

REF: MONITOR TRAINING MANUAL FOR COURT REPORTING OFFICERS

8. ADJOURNMENT REMARKS

LISTED MATTERS - INDIVIDUAL ADJOURNMENTS

SPEAKER	NOTE
Adjournment. (After every matter is mentioned, before moving to the next matter always indicate adjournment remarks)	Matter adjourned until 23/3/15 at 9.30 am or Matter adjourned indefinitely
Stood down	Matter stood down
	Short adjournment
	Luncheon adjournment

When you have more than one case captured on the log sheet, you would refer to "**Listed matters - Individual Adjournments**" above. When matters are dealt with and stood down, adjourned indefinitely or adjourned to a set date, the individual remarks would be as listed above with the omission of the word "was". For listings, your final adjournment remark at the rising of the court would be "**THE COURT ADJOURNED INDEFINITELY**".

COURT RISING FOR THE DAY

Set out below are the appropriate adjournment remarks used only at the rising of the court.

SPEAKER	NOTE
For a single matter on a log sheet which is for final judgment/decision/sentence, hence the matter has been completed in its entirety	THE COURT ADJOURNED INDEFINITELY (A final judgment/decision/sentence gets handed down, hence the matter has been completed in its entirety)
For a list of matters on a log sheet	THE COURT ADJOURNED INDEFINITELY (A list of matters)
For a single matter on a log sheet which is still on foot but adjourned with no date given	THE MATTER WAS ADJOURNED INDEFINITELY (A matter is still on foot but adjourned with no date given)
For a single matter on a log sheet adjourned with a given date	THE MATTER WAS ADJOURNED UNTIL TUESDAY, 17 MARCH 2016 AT 9.30 AM (A date is given)
Witness Sworn	JOE BLOW, sworn:
Witness Recalled	JOE BLOW, recalled:
Witness Affirmed	JOE BLOW, affirmed:
Interpreter Sworn to interpret	JOE BLOW, sworn to interpret:
Exhibit(s) Tendered	Exhibit A- Statement of Joe Blow dated 18/02/19
	MFI 1(document marked for identification) – Statement of Joe Blow dated 3/6/16
	THE WITNESS WITHDREW

*Bold should apply to remarks that are in bold.

Adjournment remarks on the log notes are very important as they give the “Start Time and Stop Time” for a particular matter or matters mentioned. After every matter or number of matters are mentioned, before going to the next matter, type “**Adjournment**” on the speaker’s column and indicate the date and time on the note column. If no date and time is given then type “**Matter adjourned indefinitely**”.

*The rationale of the Log Notes is to capture accurate events of a matter. It is **NOT** to create a mini transcript. All information on the log sheets must be accurate bearing the correct spelling of parties’ names, case numbers, Judges and counsel’s names, and always do spell check before printing log sheets. *