



Papua New Guinea

SUPREME & NATIONAL COURTS OF PAPUA NEW GUINEA
COURT REPORTING SERVICE

COURT REPORTING SERVICE

TRANSCRIPT STYLE MANUAL

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AP1 Verbatim Reporting is the term generally used to describe PNG National Court Reporting Service's basic style. In an age of public access to bureaucracy procedures, parties to proceedings and members of the public do not hesitate to question and challenge transcripts. That environment increases and underlines the need for PNG National Court Reporting Service to ensure that its transcripts will withstand any public scrutiny. PNG National Court Reporting Service standard is set out in the style manual.

PNG National Court Reporting Service transcript should be uniformly simple, complete and self-explanatory, without explanations, descriptions or embellishments.

Let the transcript of what was said speak for itself.

The word "complete": incorporates the principle that words spoken should **not be omitted from transcript. We can be criticized for omitting from transcript anything that has been said. We cannot be criticized for including in the transcript everything that has been said. We are not hired to take just the important parts and to decide what is important and what is not. A good transcript is neat, contains the correct spelling of words and names, and is properly punctuated. Above all, it reflects accurately what was said.**

We have enough problems getting out a verbatim record without taking on the responsibility for deciding what to select, alter, revise, omit, delete or eliminate. In these days of increasing emphasis on professional liability, we can ill afford to risk the consequences of such practices. We should eliminate the word "editing" from our vocabulary and talk only about producing an **intelligent verbatim transcript.**

The word "intelligent" refers to the use of punctuation, spelling, and format; it is not intelligent to delete or alter anything that has been said during proceedings. PNG National Court Reporting Service accepts responsibility for the integrity of transcript; verbatim transcript ensures that integrity.

Spelling - the authority for spelling and discrimination adopted for the purpose of PNG National Court Reporting Service transcripts is the latest edition of the Macquarie Dictionary. When the authority indicates alternatives, either is acceptable. If there is dissension, the alternative first shown is to be used.

The indication of non-verbal activities in transcripts is to be avoided. Do not use such description parentheses as (indicates) (no answer) (no response) (witness directed to leave court) (witness breaks down) (document handed to witness) (approaches witness) (the bankrupt was called but did not appear) (witness scratches left ear and looks pensive).

AP2 PUNCTUATION

A transcript of proceedings can be distorted and confused by imprudent punctuation. Punctuation should be used only when it has a purpose. It should aid in reading and prevent misreading. Inadequate punctuation leads to obscurity. Unnecessary punctuation distracts and is unsightly. **Short sentences are preferable** because, by allowing a minimum of punctuation, they avoid confusion and distortion. There are three basic punctuation marks:

the comma

the full stop

the question mark

Only at points where these are inadequate to clarify the meaning of the speaker's words should you consider using any of the other punctuation marks.

It is permissible to use the words "and" or "but" to begin sentences, but only if sentences would otherwise be unwieldy or difficult to follow.

(a1) FULL STOPS AND COMMAS (IN ABBREVIATED TITLES)

The following punctuation is to be used when showing titles on headings and in margins:

MR HYDE	no full stop after	MR
DR JEKYLL	"	DR
PROF HIGGINS	"	PROF
CAPT AHAB	"	CAPT
THE HON K.M. CAIRNS	"	HON
EVATT CJ	no comma after	EVATT
	no full stops with	CJ
MR F.C. FAIRLEIGH QC	"	QC
C. and B. Smith Pty Ltd		full stops after initials
		no full stops after Pty or Ltd
SIR W. PRENTICE		

(a2) Swearing in of a doctor

Where a doctor is sworn in, indicate only the name as any other witness as shown in the example:

JOHN GRINCH, sworn:

In the margin, the doctor has to be inserted as DR GRINCH as shown:

DR GRINCH:

In the body of a transcript it has to be inserted when name is mentioned as Doctor Grinch, for a medical practitioner. For a person with a doctorate degree, show as Dr Kua. In the body of the transcript, to be inserted when mentioned without a name is doctor.

(b) ABBREVIATIONS are to be avoided. Transcripts are designed to be read by people who may not understand that s means section, ss means subsection, pp means pages, et cetera. Statistical or tabulated material lends itself to abbreviations, **but textual material does not**. When an abbreviation becomes a word, eg as spoken by a witness, a full stop is not necessary. Hence:

The **doc** told me to knock off work

I was a **uni** student before the accident
I went to **tech** to qualify for my job

I had no money to pay the **rego** on my car

(c) INITIALS, when used, are acceptable in transcript text. If initials are used, for instance when spoken by a witness or used repetitiously, and in acronyms, do not use stops or spaces: thus

CLR, BHP, ACTU, NRNA, UNESCO, ANZUS, NATO, ILO, qv, et al, eg, ie

NB: This rule does not apply to a person's name and initials as in appearances or in transcript text, eg A.B. Incognito; W.E. and R. Confucius; U.R. Silk QC.

It is not acceptable to abbreviate, say, state or institution titles if spoken in full; eg

Papua New Guinea (not PNG), National Safety Council of Australia (not NSCA)

(d) WORDS MISSING/NOT TO BE TYPED

Full stops are used with the word Inaudible to indicate something is missing (ALT-Y macro)inaudible.

Ten full stops are used in the middle of reading or quoting (ALT-. macro)

.

(e) COMMAS

Some commas completely change the meaning of a sentence; some are optional; and between the two extremes lie the vast majority of commas, which make the meaning clear AT FIRST GLANCE, with varying degrees of importance.

(i) Answers beginning with Yes or No.

Sometimes the Yes or No is followed by a continuation of the thought that is expressed by the Yes or No. In that case, we can still follow the Yes or No with a comma:

Did the defendant come to work the next day?
Yes, to my surprise; or
Yes, after lunch; or

No, if my recollection is correct.

However, if a new thought follows the Yes or No, put a full stop and not a comma:

Yes. To my surprise he came in and went right to work; or

Yes. After lunch I noticed him at his desk;

No. If my recollection is correct, I did not see him that day.

(ii) A COMMA CAN ALSO BE USED TO SET OFF OR ENCLOSE NON-ESSENTIAL CLAUSES AND WITH A DOUBLE NAMING.

(f) COLONS AND SEMI COLONS

The colon denotes a pause or a degree of separation greater than that expressed by a semi-colon, but less than that indicated by the period. It is most often a mark of anticipation, introducing an extract, quotation, illustration, or other additional information. The colon is equivalent to the expressions “namely” and “as follows”, and is often substituted for these expressions.

