

MAINTAINING TRANSCRIPT QUALITY

Summary: This Circular sets out the information practitioners are requested to provide in order to assist the Court's transcription service providers produce accurate transcripts first time, every time.

1. Background

The District Court's transcription service providers no longer provide monitor staff in or adjacent to courts. This means that it is no longer practical for transcription monitors to physically attend court hearings to obtain information to assist in the production of accurate transcripts. In order to maintain the quality of transcripts, practitioners are requested to provide the information set out in this Circular.

2. Unusual names

Many transcript inaccuracies arise from unusual names not encountered in every day use. Examples include:

- Company names
- Acronyms.
- Street names outside of Perth.
- Places/communities outside of Perth such as remote communities; farm names.
- Unit/apartment blocks which are part of someone's address.
- Unusual brand names
- Shop names.
- Foreign names.

It is considered these are most effectively dealt with by practitioners being alert to these and either asking the witness to spell the names on the first occasion the name is mentioned or the practitioner themselves spelling the name for the purposes of the transcript.

3. Civil cases

Practitioners are reminded that, for civil trials, each party is to file and serve a list of witnesses that the party intends to call to give evidence (*District Court Rules 2005* (WA) rule 45I(1)). The list is to be filed and served at least 7 days before the trial date. A party cannot call a witness at a trial unless the party has complied with this requirement unless they obtain the leave of the Court.

Pursuant to District Court Rules 45H and 61, there is also a requirement for counsel to prepare and file as part of the Outline of Submissions a list of Legal Authorities.

In addition to meeting these obligations, practitioners are asked to fax or email witness lists and legal authorities to the transcript service providers before 9am on the day of the hearing. The relevant contact details are:

All Perth matters (criminal and civil)

National Transcription Services
Fax: 9202 1554
Email: glenice.gregory@merrillcorp.com

All circuit matters (criminal and civil)

Spark and Cannon
Fax: 9221 3204
Email: transcript@perth.sparkandcannon.com.au

4. DPP

Prosecuting authorities are to provide transcript service providers with copies of the trial indictment and the associated witness list by 9am on the day of hearing to the contact details set out in section 3 above.

MICHAEL GETHING
Principal Registrar