

Residential Tenancy Dispute Resolution Service (RTDRS)

The personal information collected through the online RTDRS Audio Recording Request is for the purpose of establishing the identity of the person or entity applying for the audio recording of their hearing in accordance with the RTDRS Rules of Practice and Procedure. This collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the RTDRS Administrator toll free at 310-0000, then 780-644-3000, by email through RTDRS@gov.ab.ca, or by mail to RTDRS, Main Floor, 10044-108 Street, 44 Capital Boulevard, Edmonton, Alberta, T5J 3S7.

Edmonton Office

Main Floor, Suite 170, 10044-108 Street NW
44 Capital Boulevard
Edmonton, Alberta T5J 3S7

Calgary Office

Main Floor, Rocky Mountain Plaza
180-615 Macleod Trail SE
Calgary, Alberta T2G 0H9

Toll-free 310-0000 then dial 780-644-3000

www.rtdrs.alberta.ca
Email: rtdrs@gov.ab.ca
Fax: 780-644-2266

To request the audio recording of your hearing, please complete this form.

It is preferred that the completed Audio Recording Request form be submitted via the RTDRS e-Filing Service. If you are unable to submit the form online, you can deliver it to an RTDRS office by mail, email, in-person or by fax.

The RTDRS will provide you with the audio recording of the hearing by email to the email address provided to the RTDRS. Alternatively, the RTDRS can save the hearing onto a USB/thumb drive that you provide to the RTDRS (USB may be provided by mail or in-person).

Audio Recording for the Purpose of Appeal:

The appeal process includes providing a transcript to the Court of King's Bench. A transcript is an exact written record of the hearing. You must hire a transcription company to convert the RTDRS audio recording into an official transcript.

ONLY PARTIES TO THE ACTION MAY REQUEST THE AUDIO RECORDING OF THEIR HEARING. Requests for audio recordings from anyone who is not a party to the action must be made under the *Freedom of Information and Protection of Privacy Act*. Audio requests will only be provided to the requestor once the hearing has been concluded.

The audio recording can be listened to using any M4A audio player. Some of the older audio recordings have been made using For the Record (FTR) software, and can only be listened to using the FTR Player, which can be downloaded for free at <https://www.fortherecord.com/products/ftr-player/>

Requesting Party Information

☐ Applicant ☐ Respondent

Last Name First Name Middle Name

Mailing Address City or Town Province Postal Code

Home Phone Work/Business Phone Cellular Phone Email Address

Hearing Information

RTDRS Case Number Date of RTDRS Hearing yyyy-mm-dd

Additional hearing dates, if required

Date of Hearing yyyy-mm-dd Date of Hearing yyyy-mm-dd Date of Hearing yyyy-mm-dd Date of Hearing yyyy-mm-dd

Appeal Information (if applicable)

Court of King's Bench Location Appeal Date yyyy-mm-dd Court of King's Bench File Number

- ☐ I would like the audio recording emailed to me.
- ☐ I will provide the Edmonton RTDRS office with a USB/thumb drive for the audio recording to be saved on.
- ☐ I will provide the Calgary RTDRS office with a USB/thumb drive for the audio recording to be saved on.

Date of Request yyyy-mm-dd

Signature