The semi-colon is useful as an augmented comma to indicate a longer pause and a more abrupt break in the sense of the sentence. It is a stop rather than a pause, but not as complete or heavy a stop as the full stop. It is used basically to break up long sentences. **It can be used with the word “however”: It is used to separate units of a sentence that are grammatically independent but related in meaning.**

IT should be used if adding a new element; a list; reasons, contrasts, and development of a theme.

(g) THE APOSTROPHE:

Very briefly, the apostrophe is used:

(a) to denote the omission of letters or numerals, eg don't, '76

(b) to indicate possession

They are not used, for instance, in titles of organisations and associations such as

Actors and Announcers Equity Association of Australia,
Coal Owners Association

or with abbreviations, initials and acronyms, such as:

CARs, CLR, MPs, RMs, UNESCOs role

(h) THE DASH indicates a sudden break and gives more emphasis than commas or parentheses (which are not permitted in transcripts). It is used singly or in pairs. Dashes would be used with restraint so that they do not lose their impact. They should never be used to replace other punctuation marks, even in an informal letter. The dash can be used to indicate a change of thought, inserted thought, inserted thoughts followed by repetition, interrupter followed by repetition, disjointed afterthoughts and a disjointed submission. A dash can be used to emphasise a repeated word.

(i) THE AMPERSAND (&)

The ampersand is not to be used in transcripts, except where it appears in material that has to be copied into the transcript. Examples:

FEDFA

FED and FA

Smith and Company

BWWD

BW and WD

A.B. and C.D. Exton

M and M Constructions

(j) PARAGRAPHS

Paragraphs must not be used in question and answer proceedings, no matter how long the question or answer, if there is a single witness. When more than one witness is before a tribunal, and wall-to-wall format is used, then responses may be paragraphed.

In other than question and answer, paragraphs should be used judiciously and with the objective of making reading easier. Never use paragraphs of a few words or one or two lines. However clear a change of subject, resist the temptation to commence a new paragraph; rather, attach the sentence to the preceding paragraph, particularly when the words are the final ones before a change of speaker. **Paragraphs of nine or 10 lines are the ideal and the easiest to read.**

AP3 GRAMMAR

(a) Do not correct syntax or grammatical arrangement of words and do not attempt to show in transcript your version or accented English or dialect or slurred words. Report the words said not the accent or pronunciation. Do not try to show in transcript such versions as:

yeah (yes), yep (yes), gunna (going to), wanna (want to), dunno (do not know), harpas (half past), korta (quarter), livin (living), talkin (talking), Satdee (Saturday), yesdee (yesterday).

(b) QUOTING DIRECT SPEECH:

It is permissible to use other commonly abbreviated **forms when quoting direct speech.** Abbreviations include:

can't (cannot), won't (will not), don't (do not), didn't (did not), haven't (have not), hadn't (had not), isn't (is not), wasn't (was not), wouldn't (would not), couldn't (could not) ,

shouldn't (should not), aren't (are not), weren't (were not), I'm (I am), I've (I have), we've (we have), they've (they have), there's (there is, there has), you'd (you would, you had).

For instance:

What did the appellant say to that?

He said to me, "That isn't what I mean, and don't you believe I can't prove it. There's no way I'll cop that, and you'd have got to agree."

However, do not use contractions such as "could've", "would've", "Jack's gone home, "His Honour'll be back soon," et cetera.

(c) USE OF CONTRACTIONS FOR WITNESSES, ACCUSED AND PRISONERS:

In all proceedings where direct speech is not being quoted, contractions should not be used for judge's/commissioner's/member's/counsel's words. However, **all answers of witnesses, accused and prisoners, will be in the form in which they are spoken.** In other words, transcript in that sense will be strictly verbatim. For instance:

You knew there had (there'd) never been an occasion when the board rejected a proposal put up by the general managers, did not (didn't) you, did you not?
No.

You know of no occasion on which the board has rejected a submission of the general managers in meeting?
I can't be precise, but I don't remember such an occasion.

AP4 SPELLING

(a) Uniform spelling: The authority for spelling and discrimination adopted for the purpose of PNG National Court Reporting Service transcripts is the latest edition of the Macquarie Dictionary. When that authority indicates alternatives, either is acceptable. If there is dissension, the alternative first shown is to be used. **However, for uniformity of PNG National Court Reporting Service transcript, please use:**

a while
all right
any more
demarcation
demark
disc (medical)
disk (computer)
effing (when full word not used)
et cetera
Fitzgerald J's judgment
fridge
inquiry
enquiry
judgment

moneys (not monies)
net amount
okay
per cent
percentage
program
programmed
programming
sometimes (an adverb)
to-ing and fro-ing
typist

There is no such word as **alright**. Use **all right** in every case.

NOTE: If there is any discussion as to spelling of names, places, et cetera, such as “How do you spell that?”, this must be shown in the body of the transcript. For example, P-o-r-g-e-r-a – all in lower case. Omit nothing; everything must be transcribed. If you are uncertain, please consult with a supervisor.

NOTE: The words, “draft”, “drafting,” “draftsmen,” et cetera, are used generally. The only exceptions are when the words are used in registered titles such as: Association of Draughting, Supervisory and Technical Employees, or the Draughtsmen, Planners and Technical Officers Award.

(b) CAPITAL LETTERS are to be used sparingly. The criterion is not what is correct and proper, but what leads to uniformity and ease of typing and reading. Words that automatically would be given capitals in documents, correspondence and prose are lower case in court transcripts. For instance, qualifications and titles such as:

managing director, company director, barrister, solicitor

do not require capitals. Such words as:

court, full bench, bench, government, federal,
judge, board, company, university, union, act,
institute, guild, association, parliament

do not need capitals. Similarly, forms of address such as:

commissioner (but Taxation Commissioner), chairman sir

do not need capitals BUT

Mr or Madam Commissioner,
and ALWAYS your Honour, his Honour, their Honours
Full Court

Controversy frequently arises as to whether capitals should be used when an organisation is referred to in abbreviated terms. For example, the Merchant Service Guild of Australia may be referred to as “the guild” or “the Merchant Service Guild.”

In the first case, no capital letter for “guild” is required; in the second case, it is considered appropriate that capitals should be used as shown above.

