

**Request for Court Audio Recording and Undertaking to the Court**  
**Court of Queen's Bench of Alberta or Provincial Court of Alberta**

<b>Case Details</b>	<input type="checkbox"/> Provincial Court <input type="checkbox"/> Queen's Bench
Case Name: _____	Order Date: _____
Presiding: _____	Case Number: _____
Court Location: _____	Courtroom Number: _____
Date(s) of Proceeding: _____	
<b>Type of Proceeding:</b> <input type="checkbox"/> Child Protection <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Family/Divorce <input type="checkbox"/> Traffic <input type="checkbox"/> Youth <input type="checkbox"/> Other: _____	
<b>Details of request:</b> <input type="checkbox"/> Decision only <input type="checkbox"/> Sentence only <input type="checkbox"/> Full trial or hearing <input type="checkbox"/> Other: _____	
<b>Restrictions on Access or Publication:</b> <input type="checkbox"/> None <b>OR</b> <input type="checkbox"/> Publication Ban <input type="checkbox"/> Private Hearing <input type="checkbox"/> Sealing Order <input type="checkbox"/> Vexatious Litigant Order	
For <u>statutory restriction</u> , provide statute name and section number; for <u>common law order</u> , describe: _____ _____	
<b>Restrictions status confirmed by Clerk (initial)</b> _____	

<b>Ordering Party Details</b>
<b>Please check box:</b> <input type="checkbox"/> Member of the Law Society of Alberta <input type="checkbox"/> Crown Prosecutor: <input type="checkbox"/> Provincial <input type="checkbox"/> Federal <input type="checkbox"/> Litigant or Accused ( <b>court order required</b> ) <input type="checkbox"/> Member of the Public ( <b>court order required</b> ) <input type="checkbox"/> Accredited Media: <b>On</b> Media Undertakings List: <input type="checkbox"/> Provincial Court <a href="#">list</a> <input type="checkbox"/> Queen's Bench <a href="#">list</a> <input type="checkbox"/> Media: <b>Not</b> on Media Undertakings List ( <b>court order required</b> ) <input type="checkbox"/> Other ( <b>court order required</b> ): _____
Name: _____ Organization/Firm: _____
Address: _____ City: _____ Postal Code: _____
Email: _____ Phone Number(s): _____
Date Required: _____
<b>If this request is denied, you may make a court application on notice to the parties.</b>

<b>Court Order (when required)</b>	<b>Date:</b> _____
<b>Order is</b> <input type="checkbox"/> <b>Granted</b> <input type="checkbox"/> <b>Denied</b> Signature: _____	
<b>For Provincial Court:</b> <input type="checkbox"/> Presiding Judge or Justice of the Peace <b>OR</b> <input type="checkbox"/> Assistant Chief Judge <b>OR</b> <input type="checkbox"/> Chief Judge <b>For Queen's Bench:</b> <input type="checkbox"/> Presiding Justice or Master <b>OR</b> <input type="checkbox"/> Associate Chief Justice <b>OR</b> <input type="checkbox"/> Chief Justice	
<b>This Order prohibits</b> unauthorized publication, broadcast, copying, or transmittal by any means. The terms of the Undertaking to the Court for Access to Court Audio recording are hereby incorporated as terms of this Order.	
<b>Additional restrictions</b> on access and use of the court audio recording: _____ _____ _____	

# Undertaking to the Court for Access to Court Audio Recording

## A. The applicant is a:

- Member of the Law Society of Alberta  Litigant or Accused (**court order required**)
- Member of Media, accredited with the Court  Member of the Public (**court order required**)
- [Queen's Bench](#)  [Provincial Court](#)
- Member of Media, non-accredited (**court order required**)  Other (**court order required**): \_\_\_\_\_

## B. An applicant who represents an organization must read and complete this section:

1. I, \_\_\_\_\_ (please print legibly), am a representative of \_\_\_\_\_ (name of organization), and I acknowledge that:
- I am authorized to sign this undertaking on behalf of the company or organization named above.
  - I understand that this undertaking is binding upon me personally and upon that corporation or organization.

## C. All applicants must read and complete this section:

1. I, \_\_\_\_\_ (please print legibly), acknowledge
- the digital recording is being provided to me solely for the purpose of:**
    - supplementing or replacing handwritten notes of the court proceeding, or
    - enabling me to listen to the following court proceeding that I was unable to attend in person \_\_\_\_\_ (name of case) on the following date(s) \_\_\_\_\_, or
    - preparation in connection with the legal proceedings with respect to this case  
**[Note: Must be a member of the Law Society of Alberta, or a party to the proceeding, or an accused],** or
    - access provided pursuant to a court order.
  - Any other use of the digital recording is prohibited without an order** from the presiding judicial officer or,
    - for Provincial Court, an order from an Assistant Chief Judge or the Chief Judge or their delegate;
    - for Queen's Bench, an order of an Associate Chief Justice or the Chief Justice or their delegate.
2. I understand and agree that use of the digital recording is subject to the following terms and conditions:
- I will not publish, broadcast, reproduce or otherwise disseminate the digital recording, including any annotation in the audio file, in any way.
  - I will not copy, save, upload or download the digital recording.
  - I will not authorize, assist or permit anyone to publish, broadcast, reproduce or otherwise disseminate the digital recording, including any annotation in the digital recording, in any way.
  - I will not provide the digital recording or copies of it, in any format, to any third party.
  - If there is a witness exclusion order in the proceeding, I will not disclose the contents of the digital recording to any prospective witness who has not given evidence.
  - When the digital recording is not being used for the purpose permitted by the undertaking, I will keep the digital recording in a secure place where it cannot be accessed by other persons.
  - I will destroy the digital recording and render it inoperable when the purpose for which the digital recording was provided to me has concluded.
3. I understand and acknowledge that if I fail to comply with my undertaking, I may be liable for punishment for civil contempt of court.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### To be completed by Office

Search Fee: \$10    Audio Fee: \$10 per day    Total Charge: \$ \_\_\_\_\_