



DISTRICT COURT
OF WESTERN
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NOTICE TO PRACTITIONERS – MAINTAINING TRANSCRIPT QUALITY

The District Court has today issued a new Circular to Practitioners, [GEN 2009/1](#), Maintaining Transcript Quality, which is available on the Court's website, www.districtcourt.wa.gov.au.

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

- Practitioners are requested to be alert to unusual names and either ask the witness to spell the name on the first occasion the name is mentioned or themselves spell the name for the purposes of the transcript.
- In civil cases, practitioners are requested to provide copies of the list of witnesses (2005 DCR rule 45I) and submissions (2005 DCR rules 45H and 61) to the transcript service providers (contact details are provided in the Circular).
- In criminal cases, prosecuting authorities are to provide transcript service providers with copies of the indictment and the associated witness list by 9am on the day of hearing.

Michael Gething
Principal Registrar

17 April 2009