Other examples:

Actors and Announcers Equity Association of Australia Actors Equity - equity

the Seamens Union of Australia - the Seamens Union - the union

the Federated Ironworkers Association of Australia - the Ironworkers Association - the Federated Ironworkers - the association

Australian Industrial Relations Commission - the commission - the commissioner - the president - the deputy president

the Family Court of Australia - the Family Court - the court - the Full Court of the Family Court - the Full Court

High Court of Australia - the High Court

Supreme Court of Queensland - the Supreme Court

Magistrates Court

State

Victorian bar; but Victorian Bar Association

State of Victoria, but solicitor of this state

Aboriginal) when referring to
Aborigine) Australia

The Commonwealth of Australia - the Commonwealth - the Minister for Immigration - the Minister - the Northern Territory - the Territory

Chief Justice

Registrar of the Family Court/Federal Court - the Registrar

Deputy Commissioner of Taxation - the Commissioner

Official Receiver, Official Trustee

National Bank - ANZ Bank

BUT, as the following initials already include Bank or Banking, show:

CBA bank
CBC bank, et cetera

If the speaker uses the complete or almost complete title of an organisation, initial letters are capitalised, eg Farmers Union of Australia; but

a union, the association

(c) Use of PTY LTD, PTY LIMITED AND PROPRIETARY LIMITED

The heading should show the form used on the court file.

In the body of the transcript, transcribe as spoken into the record, as per the examples in the above heading, ie only type “Pty” or “Ltd” in the body of transcript if spoken as P-ty or L-t-d.

(d) Mc and Mac

Names commencing with the prefixes Mc and Mac are to be shown at the margin lower case “**c**” and “**ac**”, as follows:

MRS McEMERY
MR McKENZIE
MS MacDONALD
MR McEWAN

(e) THE USE OF “Mm”

When a witness’s ONLY response is “Mm” it is permissible to insert that response. The response should be inserted as “Yes.”

MR TEMPLEMAN: Hearing you?

A: Mm – not to be inserted. Insert Yes.

Q: Do you remember what was said?

A: I am sorry, I do not.

DO NOT USE “Mm” for judges, counsel, advocates, et cetera, or if the witness continues with a further response.

* * * * *

AP5 FORMS FOR FIGURES AND CURRENCY

In transcript text, figures are preferable for statistical and definitive purposes (such as measures, money, degrees, distances, weights, paragraph numbers, orders in decisions). However, figures are often better expressed in words (such as for ordinals, indefinite amounts and colloquialisms). For general text, use only Arabic numerals.

(i) FORMS FOR FIGURES

- (a) **Generally, subject to exceptions listed below, numbers from one to nine inclusive will be spelt out in the transcript. Numbers over nine will be shown as figures.**

The five trucks carried 15 tonnes of coal.

I was fifth in line.

This is the 10th month of the year.

HOWEVER, for appearance sake and ease of typing and reading, **when a series of related numbers (three or more) occurs, show as figures:**

I saw 6 cows, 11 horses, 3 pigs, 17 sheep and 1 dog.

- (b) **NOTE: no comma in four digit numbers, thus:**

1 20 300 4000 50,000 600,000 7 million

Other forms of numerals in original documentation should be copied.

- (c) **Exceptions:**

7 Queen Street is the address.

24 November is my birthday.

\$5 per ticket is the cost.

.1 blood alcohol content is over the limit.

9 o'clock is the appointed hour.

8 am is opening time.

8 is opening time.

\$5?

Yes.

24th?

November, yes.

2?

Pm, yes.

- (d) **Years of age** are to be shown in figures. **HOWEVER**, when a sentence of a question or an answer commences with years of age, spell out **one to nine**:

I have two children aged 1 and 12 1/2.

How old is he?

Seven.

Seven?
7 1/2 years.
28 years old, is she?
28, yes.
28 1/2; is that right?
Yes.
Two years and 3 months of age?
Yes.

(e) Statistical material:

- Dates -** 1 July 1978; **when abbreviated:** 1.7.78;
5 August;
the 1st of next month;
the 23rd instant'
born on 24.11.44;
The 24th?
Yes. 24 April 1986.
The 24th of the 7th?
Yes, the 24th.
- Times -** 8 am; 8 at night; 2 o'clock; 12 noon; 5 to 1; 10 past 2; a quarter to 2 o'clock; half past 12.
- References -** exhibit 5; paragraph 17; line 8 on page 3; at point 6 on the page; MFI 18.
- Addresses -** flat 3, 14 Ferney Avenue;
19 Eighth Avenue
- Percentages -** 2 per cent; 3 1/2 per cent; .5 per cent; one-half per cent.
- Distances -** 1 kilometre; 2 feet 2; 4 metres.
- Measures -** 5-7/16 inches; 2 1/4 litres; a lump of 3 by 2 hardwood.
- Fractions -** **when standing alone, are to be typed in words:**

three-quarters; two-thirds, et cetera, **but** 1-3/4; 22-7/8; 101-2/3.
- Years -** a '73 model Holden; '78/79 financial year.
- Roman numerals -** when a judge or advocate refers to "Roman five" or "Roman little i", et cetera, show this as **(v)** or **(i)**.

(f) Where two or more numbers come together, where necessary for distinction, one of them should be written as a word:

seven 32-horsepower motors

twenty-one \$10 notes
one hundred and sixty-six 50 cent coins

(g) For measurements, except in tabulated material, do not use abbreviated symbols, rather spell out names of units, such as:

second, minute, hour, ounce, pound, stone, inch, foot, mile, pint, quart, gallon, acre, gram, kilogram, metre, centimetre, litre, millilitre, hectare, volt, hertz, kelvin, joule, pascal.

The important thing to remember is to maintain uniformity in any given transcript. As these examples will not cover every situation with numbers, let your common sense prevail when determining whether to spell them out or show them as figures. Numbers starting from one up to nine have to be in words. 10 upwards will have to be in figures.

(ii) FORMS FOR CURRENCY

DOLLAR CURRENCY

The method of expression of dollar currency must be consistent. As a general rule, use figures and symbols.

