



SUPREME & NATIONAL COURTS OF JUSTICE  
Court Reporting Service

**INSTRUCTIONS TO APPLY  
LOGNOTE TAKING  
FOR  
MONITORS**

## TABLE OF CONTENTS

Table of Contents	Page 1
IECMS	Page 2
Video Conference Court	Page 2
Extempore Sentence/Ruling/Decision/Judgment	Page 2
Order/Directions	Page 3
Word lists/Glossaries	Page 3
Court Documents for Word Lists	Page 3
Events	Page 3
Adjournment Remarks	Page 4
Audio Quality	Page 4
Attendance	Page 4
Comments on the Daily Roster	Page 4 - 5
Starting Up and Shutting Down of the Recording System	Page 5
Printing of Log Notes	Page 5
Lawyer's List	Page 6
The Judges 2023	Page 7

# CRS TRAINING 2023

---

## LOG NOTE TAKING

For the uniformity of log notes the following will apply:

### 1. IECMS

Whenever IECMS is indicated on the court diary, this **MUST** be keyed in alongside the case reference in the LogNotes. Monitors to indicate as shown:

**JORI OS (JR) 5/2021 (IECMS) Joe Blow v Ricky Blue**

### 2. VIDEO CONFERENCE COURT

For video conference court, VC must be keyed in alongside the appearance of counsel appearing via video link. Monitors to indicate as shown:

Mr Varitimos 3 For the appellant with Mr Wood, Mr Edo and Mr Evore (VC)

### 3. EXTEMPORE SENTENCE/RULING/DECISION/JUDGMENT

Where court hands down an extempore sentence, ruling, decision or judgment, indicate the event in bold as shown:

**Extempore sentence**  
**Extempore ruling**  
**Extempore decision**  
**Extempore judgment**

Monitor must immediately advise the Supervisor Operations, Mr Stuart Koltes, of any extempore sentence handed down.

#### 4. **ORDERS/DIRECTIONS**

The Director CRS, Supervisor Operations or other managers must be informed immediately of court's orders or directions for:

- a) Transcripts
- b) Adjournment times earlier than 9.30 am
- c) Adjournment to Weekend/Public Holiday
- d) Adjournment to after hours

#### 5. **WORDLISTS/GLOSSARIES**

1. A wordlist/glossary must be provided for all TRIALS, HEARINGS, SUBMISSIONS, DECISIONS, JUDGMENTS and MENTION, to assist with speedy and timely production of transcripts.
2. Important glossaries are: terminologies (legal, medical, scientific, Latin phrases etc), names of people, places, buildings, objects, dates, time, citations and provisions.
3. Always confirm spelling of names, places, objects, et cetera, with court documents that are contained in the court file, or from copies of submissions, affidavits, decisions, judgments, post mortem reports and any other document obtained from lawyers.
4. Spelling of all words in the wordlist/glossary must be consistent.

#### 6. **COURT DOCUMENTS FOR WORD LISTS**

Approach counsel to obtain copies of documents relating to cases, such as, affidavits, submissions, decisions, judgments, case authorities or citations, statements, medical reports – post mortem reports, et cetera. If you are unable to obtain copies of documents from the lawyers, copies are always handed up to the court, ask the Judge's associate for the file copy, do your photocopy and return the file copy to the associate.

#### 7. **EVENTS**

On the log sheets, events of proceedings must be inserted and not unnecessary phrases or sentences. Insert intelligible events of proceedings on the log sheets. The "CRO Essential Legal Procedures to be Followed" should assist you with the legal procedures and processes on events to be inserted.

## 8. **ADJOURNMENT REMARKS**

Adjournment remarks must be indicated in past tense. Always refer to the training manual for the appropriate adjournment remark to insert for:

- (1) Listed Matters – Individual Adjournments;
- (2) Matters stood down;
- (3) For a single matter on a log sheet which is for final judgment/decision/sentence, hence the matter has been completed in its entirety;
- (4) Court rising for the day - For a list of matters on a log sheet;
- (5) Court rising for the day - For a single matter on a log sheet which is still on foot but adjourned with no date given;
- (6) Court rising for the day - For a single matter on a log sheet adjourned with a given date.

