

## **FINAL PORTIONS OF DAILY TRANSCRIPTS**

*Summary: This Circular sets out the Court's practice in relation to the delivery to counsel of the final portion of the daily transcript.*

### **1. Background**

A practice has developed in which counsel have been requesting the Court's transcription services provider (currently Spark & Cannon) to email to them the final portion of a daily hearing transcript. This has created two problems for the Court. First, the electronic copy of the transcript is an additional copy of the transcript for which a fee of \$11.50 per day is payable (*Criminal Procedure Rules 2005 r 43(3),(4); District Court (Fees) Regulations 2002, Schedule 1, item 14(b)*). The current informal practice is making it difficult to collect this fee. Second, there is no control on who is requesting the transcript. In response, the Court has formalised the way in which the electronic copy of the final portion of the transcript is to be requested.

### **2. Email copies**

As an interim measure, counsel wishing to obtain a copy of the final portion of the daily transcript will need to fill in the form annexed to this Circular to Practitioners.

The form is to be given to the Associate to the presiding Judge who will make the request of Spark & Canon and then forward the form to the District Court's Transcripts Officer for billing purposes.

A separate form is required for each hearing day (as the fee is charged per day).

Only the final portion of the daily transcript which has been transcribed by 6.00pm will be provided in this manner. If the party wishes to obtain the full daily transcript in electronic format, they should request this from the District Court's Transcript's Officer. No further fee will be payable for provision of the remainder of the transcript for that day.

Spark & Canon have been instructed to refuse any direct request for the final portion of the daily transcript.

In the medium term, the Court is in the process of developing an electronic database for transcripts. Once operational, the database will allow the Court

to develop more streamlined arrangements to provide electronic copies of the final portion of the daily transcript.

### **3. Hard copies**

The arrangement set out in Part 2 does not affect the ability of the parties to obtain the final portion of the daily transcript directly from Spark & Cannon. This can be collected from Spark & Canon at Level 1, 445 Hay Street, Perth. There is no fee for this hard copy (*Criminal Procedure Rules* 2005 r43).

**MICHAEL GETHING**  
**Principal Registrar**

*Annexure*

**Counsel request for final portion of transcript  
from Spark and Cannon**

<b>Matter:</b>		
<b>Hearing Date:</b>		
<b>Judge:</b>		
<b>Counsel's Details:</b>		
<b>Name:</b>		
<b>Email address:</b>		
<b>Billing address:</b>		<input type="checkbox"/> State DPP  <input type="checkbox"/> CDPP

- That part of the final portion of the transcript for the hearing date above which has been transcribed by 6.00pm will be supplied by email, by Spark and Cannon.
- The transcript will only be emailed to the email address registered above.
- **A charge of \$11.50 will be incurred when this transcript is ordered, and an invoice for payment will be sent to the nominated billing address.**

I acknowledge a charge of \$11.50 will be incurred for the requested transcript.

Signature: \_\_\_\_\_