Amount in exact dollars:

\$2 \$5 \$10 \$1500 \$15,000 \$29,500

Amounts in dollars and cents

\$1.01 \$7.05 \$11.10 \$75.50 \$120.50
\$6127.09 \$16,145.49

If a person says fifteen thousand dollars and no cents, show as \$15,000.00

(Comma inserted for amounts of **five** figures or more but omitted from **four** figures amounts)

Million of dollars

To avoid confusion between millions and billions, show:

\$56 million \$5.6 billion
\$4.5 million

Oddly expressed amounts:

29 1/2 thousand dollars; 25 to 30 thousand dollars 500-000-odd dollars.

PAPUA NEW GUINEA AND OTHER CURRENCIES

Papua New Guinea K50

Australia	AUD\$50
USA	US\$50
Canada	CA\$N50
Hong Kong	HK\$50
Malaysia	M\$50

Amounts in toea and cents

50 toea
50 cents

AP6 UNDERSTANDING TRANSCRIPT

(a1) APPEARANCES: Show **VERBATIM** in the body of the transcript when appearances are announced; such as:

HIS HONOUR: Can I have the appearances, please? Mr Garland?

MR J.D. GARLAND: My name is Garland, initial J.D., and I appear for the applicant, if your Honour pleases.

HIS HONOUR: Thank you, Mr Garland. Mr Smith?

MR D. SMITH: If your Honour pleases, I appear for the respondent, J.K. Industries; Smith, initial D.

HIS HONOUR: Thank you, Mr Smith. Mr Hennessy?

MR E.P. HENNESSY: May it please your Honour, Hennessy, E.P., for the second respondent, with Mr F.A. Flemming, Sydney Steel Company Pty Ltd.

MR J.J. KELLY QC: I appear with my learned friend, Mr R.F. Dawson, for the applicant, instructed by Dawson Waldron.

MR F.T. LEWIS: I seek leave to appear on behalf of the City and Country Insurance Association Limited.

HIS HONOUR: Is there any objection? Leave is granted.

MR G.R. CANTLON: I seek leave to appear for the New South Wales Branch of the Australian Journalists Association.

HIS HONOUR: Leave is granted.

(a2) Same surname: On the left margin, indicate as shown below:

MR A NINKAMA:

MR M NINKAMA:

(b) WITNESSES SWORN, AFFIRMED OR CALLED

(i) A witness is shown as sworn when the person has taken an oath in some religious authority such as the Bible or the Koran. The Bible is usually held in the right hand while the oath is being taken.

(ii) A witness is shown as affirmed when the person does not take an oath on the Bible or any other religious authority but makes an affirmation to tell the truth.

(iii) A witness is shown as called when the person is subpoenaed to produce documents or for some similar purpose and is not sworn or affirmed.

When a witness is sworn, affirmed or merely called, for whatever purpose, his/her name is shown in block capitals and bold on the margin. Leave 2 lines above and below the witness's name - thus:

JOHN RICHARD JAMES, sworn:

JOHN RICHARD JAMES, affirmed:

JOHN RICHARD JAMES, called:

Then follow question-and-answer format:

MR BANTON: What is your full name?

A: John Richard James

Q: Are you married?

A: Yes.

(c) STAGES OF EXAMINATION: Osborne's Concise Law Dictionary defines EXAMINATION as the interrogation of a person on oath. In court, in general, the evidence of a witness is obtained by oral examination, called the **examination-in-chief**. He or she is then examined on behalf of the opposite party in order to diminish the effect of his/her evidence, called the cross-examination. Then he/she is **again examined by the party calling him/her** in order to give the witness an opportunity of explaining or contradicting any false impression produced by the cross examination, called the **re-examination**. Re-examination is confined to matters arising out of the cross-examination. Questions asked after that are usually by leave and then become further cross examination, etc.

(d) WHEN A WITNESS IS RECALLED to continue giving evidence on the same day or a subsequent day or after any substantial break in proceedings, such as a luncheon adjournment, the witness's name should be formally repeated. If, for instance, the defence counsel was in the middle of his cross-examination and the court decided to have a short break, at resumption of the proceedings this should be shown as:

JOHN RICHARD JAMES, recalled:

XXN: MR BAINTON (Cont'd)

Q: Mr James, before the adjournment I was asking you about the incident on 12 July (et cetera)

(Note: Indent 5 spaces to set the margin for question-and-answer proceedings)

HIS HONOUR: Where did the incident occur?

A: At our home.

MR GARLAND: Could I just ask what time of the day it was?

A: About 7 o'clock.

(e) UNSWORN, NON-AFFIRMED OR UNCALLED WITNESS

When a witness has not been sworn, affirmed or called to give evidence and the Court goes straight into examining the witness from the witness box, the question and answer format should not be used. Instead, the following is to be applied in the margin, as thus:

MR LLOYD: Mere, can you tell the court your age?

MS JONES: I cannot recall.

MR LLOYD: You said to the Judge before that you live in Pari village. Have you lived there all your life?

MS JONES: Yes.

**** DO NOT SHOW STAGES OF EXAMINATION, SUCH AS XN, XXN, RXN ETC, IN THE MARGIN **. THE WITNESS WITHDREW MACRO SHALL NOT BE USED AT THE END OF EXAMINATION.**

The same rule applies if an ACCUSED elects to give unsworn evidence from the dock. However, he/she WILL NOT BE WITHDRAWN.

(f) SWEARING IN OF WITNESSES & STAGES OF EXAMINATION

LONG JOHN SILVER, sworn:

XN: MR JOHNSON

Q: Witness, state your full name for the record?

A: My name is Long John Silver.

Q: And where do you currently live?

A: I currently live at section 17, lot 32, Treasure Island.

XXN: MR HARDY

Q: You said you live on Treasure Island. How long have you lived on Treasure Island?

A: I have lived virtually lived on the island for the most part of my life.

RXN: MR JOHNSON

Q: Mr Silver, do you mean to say that you were

A:

Q: I have no further questions, your Honour.

HIS HONOUR: I have one question. Witness, you said you saw the accused person with a gun.

A: Yes, your Honour.

Q: How were you able to tell that this person was the accused person?

A: Your Honour, as he was about to leave the house, his mask fell off and I was able to see him clearly.

Q: Any questions arising from my questions?

FXXN: MR HARDY

Q: Yes, your Honour. Witness, you were able to see the accused as he was leaving from the outside lights above the doorway?

A: Yes, your Honour.

Q: And you clearly saw this accused person now seated in the dock?

A: Yes, your Honour.

Q: No further questions.

HIS HONOUR: Thank you, witness. Your evidence is now completed and you are free to leave.