## 9. **AUDIO QUALITY**

It is a monitor's role to assess the quality of audio by listening to the sound that is coming through the headset from observing the record channel indicators. Advise all speakers to speak at an arm's length by giving the speaker a note through the court attendant, or adjust the volume on the PC speaker, or adjust the volume on the playback for each channel or the master volume slider if the speaker is speaking loudly.

If the court attendant is not around, it is the monitor's responsibility to get up quietly, unnoticed, and move the respective microphone at the bench (Judge's), bar table, witness' box, or accused's dock.

## 10. **ATTENDANCE**

Proceed to the courtrooms 20 minutes before court starts and attend to the following: (a) Ensure that the system and its components are all switched on and in operational condition and/or overcome any troubleshooting; (b) Approach lawyers for their appearances; (c) Do your word lists as per the file copies and insert on the word list clipboard; (d) Obtain copies of court documents and do your word list.

## 11. **COMMENTS ON THE DAILY ROSTER**

It is a requirement that when court adjourns for lunch, or adjourns for the day, comments must be written on the daily roster by a monitor. In that way the supervisor will then know that a court is still sitting or has adjourned. This is also another way of tracking cases through the daily roster, so it is of importance that accurate information is captured. There is a column on the roster for the insertion of the sitting time as well for monitors to insert the court start time and end time.

Adjournment comments must be written as per examples set out below:

- a) Motions Hearing  
At 11.59 am, all matters were dealt with, the court adjourned indefinitely.
- b) Supreme Court regular motions hearing  
At 12.15 pm, luncheon adjournment  
At 3.30 pm, all matters were dealt with, the court adjourned indefinitely.
- c) WS 492/16 EMJ Electrical Ltd v Sam Tasion & Ors  
At 11.20 am, the matter was adjourned until Thursday 18/04/2019 at 9.30 am for hearing.
- d) CR (FC) 333/19 The State v Joe Blow  
At 5.15 pm, the matter was adjourned until Thursday 18/04/2019 at 9.30 am for continuation of trial.

## **12. STARTING UP AND SHUTTING DOWN OF THE RECORDING SYSTEM**

It is important that all monitors should go into the court room early so that they have ample time to check the recording system before the court starts. Always check to make sure that the microphones are working, the BUP is recording and the FTR system is recording without any faults or interference. Report anything unusual to the Engineering Team when you come across if any.

After the court rises for the day, make sure to complete editing your log note and leave the system to run for at least 5 - 10 minutes before you shut down the whole system. This will enable the recordings to fully archive to the main server.

If you have incomplete log notes, always inform the supervisor or unit heads to excuse you from duties the next day to allow you to complete the log note. Never leave your incomplete work for more than a day.

## **13. PRINTING OF LOG NOTES**

Attach all the necessary documents with the log note and hand in the log note for data entry. Do not hand in incomplete work. The onus is on the monitor if necessary information is required when transcribing, the monitor responsible will be tasked to complete his/her work if required.

Playback audio and check against the list to ensure you have captured all information accurately; code, case reference - case number and parties. Check that Judge's name and speakers' names are spelt correctly, and that there are no grammatical and spelling errors on log sheets. Do not print inaccurate work and hand in to the database officers where your errors will be detected. Checks and balances or proof check should be made before printing and handing in your work for data entry.

#### 14. LAWYER'S LIST

Consult the lawyer's list at all times to ensure correct spelling of names of counsel in the speaker's column. Some lawyers' names do not appear on the lawyer's list. And some lawyers spell their names in court so listen carefully and insert the correct spelling. A few lawyers have the same surname but different names and are from different law firms so check against the lawyer's list for confirmation.

