

TRANSCRIPT – LAST PORTION OF THE DAY

Summary: This Circular sets out the Court's arrangements to facilitate the provision of transcript to counsel involved in trials in the District Court Building where the last portion of transcript is produced after the court has risen for the day.

1. Background

The Court is concerned to ensure that trial counsel are able to conveniently obtain transcript produced after the court has risen ('end of day transcript').

For trials in the District Court Building (DCB), the Court's transcript service provider is under an obligation to provide 95% of all transcripts of words spoken at a trial prior to 4:00pm, by 6:00pm the same day. The service provider is under a further obligation to provide 95% of all transcripts of words spoken at a trial after 4:00pm by 9:30am the next day.

The transcripts are provided electronically to the Court. The procedure in this Circular sets out how a practitioner may receive an electronic version of the end of day transcript automatically, as soon as it is received by the Court.

The Court has instructed its transcript service provider not to provide copies of transcripts directly to practitioners.

2. Procedure for criminal trials

In order to be provided with an electronic copy of the end of day transcript, prior to the commencement of the trial counsel must complete the attached form and fax or email it to the Associate to the presiding Judge. Contact emails for Associates are published on the Court's website. The Associate will enter the email information into the Court's transcript management system, with the effect that the end of day transcript will be automatically sent to the nominated email address.

The end of day transcript will be provided in MS Word format.

The paper copy of the last portion of the day's transcript will be provided to counsel in the courtroom the following day, except for the last day of the trial where counsel will receive only the electronic version.

This procedure applies only to trials conducted in the DCB.

There is no fee for the provision of the electronic version of the end of day transcript.

For circuit criminal trials, running transcript is only available for trials of 4 or more days duration. The Court does not currently have the capacity to provide practitioners with an electronic copy of the end of day transcript for a circuit trial.

3. Procedure for civil trials

The procedure set out in this Circular can also be used in a civil trial, subject to the parties requesting and paying the usual fees for running transcript.

MICHAEL GETHING
Principal Registrar

DISTRICT COURT OF WESTERN AUSTRALIA

TRANSCRIPT ORDER FORM – LAST PORTION OF THE DAY

Case Number _____/___

State/CDPP/Plaintiff _____

V

Accused/Defendant _____

I _____, counsel for the
State/CDPP/Plaintiff/Accused/Defendant hereby request an electronic copy of the last
portion of the transcript for the day.

Please send the transcript to the following email address:

This form is to be submitted to the associate to the presiding judge no later than the
commencement of the trial. Please note there is no need to submit this form for each day
of the trial.

Counsel signature

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