RTDRS Audio Recording Request

Protected A (when completed)

The personal information collected through the online RTDRS Audio Recording Request form 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 4 (c) of the *Protection of Privacy Act*. For questions about the collection of personal information, contact the RTDRS Administrator at 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
9th Floor, Central Park Plaza
340 12 Avenue SW
Calgary, Alberta T2R 1L5

Phone: 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, 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).

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. An appellant must hire a transcription company to convert the RTDRS audio recording into an official transcript. **An appellant must also serve a copy of the filed notice of appeal on an RTDRS office.**

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 *Access to Information Act*. Audio requests will only be provided to the requestor once the final hearing has been concluded.

Requesting Party Information

◯ Applicant ◯ Respondent

Last Name | First Name | Middle Name

Mailing Address | City or Town | Province | Postal Code

Province: 1

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 by mail for the audio recording to be saved on.

◯ I will provide the Calgary RTDRS office with a USB/thumb drive by mail for the audio recording to be saved on.

Date of Request yyyy-mm-dd | Signature

Save Print