

COURT REPORTING POLICY

(see also Practice Direction No 4 of 2007)

INTRODUCTION

This is the current policy for court recording and transcription services for Northern Territory courts and tribunals, such services being provided under contract. The current contractor is the Merrill Corporation. This policy covers transcript provided by them and not to transcript from court files.

AIM OF THE POLICY

To clarify fees and procedures for court reporting services.

AVAILABILITY

Transcript

Transcript application forms are available at all courthouses and on the Supreme Court/Magistrates Court websites, and show the current charges. Transcript of proceedings in open court (*except where suppression orders or other confidentiality applies*) is available to the general public and may be supplied to any party upon payment of the prescribed charges.

Court reporting services contract

Tenders are periodically invited from appropriate service providers and announced through the Procurement Review Board process.

DEFINITIONS

Recording

All Northern Territory court proceedings are audio recorded in digital format.

Transcript

Transcript is the verbatim reproduction of all or part of court proceedings and may be supplied as printed copy or in electronic medium via email. Prescribed fees and copyright provisions apply equally to any medium.

Transcript fees

Magistrates Court transcript fees are prescribed in the *Records of Depositions Act*.

Supreme Court transcript fees are prescribed by this policy.

Charges for Magistrates Court and Supreme Court transcript are the same.

An extra charge may apply for each transcript where *signed certification* is required.

If transcript is supplied electronically, the relevant charge per page of transcript text is payable.

When ordered by the Office of the Director of Public Prosecutions or Commonwealth Director of Public Prosecutions, transcript of arraignments and criminal proceedings which have already been supplied to the court are provided at no charge.

RECORDING

Recording charges

Recording charges are not passed on to users of the courts.

Availability

Where there is a valid requirement, recordings of non-confidential proceedings may be listened to by arrangement with the Court Recording Contractor.

Master recordings - retention period

All master recordings of Supreme Court proceedings will be retained for 2 years and then erased. All master recordings of other Court proceedings will be retained for 1 year and then erased. However, upon written request, master recordings of proceedings which are the subject of appeal will be preserved for the duration of any appeal period.

TRANSCRIPT

Transcript archives - retention period

Transcript master copies, on paper and/or electronic medium will be retained for 10 years and may then be destroyed.

Running transcript - matters transcribed routinely

Supreme Court jury trials receive absolute priority and running transcript of evidence, legal argument and verdict is routinely provided to the court approximately twice daily, the final delivery being available approximately one hour after the court adjourns for the day. Opening and closing addresses, judges summing up to the jury and legal argument relating to questions from the jury after they have retired to deliberate, are not transcribed unless specifically requested.

Running transcript of Supreme Court criminal sentences is routinely provided to the court.

Running transcript of Supreme Court criminal arraignments is routinely provided to the court.

Delayed transcript - matters transcribed routinely

All transcript requests made to the Court Recording Contractor will be provided as expeditiously as possible upon receipt of a completed transcript request form. However, it should not be assumed that transcript can be made available immediately. Transcript will be produced within a maximum of 7

working days from receipt of a completed transcript request form, with urgent requirements being prioritised according to commitments.

Delayed transcript of decisions in Supreme Court Justices Appeals, Work Health Appeals and Special Cases Stated is routinely provided for the court. Full proceedings are not transcribed unless a transcript request form is received.

For Courts of Summary Jurisdiction, transcript of *evidence only* is provided where required by legislation or as ordered and approved by the delegate of the Department of Attorney-General and Justice, Court Support Services Division.

Delayed transcript - matters not transcribed

Supreme Court civil proceedings are not transcribed unless ordered.

Court of Appeal and Court of Criminal Appeal proceedings are not transcribed unless ordered.

Proceedings of other Supreme Court appeals, interlocutory or bail or adjournment applications, petitions, mentions, etc are not transcribed unless ordered.

Transcript application form

No transcript will be supplied until a signed transcript request form is lodged with the relevant office of the Court Recording Contractor. By signing transcript request forms, applicants undertake to pay the prescribed fees for transcript.

Transcript availability

Transcript of proceedings in open court (*except where suppression orders or other confidentiality applies*) is available to the general public and may be supplied to any party upon payment of the prescribed charges.

Transcript charges

Transcript is supplied to the court, when ordered, at the contractual fee.

Where a transcript of proceedings is not requested by the court but is ordered by other parties, applicants must pay the prescribed charges.

Magistrates Court transcript charges are prescribed in the *Records of Depositions Act*.

Supreme Court transcript charges are prescribed under this policy.

One copy of transcript of criminal trial or committal proceedings - in either printed or electronic form - is provided to accused persons or their legal representatives free of charge.

Transcript of arraignments and criminal proceedings which are routinely supplied to the court are available to the Office of the Director of Public

Prosecutions or Commonwealth Director of Public Prosecutions at the prescribed rate.

Magistrates Court transcript filed with the Supreme Court for purposes of Justices Appeals is available to the Office of the Director of Public Prosecutions or appellant or respondent, upon application, at the prescribed rate.

CURRENT TRANSCRIPT FEES (includes GST)

Magistrates Court proceedings

Electronic copies	\$15.00 per page
Hard copies	\$15.00 per page

Supreme Court proceedings

Electronic copies	\$15.00 per page
Hard copies	\$15.00 per page

COPYRIGHT

Copyright applies to both printed and electronic copy of transcript.

This policy is subject to regular review