THE WITNESS WITHDREW

(g) TERMINOLOGY

ANSWER A pleading made by a defendant in response to a complaint by the plaintiff.

APPEAL An application to a higher court to review and correct, reverse or modify a judgment of a lower court.

ARRAIGNMENT The bringing of an accused person to court for the purpose of having him or her answer the charges.

ASSAULT The unlawful laying of hands on another person, or an attempt to do a physical injury to another. To constitute assault, the offer to do harm must be coupled with present apparent ability to carry out such a threat.

Tuffy Jones, a five-year-old neighbourhood bully, walks up to Pug Marciano, professional boxer, and says, "I'm going to beat you up."

There can be no assault because Tuffy lacks the ability to carry out such an act.

BAIL Security required to be given by a defendant to ensure that he will appear before the proper court, at the time and place set, to answer the charges brought. Bail is set for the purpose of ensuring appearance of a defendant at the time and place set for the trial.

COMPLAINT First pleading on the part of the plaintiff in a civil action. Must state the cause of action.

CONVICTION The result of a criminal hearing that ends in a judgment or sentence that the defendant is guilty as charged is a conviction.

COUNT Each different charge in an indictment is a separate count. The defendant will be arraigned and must plead guilty or not guilty to each count of the indictment.

If a defendant is accused of committing 57 acts of breaking and entering dwellings, there will be 57 separate counts in

the indictment. Each count of an indictment, if standing alone, would constitute a ground for action against an accused.

FELONY	Any public offence upon conviction of which the offender may be sentenced to imprisonment. Murder, rape, robbery and arson are some of the more serious felonies.
INDICTMENT	Legal document containing formal written accusation of a crime.
INJUNCTION	A legal order forbidding a person or group to carry out a given action, or ordering that a given action be done. Danny Digsports wants to play hockey, but the only team in town is the Little Misses Hockey Association. Danny's mother applies for an injunction enjoining the Association to allow him to participate.
INTERLOCUTORY	A decree given during the process of a case regarding some matter that does not finally determine the outcome of the case.
INTERROGATORIES	A frequently used part of the discovery process. Written questions are set forth by one party and served on the opposing party, who must answer under oath.
LARCENY	The wrongful taking and carrying away of personal property of another without the owner's consent and with intent to deprive the owner permanently of such property. Larceny is theft or stealing. No force or intimidation is present in the crime of larceny.
MISDEMEANOUR	A rather minor offence, usually punishable by a fine. A lesser crime than a felony.
MOTION	An application for a court ruling or order.
OBJECTION	An objection is an expression of opposition. Counsel make objections to improper questions or acceptance of evidence they feel should not be received.
PAROLE	The release of convicts from prison under supervision of a court officer prior to the serving of an entire sentence. A conditional release, contingent upon good behaviour.
PERJURY	Making a false statement under oath.

Ronny Liesalot makes a false statement to an insurance assessor who did not administer an oath. Although Johnny lies a lot, he is not guilty of perjury.

PLEADINGS

Formal claims and defences of the parties presented for the judgment of the court.

ALLEGATIONS

Written allegations of what is claimed on one side and refuted on the other:

PROBATION

An offender is not imprisoned but is required to follow certain rules and report regularly to a court officer. A means of rehabilitation.

RECOGNIZANCE

A magistrate or judge may release an accused person on his own recognizance. The defendant who is released on his own recognizance need not give any bail money.

The court must feel assured that the person will appear at the proper time. If a defendant released on his own recognizance fails to appear for trial, a warrant will be issued for his arrest.

RESTRAINING ORDER

An order restraining a person from acting in a certain manner.

Billy Dinksalot beats up his wife. She takes out a restraining order against Billy.

SUBPOENA

Written legal order directing a person to appear at court to give testimony.

SUBPOENA DUCES TECUM

A writ that orders the person upon whom it is served to bring certain evidence to court.

ROBBERY

The unlawful taking of any property from the person or in the presence of another by the use of force or intimidation. Robbery is a felony.

Pick Pockette jostles Richard Rich in a crowd and removes his wallet from his pants. There is no robbery because no threat or violence was present.

SUMMONS

Legal paper by which an action is begun. An order of the court issued by an officer of the court or the plaintiff's solicitor, served upon the defendant, requiring appearance in court.

UTTER	To try to pass a forged instrument or a counterfeit note as genuine.
FORGE AND UTTER	To put something into circulation.
VOIR DIRE	To tell the truth; a preliminary examination by the judge of a person called to give evidence, designed to ascertain his competence as a witness.
WRIT OF MANDAMUS	A writ order that requires that a specified thing be done. Issued by a higher court to a lower one, or to a corporation or official. Requires a defendant to obey its order or to appear before the court issuing it to show cause for non-compliance.

* * * * *

AP7 UNDERSTANDING PROGRESS OF COURT PROCEEDINGS

(a) Procedures Recognition:

Appearance (only occasion when initials of counsel are shown in transcript - only time QC is ever shown in transcript)

Opening addresses (submissions) - case may not be straightforward. Judge may extract information by questioning counsel. Affidavits may be read and exhibits marked.

Evidence-in-chief (also examination-in-chief). Basic body of evidence by the applicant. Witnesses sworn and examined by their own counsel.

Cross-examination: testing evidence by the other side - putting allegations.

Re-examination: clarifies matters that arise in cross-examination (undertaken by own counsel)

Witnesses are always withdrawn before another witness enters the box, is sworn, and is then examined (XN), cross-examined (XXN), re-examined (RXN) and so on.

After all witnesses of both sides have completed giving evidence, matters generally conclude with:

Closing addresses (submissions) which is basically a summing up by both sides

If the matter is straightforward, a Judge might deliver a

Judgment

Then there is **argument as to costs**

Judge will generally decide who should pay what and then the matter **adjourns**

Sentence

In criminal cases, following the closing addresses by the Public Prosecutor and the accused's representative, the judge will either deliver his sentence immediately, or adjourn to consider his sentence and set a sentencing date.

(b) WHEN A WITNESS COMPLETES GIVING EVIDENCE and leaves the witness box, show on the margin (one line above and below) in BOLD thus:

THE WITNESS(ES) WITHDREW

Even when a witness(es) is apparently temporarily stood down (or leaves the room and proceedings continue in his/her absence), this must also be shown in the margin in BOLD thus:

THE WITNESS(ES) WITHDREW

Remember to put the witness's name up again when he/she returns to the witness-box.

