

PRINCE EDWARD ISLAND COURT TRANSCRIBERS

A court transcript is a written account of what was said during a court proceeding. A transcript may be requested for a variety of reasons, including, but not limited to:

1. filing an appeal;
2. confirming facts; and,
3. keeping a record of the proceedings for future reference.

Transcripts are not automatically prepared by court staff. In fact, only in certain circumstances are transcripts prepared, as referenced within Part II, D of the Supreme Court Practice Directions, as follows:

2. Transcripts

- a. Pursuant to Rule 61, on an appeal from a decision of the Supreme Court, it is generally the appellant's responsibility to request, and provide, a transcript. Exceptions to this are:
 - (i) Criminal appeals under Rule 82; and
 - (ii) Where the decision appealed from is an oral decision, with no written reasons available. In such circumstances, the Supreme Court may prepare a transcript of the decision; however, the party is responsible for providing a transcript of the evidence.

In Prince Edward Island, there is a Court Transcribers Examining Board pursuant to the ***Court Reporters Act***. As one of its duties the Board certifies candidates who wish to be court transcribers. Once a candidate has passed the preliminary written and transcription tests, a CD or USB of a portion of a court hearing is provided to them and a transcript is prepared by the candidate and returned to the Board for review. If the Board agrees that the transcript prepared by the candidate meets the standards of a Certified Court Transcriber, the candidate's name is put forward for designation by the Minister as per s. 3(1) of the ***Court Reporters Act***.

Court transcribers are typically either graduates of a legal administration program or have had experience working in jobs where legal terminology is used frequently (such as law firms). Some transcribers have university degrees or have graduated from other college programs.

Section 3(2) of the ***Court Reporters Act*** states:

Court transcribers may, in accordance with this ***Act***, record or transcribe

- (a) Court proceedings;
- (b) Examinations for discovery; and

(c) Administrative proceedings.

If you wish to contact a local court transcriber to prepare a transcript, you may reference the list below. This list does not include Court Stenographers currently employed with the courts in Prince Edward Island.

Transcripts may also be prepared and filed by court transcribers who have certification from other Canadian provinces, provided that a copy of such certification is attached to the filed transcript.

COURT TRANSCRIBERS CURRENTLY HOLDING MINISTERIAL DESIGNATION
PURSUANT TO SUBSECTION 3(1) OF THE **COURT REPORTERS ACT**

NAME	CONTACT INFORMATION
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If you are a certified court transcriber within Prince Edward Island and wish to be included in the above list, complete with contact information, please contact Lisa Munn at the Supreme Court via email at: lmunn@gov.pe.ca.