

AR #42414

August 17, 2011

Mr. Gérard Lévesque
414 - 1800, 14A Street S.W.
Calgary, AB T2T 6K3

Dear Mr. Lévesque:

RE: Guidelines for transcript production

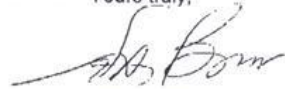
In my correspondence to you dated July 25, 2011, I agreed to provide you with information about guidelines for transcript production once I received input from Transcript Management Services.

Transcript Management Services informs me that their practice is to record a notation when a language is used that is different from the language of the trial, as per part 3.11 of the *Transcript Production Manual*. According to this practice, when a trial is heard in English, a notation stating '(Other Language Spoken)' is used if French has been spoken. Similarly, for French trials the notation '(Other Language Spoken)' would take the place of an English statement.

In cases where Transcript Management Services is informed in advance by the person requesting the transcript that a trial or proceeding was conducted in both French and English, the record can be sent to a bilingual transcriptionist to prepare the transcript.

If you require further information about transcripts, you may contact Carol Clark, Manager, Transcript Management Services - Calgary, at 403-297-7392.

Yours truly,



Vicki A. Brandt
Assistant Deputy Minister