JOE BLOW, recalled:

When a witness withdraws, show on the margin:

THE WITNESS WITHDREW

(c) At the end of a day's proceedings or during any short breaks or luncheon adjournments, always withdraw the witness(es).

(d) REMARKS MADE BY AN OFFICER OF THE COURT

When remarks are addressed to the court by an officer of that court, use the appropriate style shown below:

THE COURT: Mr Jones appears for the appellant.

THE MONITOR: Yes, your Honour, that is possible.

(e) MATERIAL STRUCK OUT

When a judge directs any remarks to be struck from the record, those remarks and the whole of the discussion pertaining to them should be included in full in the transcript, together with the judge's direction. In other words, nothing is to be omitted from the transcript.

(f) UNIDENTIFIED SPEAKER

Unidentified speakers are to be shown in the following manner:

MR

or

MS

Please use ALT-. macro for 10 spaced dots.

(g) QUOTATIONS: Treat each reading or quotation of written material on its merits, but **generally a matter read is not incorporated in full in the transcript, only catchwords are used.**

An exception to this is Q and A material. In Q and A, all quotes should be typed in full. Do not abridge any reading when evidence is being given.

1. Quotations of written material with portions of considerable length should never be indented and or in italic in the body of the transcript, but shown with quotation marks **and abridged**. Consider the following example:

MR MASON: Your Honour, I draw your attention to page 203 of the transcript, where my friend had this to say: "I would like to have a proper copy, but I do not think the Commonwealth Government is so reduced to penury that it cannot get a proper copy of documents to put on the court file."

When abridged the sentence is shown as: "I would like to have a proper copy ... (reads).... get a proper copy of documents to put on the court file."

Use of proper judgment must be exercised to avoid removing big chunks of material when making abridgements.

However, quotations of written material comprising only short portions of sentences:

MR MASON: Your Honour, I do not object to the words "like to have a proper copy," but I do object to the words: "But I do not think the Commonwealth Government is so reduced to penury that it cannot get a proper copy of documents to put on the court file."

Please do not confuse this instruction with the style for interruptions, omissions, and interpolations.

2. (i) If the document being quoted from is made an exhibit, then you must abridge (unless otherwise directed by the court).

(ii) If the document is not made an exhibit, and you have the source, then it must be typed in full.

(iii) If the document is not made an exhibit, and you do not have source, then you must abridge, unless there is a direction to quote in full.
3. To avoid absurdity, short quotations (if clear) should be transcribed in full.
4. All interpolations made during the reading of a document must be typed.
5. When a judge or chairperson prefaces the quoting of material with the word “quote” and or concludes it with the word “unquote”, this is to make it clear where the quotation starts and finishes, and the words “quote” and or “unquote” should not be typed; use quotation marks. **At the end of the quote being read and the court says, “end of quote”, do not transcribe these quotes, just use the close apostrophe (”) to end the material being quoted.**
6. Sometimes it is difficult to decide if the speaker is reading or quoting. **IF IN DOUBT, TYPE IN FULL.**
7. In some cases, to make clear what otherwise may be obscure, extracts from magazine articles, newspaper reports, correspondence, minutes or a counsel reading an affidavit into the evidence and the like, are transcribed in full.

(h) INCLUSION OF WRITTEN MATERIAL THAT IS NOT QUOTED:

When a court directs that written material be incorporated into a transcript, the direction should be followed. These instructions should be observed:

1. So that the incorporated material will be included in the transcript in the Microsoft Word for Windows system, it will be necessary for such material to be rekeyed.
2. In being rekeyed into transcript, the material should be indented (F4) (but not in italics, as are quotations.)
3. If the material is of an informal narrative nature, such as an address, convert it to PNG National Court Reporting Service style (but still indent it).
4. If it is of a formal nature, copy it as it appears in the document provided.
5. Material unable to be keyed, such as graphs and diagrams, should be attached to the transcript as a numbered appendix. At the point of its occurrence in the transcript, a notation of the appendix should be shown thus:

... and the following graph illustrates the point (See Appendix 1).

(i) USE OF QUOTATION MARKS

Generally, quoted material to be included in transcript should not be indented and in italics, but with quotation marks. However, when quotation marks are used, follow the guidelines below:

1. **Use quotation marks to enclose a direct quotation:**

The supervisor said, "I will permit no changes to these rules."

If the sentence contains indirect speech, no quotation marks are necessary.

The supervisor said he would not permit any changes to the rules.

2. **Use quotation marks to enclose interrupted quotations or portions of longer quotations:**

"If you do not interrupt," he said "I will be able to complete my submissions this afternoon."

3. **Use single quotation marks to indicate a quotation within a quotation:**

The judge said, "Do you think the word 'irresponsible' is strong enough to describe your action?"

4. **Placement of punctuation marks:**

There is no unanimous agreement about the placement of punctuation marks. However, in accordance with accepted practice, PNG National Court Reporting Service style places the comma and the final full stop inside the quotation marks. Other punctuation marks are placed inside the quotation marks only if they form a part of the quoted matter.

He asked, "Who has my knife?" **but**

Did he ask, "Who has my knife"?

Yes.

Did Nancy really say, "I will not go"?

I said, "I will not go," to which he replied, "That is your decision."

5. **Place quotation marks around single words or phrases which are quoted:**

Did he use the word "contract"?

No. He used the word “lease”.

Did you say “anger” or “anchor”?

Did you say “green house” or “tree house”?

In this instance, other punctuation marks are placed outside the quotation marks.

When you said “green house”, did you mean “tree house”?

6. Doubtful quotes:

If you know that a quote begins at a certain point but are not sure where it ends, then begin the quote with a comma and a capital letter but no quotation marks.

7. Do not use quotation marks for headings. Instead, use initial capitals:

I refer to the heading Relationship with Mother on page 25.

On page 50 under the heading Grievance Procedures, the following words appear:

* * * * *

(j) OMISSIONS, INTERRUPTIONS and INTERPOLATIONS

(1) DOTS indicate that words have been omitted from the transcript.

(a) Inaudible word/words

MR BAINTON: The matter was dealt with in the evidence given by the first witness
.inaudible. . . . (alt + y macro) that is the end of it.

(b) Quotations:

Commissioner, perhaps it will simplify matters if I quote from the duty statement:

A recent review of the Federal Court has recommended a revised organisational structure (ALT + .macro) an additional ASO Class 6 and additional support positions.

