qc.ca
Palais de justice de Percé	gcri110@justice.gouv.qc.ca
Palais de justice de Québec	gcri200@justice.gouv.qc.ca
Palais de justice de Rimouski	gcri100@justice.gouv.qc.ca
Palais de justice de Rivière-du-Loup	gcri250@justice.gouv.qc.ca
Palais de justice de Roberval	gcri155@justice.gouv.qc.ca
Palais de justice de Rouyn-Noranda	gcri600@justice.gouv.qc.ca
Palais de justice de Saint-Hyacinthe	gcri750@justice.gouv.qc.ca
Palais de justice de Saint-Jean-sur-Richelieu	gcri755@justice.gouv.qc.ca
Palais de justice de Saint-Jérôme	gcri700@justice.gouv.qc.ca
Palais de justice de Saint-Joseph-de-Beauce	gcri350@justice.gouv.qc.ca
Palais de justice de Salaberry-de-Valleyfield	gcri760@justice.gouv.qc.ca
Palais de justice de Sept-Îles	gcri650@justice.gouv.qc.ca
Palais de justice de Shawinigan	gcri410@justice.gouv.qc.ca
Palais de justice de Sherbrooke	gcri450@justice.gouv.qc.ca
Palais de justice de Sorel-Tracy	gcri765@justice.gouv.qc.ca
Palais de justice de Thetford Mines	gcri235@justice.gouv.qc.ca
Palais de justice de Trois-Rivières	gcri400@justice.gouv.qc.ca
Palais de justice de Val-d'Or	gcri615@justice.gouv.qc.ca
Palais de justice de Victoriaville	gcri415@justice.gouv.qc.ca
Palais de justice de Ville-Marie	gcri610@justice.gouv.qc.ca
Point de service de justice d'Amqui	gcri120@justice.gouv.qc.ca
Point de service de justice de Dolbeau-Mistassini	gcri175@justice.gouv.qc.ca
Point de service de justice de La Sarre	gcri620@justice.gouv.qc.ca
Point de service de justice de Matane	gcri125@justice.gouv.qc.ca
Point de service de justice de Mont-Joli	gcri135@justice.gouv.qc.ca
Point de service de justice de Sainte-Anne-des-Monts	gcri130@justice.gouv.qc.ca