

**Ministry of the Attorney General**

Court Services Division  
Program Management Branch

McMurtry-Scott Building  
720 Bay Street, 3<sup>rd</sup> Floor  
Toronto ON M7A 2S9

Telephone: 416 327-1348

**Ministère du Procureur général**

Division des services aux tribunaux  
Direction de la gestion des programmes

Édifice McMurtry-Scott  
720, rue Bay, 3<sup>e</sup> étage  
Toronto ON M7A 2S9

Téléphone : 416 327-1348



November 25, 2022

Douglas W. Judson  
Chair  
Federation of Ontario Law Associations  
Email: [info@douglasjudson.ca](mailto:info@douglasjudson.ca)

**Subject: Certification of Court Transcripts**

---

I am writing to update you on changes to the certification of court transcripts in Ontario.

As you may know, court transcripts are now primarily digital, with certified electronic transcripts becoming the default format as a result of the ongoing modernization of the court system and the implementation of more electronic processes.

To ensure there is consistency in the certification standards of court transcripts in Ontario, the ministry has updated Ontario Regulation 158/03: Certification of Recordings, made under the Evidence Act, RSO 1990, c E.23 to better reflect the use of certified electronic transcripts. The updates include:

- The introduction of a new prescribed Form 3 certificate to be used by authorized court transcriptionists (ACTs) to certify electronic transcripts using electronic signatures;
- Updates to the existing prescribed Form 2 certificate to be used by ACTs to certify paper transcripts using wet ink signatures; and
- Clarifying the obligations relating to the production and certification of court transcripts.

The updates to O. Reg. 158/03 will come into effect on December 5, 2022. The consolidated regulation will appear on e-Laws once the consolidation is completed. In the meantime, the amending regulation, Ontario Regulation 531/22 can be found here: [O. Reg. 531/22: CERTIFICATION OF RECORDINGS AND TRANSCRIPTS \(ontario.ca\)](https://www.ontario.ca/en/legislation/regulations/531/22).

These updates also complement recent amendments to Ontario Regulation 94/14: Fees for Court Transcripts that came into force on April 1, 2022, which introduced fees for certified electronic transcripts.

The attached **Questions and Answers** document provides additional details regarding the updates to O. Reg. 158/03. Further direction on the certification standards for electronic transcripts will also be outlined in an updated version of the Court Transcript Standards and Procedures Manual, which will be posted by Arkley Professional Services on the Authorized Court Transcriptionists for Ontario website in the near future: [Resources - Authorized Court Transcriptionists for Ontario \(courtranscriptontario.ca\)](http://Resources - Authorized Court Transcriptionists for Ontario (courtranscriptontario.ca)).

If you have any questions, please contact Court Reporting Services, Court Services Division at [CourtReportingServices@Ontario.ca](mailto:CourtReportingServices@Ontario.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Jlee".

Jaimie Lee  
A/Director, Program Management Branch  
Court Services Division

cc: Beverly Leonard, Assistant Deputy Attorney General, Court Services Division  
Shannon Robertson, A/Manager, Court Reporting Services  
Katie W. Robinette, Executive Director, Federation of Ontario Law Associations

Attachment:

- Certification of Court Transcripts Questions and Answers document