

 Legal Services Society British Columbia www.lss.bc.ca	<h1 style="margin: 0;">Request for Authorization of Transcripts</h1>		
<p><i>Mail OR fax this form and attachments — Do NOT fax AND mail.</i></p>			
<p>Enter the following information from your referral form.</p>			
Urgent? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please explain:	Date of request (dd/mm/yyyy)	
Client	Name	Lawyer	Name
Case no.		Lawyer vendor no.	
Referral no.		Address	
Date of assignment (dd/mm/yyyy)			
Is your present referral <input type="checkbox"/> Family <input type="checkbox"/> CFCSA <input type="checkbox"/> Immigration <input type="checkbox"/> Criminal <input type="checkbox"/> Other _____ <input type="checkbox"/> SCAP		City	Postal code
		Telephone	
		Fax	
<p><i>Please ensure that you have reviewed the Transcript Section of the Disbursements for all Tariffs for requirements and limitations.</i></p>			
Details	Court location	Next court date (dd/mm/yyyy)	Date(s) of proceedings (dd/mm/yyyy)
Type of proceeding		No. of copies required	
<input type="checkbox"/> 1 st party <input type="checkbox"/> 2 nd party		Length of proceeding (days/hours)	
Court level <input type="checkbox"/> Provincial <input type="checkbox"/> Supreme <input type="checkbox"/> Other _____			
Type of transcript required <input type="checkbox"/> Daily 1 day <input type="checkbox"/> Expedited 3 days <input type="checkbox"/> Ordinary 22 days <input type="checkbox"/> Delayed 22+ days		Please provide reasons for requiring transcripts. (Attach a brief summary if you require more space.)	
Supreme Court Bail Reviews – has authorization been obtained from Case Management Section? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has the court or another party ordered an additional copy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Criminal case	List major charges:		
Civil case	Style of cause		
VS			
Are Extended Family Services authorized?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Exam. for discovery			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is room rental required?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are attendance fees required?			<input type="checkbox"/> Yes <input type="checkbox"/> No