(2) FOUR SPACED DASHES (ALT-B macro) indicate that a speaker has been interrupted. For instance:

MR BAINTON: The next matter I want to deal with is shown in the document as - - - -

HIS HONOUR: Before you go on to that, Mr Bainton

or

MR BAINTON: What did you do on the day before that?

I am afraid I will have to - - - -

Please answer my question.

MR BAINTON: That is all I wish to put on this occasion about the - - - -

(3) A SINGLE DASH IS used as a mark of punctuation, for instance:

(i) A change of thought process:

MR BAINTON: Now what I said was - or should I say that it is, in real terms, not possible to correlate the two.

(ii) Speakers interrupting their own dialogue:

What he said in that communication was the words I have read out:

Hazama-Gumi have a board meeting in Japan on 7 February - and that date is particularly important, your Honour - at which time the terms of the letter of comfort will be approved.

A transcript which includes interruptions, omissions and interpolations may appear thus:

What did you say to him?

I said, "I am going to - - - -"

HIS HONOUR: Make sure you tell us what the precise words were? - "drive to Brisbane this afternoon."*

MR JONES: Your Honour, may I say something - - - -

HIS HONOUR: Yes.

MR JONES: - - - - before the witness continues with this conversation?

HIS HONOUR: Yes.

MR JONES: I refer your Honour to page 94 of the transcript, where the applicant had this to say:

One day last May when I was speaking to the respondent, he said to me that -
that passage, I submit, is relevant in relation to this conversation -

he would be seeking custody of the children in an attempt- - -

MR BLACK: I object, your Honour. This hasinaudible. . . . I have been pursuing.

HIS HONOUR: I will hear Mr Jones.

MR JONES: Thank you, your Honour. It continues:

- - - an attempt to take them back with him on his return to Sydney.

Now, that passage, I submit, is directly relevant to this matter.

person is interrupted by another speaker or finishes a sentence after being interrupted by another speaker.

person interrupts their own quote to add a comment or continues the quote thereafter.

(k) EXHIBITS

If, during proceedings, the judge, commissioner or presiding member admits a document as an exhibit or marks it for identification, the following procedure should be followed:

1. Press ENTER twice.
2. Turn on bold function and type exhibit or MFI number and description of exhibit or document marked on margin (as below).
3. Turn off bold function.
4. Press ENTER twice, type speaker's name on the margin and continue typing turn.

Example:

MR COWDROY: I tender the video.

EXHIBIT C1 - VIDEO SHOWING VEHICLES BEING DENIED ACCESS (Turn off bold)

HIS HONOUR: Please continue, Mr Cowdroy.

MR COWDROY: Continuing submissions.

(l) CITING OF AUTHORITIES (CASE REFERENCES): Transcribe case references in abbreviated legal form as set out in PacLii

Some abbreviations are:

CLR for Commonwealth Law Reports.
ALR for Australian Law Reports.
NSWLR for New South Wales Law Reports.
ALJR for Australian Law Journal Reports
FLC for Family Law Cases.

(m) NON-VERBAL ACTIVITIES

The indication of non-verbal activities in transcript is to be avoided. Do not use such descriptive parenthesis as:

(indicates) to witness - see WITNESS)
(no answer) (no response)
(witness directed to leave court)
(document handed to witness)
(approaches witness)
(the bankrupt was called but did not appear)
(discussion ensued off the record - see ADJOURNMENTS)
(inaudible - see. INTERRUPTIONS, COMMISSIONS and INTERPOLATIONS)
(witness scratches left ear and looks pensive)

However, items such as **RECORDED : NOT TRANSCRIBED, THE WITNESS WITHDREW**, a witness's name when called or sworn, and adjournments should be shown on outer margin in upper case and separated (before and after) by four lines. (The witness's name must be bolded and **THE WITNESS WITHDREW** must be bolded; adjournments are not bolded.)

Do not use such interpretive punctuation as sic, exclamation marks, underlining for emphasis or quotation marks to indicate irony, sarcasm or slang.

Parenthetical sentences or phrases should not be indicated by brackets. Rather use commas. Brackets tend to indicate something other than the words spoken, perhaps inserted by the court reporting service.

(n) FINAL ADDRESSES AND SUBMISSIONS

The normal format for speeches, addresses or submissions is:

REMEMBER: OPTIMUM PARAGRAPH LENGTH IS NINE TO 10 LINES.

AP8 UNDERSTANDING SPACING IN TRANSCRIPTS FOR ADJOURNMENTS ETC.

For uniformity throughout the transcript the spacing for **ALL** adjournments, tender of exhibits, swearing in of witnesses, cross-examination, re-examination, the witness

withdrew, etc is: type in block on the margin the adjournment, exhibit etc with one **line space above and below**.

(1) SHORT ADJOURNMENT indicates a short break in proceedings when parties confer, have a smoke, enter into private conference, or for any other purpose. The use of this adjournment signifies an interruption to the proceedings.

SHORT ADJOURNMENT (**ALT-S macro**)

(2) LUNCHEON ADJOURNMENT (**ALT-L macro**) is self explanatory:

LUNCHEON ADJOURNMENT

(3) The adjournment of proceedings to a set day and time.

AT 4.15 PM, THE MATTER WAS ADJOURNED UNTIL MONDAY, 5 NOVEMBER 1990
AT 9.30 AM.

(4) The adjournment of proceedings sine die (with no appointed date or time) or at their conclusion.

AT 4.15 PM, THE MATTER WAS ADJOURNED INDEFINITELY.

(5) Where none of those broad types of adjournment is applicable or adaptable, and so long as the comments in regard to adjournment are fully recorded and provide a proximate reference for INDEFINITELY, use the following form:

AT 4.15 PM, THE MATTER WAS ADJOURNED INDEFINITELY.

(6) Where a final judgment/decision/sentence gets handed down, hence the matter has been completed in its entirety:

AT 4.15 PM, THE COURT ADJOURNED INDEFINITELY

The term ACCORDINGLY should only be used when a matter is **adjourned to a specific date, subject to some qualifying factor**; the reader is therefore referred back to the transcript in order to ascertain the qualification.

