



Province of Alberta

RECORDING OF EVIDENCE ACT
JUDICATURE ACT
PROVINCIAL COURT ACT

**TRANSCRIPT FEES AND
FORMAT REGULATION**

Alberta Regulation 167/2010

With amendments up to and including Alberta Regulation 145/2015

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

(Consolidated up to 145/2015)

ALBERTA REGULATION 167/2010

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TRANSCRIPT FEES AND FORMAT REGULATION

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Schedule

Transcript fees

1(1) The fees to be charged for the transcript and for copies of the transcript of a court proceeding are those set out in Schedule B to the *Alberta Rules of Court* (AR 124/2010).

(2) All fees for transcripts must be paid to the Minister of Justice and Solicitor General in favour of the President of Treasury Board and Minister of Finance.

AR 167/2010 s1;31/2012;170/2012;62/2013

Format

2 The format to be used for transcripts of court proceedings is that set out in the Schedule to this Regulation.

Repeal

3 The *Transcript Fees Regulation* (AR 192/2009) is repealed.

Expiry

4 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or an amended form following a review, this Regulation expires on November 1, 2020.

AR 167/2012 s4;145/2015

Coming into force

- 5** This Regulation comes into force on November 1, 2010.

Schedule**Format of Transcripts**

- 1** The paper to be used for transcripts is quarto post in size 8 1/2 inches by 11 inches.
- 2** The font to be used is Times New Roman, 13 point, or the equivalent.
- 3** Subject to items 6 and 7, the margins on each page must be as follows:
- (a) top and bottom, one inch;
 - (b) left, 0.75 inches;
 - (c) right, one inch.
- 4** Each full page must contain no more than 41 lines, evenly spaced, exclusive of the line containing the page number.
- 5** With the exception of the last line of a paragraph, each line of a paragraph must be fully justified from the left margin or from the applicable indent to the right margin.
- 6** Each line must be numbered consecutively with the line number placed 0.15 inches to the left of the left margin.
- 7** Each page must be numbered consecutively with the page number placed 0.5 inches from the top edge of each page, centred between the left and right margins.
- 8** Subject to item 10, for each new speaker, the first line must commence at the left margin with the identification of the name or description of the speaker, with the transcribed matter commencing on the same line 3.25 inches from the left margin.
- 9** Subsequent lines of transcribed matter for the same speaker must be indented 0.25 inches from the left margin.
- 10** When evidence is in the form of a question and an answer,
- (a) the name or description of the person by whom the question is asked or answered, if required to identify the speaker, must appear at the beginning of the appropriate line, except at the commencement of a new part of the examination,

- (b) the first line of each question and each answer must commence 0.25 inches from the left margin, with the transcribed matter commencing on the same line 0.5 inches from the left margin, and with subsequent lines for that question or answer indented 0.5 inches from the left margin,
- (c) the question must commence on a separate line and be preceded on that line by the letter Q,
- (d) the answer must commence on a separate line following the line on which the question concludes and be preceded on the line on which the answer commences by the letter A, and
- (e) each new question and answer must be grouped and followed by one blank line.

11 The following lines must be left blank:

- (a) between distinct portions of the examination of a witness, such as cross-examination or re-examination, one line;
- (b) following each answer provided by a witness, one line;
- (c) following each speaker, other than for question and answer, one line;
- (d) following each paragraph within the transcribed matter, one line;
- (e) between the examination of different witnesses, one line;
- (f) between different parts of the case, such as the evidence for the plaintiff or the defendant or judgment, one line;
- (g) between exhibits, one line.



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