With accurate, sufficient information and quality audio, the outcome will be fast production of accurate and quality transcripts in a timely manner.

#### 15. JUDGE'S LIST

Servind Judges on the bench – October 2023

NO	NAME OF JUDGES	LOCATIONS
1	CHIEF JUSTICE SIR GIBUMA GIBBS SALIKA <b>GCL KBE CSM OBE</b>	WAIGANI
2	DEPUTY CHIEF JUSTICE AMBENG KANDAKASI <b>CBE</b>	WAIGANI
3	JUSTICE LES GAVARA-NANU <b>CSM OBE</b>	WAIGANI
4	JUSTICE ELLENAS VITATA BATARI <b>CSM MBE</b>	WAIGANI
5	JUSTICE PANUEL MARANGAS MOGISH <b>CSM</b>	WAIGANI
6	JUSTICE DAVID LIONEL CANNINGS <b>CBE</b>	WAIGANI
7	JUSTICE GEORGE SULAI MANUHU <b>CSM</b>	WAIGANI
8	JUSTICE KINGSLEY ALLEN DAVID <b>CMG</b>	WAIGANI
9	JUSTICE DEREK RICHARD HARTSHORN <b>ML</b>	WAIGANI
10	JUSTICE JOSEPH MALINU YAGI <b>CMG</b>	WAIGANI
11	JUSTICE COLLIN KENWAY MAKAIL	WAIGANI
12	JUSTICE ERE KARIKO <b>CBE</b>	WAIGANI
13	JUSTICE STEPHEN JAMES LEO KASSMAN	KOKOPO
14	JUSTICE JACINTA JOAN MURRAY	LAE
15	JUSTICE BERNA JOAN COLLIER	AUSTRALIA
16	JUSTICE JOHN ALEXANDER LOGAN <b>RFD</b>	AUSTRALIA
17	JUSTICE LAWRENCE KANGWIA <b>ML</b>	LAE
18	JUSTICE IOVA SEBEA GEITA	MADANG
19	JUSTICE PETER CHANEL TOLIKEN	MT HAGEN
20	JUSTICE SIR KINA BONA <b>KBE</b>	ALOTAU
21	JUSTICE HITELAI DOROTHY POLUME-KIELE	LAE
22	JUSTICE FRAZER SAPULAI PITPIT	KAVIENG
23	JUSTICE KENNETH MANARUA FRANK	WEWAK
24	JUSTICE ROBERT LEE LINDSAY	WABAG
25	JUSTICE JEFFERY LEONARD SHEPHERD	WAIGANI

26	JUSTICE RAVUNAMA AUKA <b>MPS</b>	BUKA
27	JUSTICE DANIEL YALE LIOSI	KUNDIAWA
28	JUSTICE THOMAS ANIS	WAIGANI
29	JUSTICE OAGILE BETHUEL KEY DINGAKE	WAIGANI
30	JUSTICE TERESA BERRIGAN	WAIGANI
31	JUSTICE NICHOLAS MIVIRI <b>DPS</b>	WAIGANI
32	JUSTICE JOHN RICHIE BENAUD KAUMI	GOROKA (TARI on circuit bases)
33	JUSTICE JOHN KAMANE NUMAPO	KIMBE
34	JUSTICE DR VERGIL LOS NAROKOBI	MADANG
35	JUSTICE PAULUS MAPA DOWA	LAE
36	JUSTICE PAUL KIMA TUSAIS	KOKOPO
37	JUSTICE NERRIE PINAU ELIAKIM	MT HAGEN
38	JUSTICE JOHN CAREY	WAIGANI
39	JUSTICE SUSAN PURDON-SULLY	WAIGANI
40	ACTING JUSTICE ANTHONY KUPMAIN	WAIGANI
41	ACTING JUSTICE PAULINE BRE	WAIGANI