AP9 HEADING AND APPEARANCE PAGE

All transcripts start with a **Heading and Appearance** page. Set out below are samples of Criminal (Bail Application), Civil, Election Petition, Leadership Tribunal, Extract of proceedings and Supreme Court proceedings. When only a certain portion of the proceedings is requested by a party or the Court, this is called **Extract of Proceedings**.

(a) Criminal proceedings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

YALO AJ

CR 513 of 2005

BETWEEN:

THE STATE

AND

AMBROSE LATI

AT WABAG, WEDNESDAY 4 JUNE 2008 AT 9.36 AM

(b) Criminal proceedings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

YALO AJ

CR 513 of 2005

BETWEEN:

THE STATE

AND

AMBROSE LATI

AT WABAG, WEDNESDAY 4 JUNE 2008 AT 9.36 AM

(Continued from 3 June 2008)

(c) Criminal proceedings (JUVENILE)

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

GANAI AJ

CR (JJ) 200 of 2022

BETWEEN:

THE STATE

AND

Juvenile JB

AT WAIGANI, WEDNESDAY 5 JUNE 2023 AT 9.30 AM

(d) Criminal Proceedings (BAIL APPLICATION)

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

ELLIS J

CR (BA) 381 of 2010

PISARA PAMBAI
AND WILLIE PAMBAI

AND

THE STATE

AT MENDI, FRIDAY 17 SEPTEMBER 2010 AT 1.02 PM

(e) Civil proceedings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

LENALIA J

WS 1106 of 2005

MICHAEL PUNDARI

Plaintiff

AND

NIOLAM SECURITY LIMITED

Defendant

AT KOKOPO, SUNDAY 16 MARCH 2008 AT 1.30 PM

(Continued from 15 March 2008)

(f) Election Petition

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

CANNINGS J

EP 55 of 2007

PAIAS WINGTI Petitioner

AND

KALA RAWALI Respondents
AND 2 OTHERS

AT MT HAGEN, THURSDAY 16 AUGUST 2007 AT 9.30 AM

(g) Leadership Tribunal

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
PO Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

LEADERSHIP TRIBUNAL

INTO

HONOURABLE SIR MOI AVEI, MP

THE CHAIRMAN : HINCHLIFFE J

MEMBERS : Mr Pupaka – Principal Magistrate
Mr Abisae – Senior Provincial Magistrate

AT WAIGANI, SATURDAY 10 AUGUST 2002 AT 10.00 AM

(h) Extract of Proceedings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

KANDAKASI J

WS 1312 of 2001

AMBINO HAPI
on his own behalf and as
representative of 3 others

Plaintiffs

AND

THE MANAGING DIRECTOR,
NATIONAL FISHERIES AUTHORITY

Defendant

EXTRACT OF PROCEEDINGS

AT WAIGANI, SATURDAY 10 AUGUST 2008 AT 10.00 AM

(i) Supreme Court Proceedings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE SUPREME COURT
OF PAPUA NEW GUINEA

SAKORA J
DAVANI J
CANNINGS J

SCR 18 of 2006

KERENG MARK

Appellant

AND

THE STATE

Respondent

AT WAIGANI, SATURDAY 10 AUGUST 2002 AT 10.00 AM

(j) Ceremonial Sittings

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE SUPREME AND NATIONAL COURTS
OF PAPUA NEW GUINEA

SALIKA CJ
KANDAKASI DCJ
AND JUDGES OF THE SUPREME
AND NATIONAL COURTS

OFFICIATING AT THE WELCOME CEREMONY OF

JUSTICE GOODWIN POOLE

AT WAIGANI, FRIDAY 28 FEBRUARY 2014 AT 9.37 AM.

(k) Conferences

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

THE THIRD NATIONAL CONFERENCE ON THE UNDERLYING LAW 2017

JUDICIAL DEVELOPMENT OF THE UNDERLYING LAW
FOCUSING ON ADMINISTRATIVE LAW

AT GATEWAY HOTEL, MONDAY 27 NOVEMBER 2017 AT 8.58 AM

(I) Workshops

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

PNG JUDICIARY WORKSHOP
ON
PERSONS WITH DISABILITIES 2018

TRANSCRIPT OF PROCEEDINGS

AT WAIGANI, THURSDAY 26 JULY 2018 AT 9.00 AM

(m) Civil Contempt Proceeding

TRANSCRIPT OF PROCEEDINGS

National Judicial Staff Services
Supreme & National Court Waigani
P O Box 7018
BOROKO NCD
PAPUA NEW GUINEA

Telephone: (675) 301 6740 / 301 6745

IN THE NATIONAL COURT
OF PAPUA NEW GUINEA

PITPIT J

WS 1068 of 2009

THE STATE

Applicant

AND

MICHAEL BOLE

Defendant/Contemnor

AT LAE, FRIDAY 26 OCTOBER 2018 T 3.24 PM

(Continued from 23 October 2018)

AP10 SPECIAL NOTATIONS IN TRANSCRIPT

(a) RECORDING SYSTEM FAILS: When part of the proceedings has not been recorded because of equipment failure, at the point where the omission occurs, type in block on the margin, with **two line spaces above and below**:

SYSTEM FAILURE

(b) PLAYING BACK PROCEEDINGS. A monitor may be asked to play back a certain passage in the proceedings. If this happens, the transcript should show in block on the margin, with **one line space above and below**:

AUDIO PLAYED

(c) VIDEO SHOWN/DVD SHOWN

There will be times when the transcript does not explicitly indicate where a video/ DVD has been shown as part of the proceedings. When this occurs, show in blocks on the margin, with **one line space above and below**:

VIDEO SHOWN/DVD SHOWN

(d) POWER FAILURE DURING PROCEEDINGS: Whenever disruptions occur during the proceedings, caused by power failure, show this in blocks on the margin, **with one line above and below**:

POWER FAILURE

LET THE TRANSCRIPT SPEAK FOR ITSELF

(e) TRANSCRIPT SHORT CUT KEY MACROS

ALT + A?---

ALT + B ---- Speaker interruption

ALT + F if your Honour pleases

ALT + G THE WITNESS:

ALT + H HIS HONOUR

ALT + I ---?---

ALT + L LUNCHEON ADJOURNMENT (followed by 4 returns)

ALT + S SHORT ADJOURNMENT (followed by 4 returns)

ALT + U Reverses ALT + Z (to return to normal after quotation)

ALT + W THE WITNESS WITHDREW

ALT + Yinaudible.....

ALT + Z Indent and italics

ALT + Missing words