



Court Reporting Service
Training Unit

Certificate in Court Reporting Course
August to November 2022

**Essential Legal Process
In Civil and Criminal**

Events on LogNotes

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

GUILTY PLEA CASE

1. Indictment presented
2. Brief facts presented
3. Arraignment
4. Plea
5. Committal court deposition tendered
6. Conviction
7. Antecedent report tendered
8. Allocutus
9. Submission on mitigation and sentence by defence
10. Submission on sentence by the State
11. Submission in response by the defence
12. Sentence

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

TRIAL – NOT GUILTY PLEA CASE

1. Indictment presented
2. Brief facts presented
3. Arraignment
4. Plea
5. Plea entered
6. State case opened
7. Witness Sworn
JOE BLOW, sworn:
8. Exhibit(s) Tendered
Exhibit A – Statement of Joe Blow dated 3/6/18
MFI 1 – Statement of Joe Blow dated 3/6/18
9. Stages of examination:
 - (a) Examination-in-chief by the State
 - (b) Cross-examination by the defence
 - (c) Re-examination by the State
 - (d) Questions by the Court
 - (e) Further re-examination by the State
 - (f) Further cross-examination by the defence
- 10. THE WITNESS WITHDREW**
11. State case closed
12. Defence case opened
13. Witness Sworn
JOHN BROWN, sworn:
14. Exhibit(s) Tendered
Exhibit A – Statement of John Brown dated 4/6/18
MFI 1 – Statement of Joe Blow dated 4/6/18

15. Stages of examination:
 - (g) Examination-in-chief by defence
 - (h) Cross-examination by the State
 - (i) Re-examination by defence
 - (j) Questions by the Court
 - (k) Further re-examination by defence
 - (l) Further cross-examination by the State

16. THE WITNESS WITHDREW

17. Defence case closed
18. Submission by the State on verdict
19. Submission by defence on verdict
20. Decision on verdict
Accused found guilty
21. Conviction
22. Allocutus
23. Submission on mitigation and sentence by the defence
24. Submission on sentence by the State
25. Decision on sentence
26. Sentence
Eg: The prisoner was sentenced to 10 years imprisonment, time spent in custody deducted which is, 2 years, 1 month and 3 days, to serve the balance of 7 years, 8 months and 25 days.

ESSENTIAL LEGAL PROCEDURES

EVENTS TO BE INDICATED ON LOGNOTES

APPLICATION ON NO-CASE-TO-ANSWER

27. Application on no-case-to-answer submission by defence
28. State's submission in response on no-case-to-answer
29. Ruling on no-case-to-answer application
Defence has a case to answer
30. Defence case opened
31. Witness Sworn
RICHARD BLU, sworn:
32. Stages of Examination:
 - (a) Examination-in-chief by the defence
 - (b) Cross-examination by the State
 - (c) Re-examination by the defence
 - (d) Questions by the Court
 - (e) Further re-examination by the defence
 - (f) Further cross-examination by the State
- 33. THE WITNESS WITHDREW**
34. Defence case closed
35. Submission by the State on verdict
36. Submission by defence on verdict
37. Decision on verdict
Accused found guilty
38. Conviction
39. Allocutus
40. Submission on mitigation and sentence by the defence
41. Submission on sentence by the State
42. Decision on sentence

43. Sentence

Eg: The prisoner was sentenced to 10 years imprisonment, time spent in custody deducted which is, 2 years, 1 month and 3 days, to serve the balance of 7 years, 8 months and 25 days.

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

TRIAL ON VOIR DIRE

1. Accused's record of interview tendered
2. Objections by defence (if any)
3. State witness called and sworn
Witness Sworn
JOE BLOW, sworn:
4. Stages of Examination:
 - (a) Examination-in-chief by the State
 - (b) Cross-examination by the defence
 - (c) Re-examination by the State
 - (d) Questions by the Court
 - (e) Further re-examination by the State
 - (f) Further cross-examination by the defence
5. **THE WITNESS WITHDREW**
6. Submission by defence on voir dire
7. Submission by the State on voir dire
8. Ruling on voir dire

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

EX OFFICIO INDICTMENT

1. Ex officio indictment presented
2. Brief facts presented
3. (Criminal Process)

NOLLE PROSEQUI

1. Indictment presented
2. Brief facts presented
3. Order
Accused discharged

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

BAIL MATTERS

1. Application for Bail

- (a) Application for bail by the defence
- (b) Submissions in response by the State
- (c) Order
 - Bail granted with conditions or bail refused

2. Application for bail variation

- (a) Application for bail variation by the defence
- (b) Submission in response by the State
- (c) Order
 - Variation granted or variation refused

3. Application for bail review

- (a) Application for bail review by the defence
- (b) Submission in response by the State
- (c) Order
 - Bail granted with bail conditions or bail refused

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

CIVIL TRIAL

Conducted by way of documentary evidence

1. Plaintiff case opened
Opening statement or background facts
2. Exhibit(s) tendered
Exhibit A – Affidavit of Mixen Barnabas sworn and filed on 20/12/2018
Exhibit B – Affidavit of Ruth Samuel sworn and filed on 1/1/2019
3. Plaintiff case closed
4. Defence case opened
Opening statement or background facts
5. Exhibit(s) tendered
Exhibit 1 – Affidavit of Bathsheba Gawi sworn and filed on 15/1/2019
Exhibit 2 – Affidavit of Jeffrey Patal sworn and filed on 18/1/2019
6. Defence case closed
7. Submission by the plaintiff
8. Submission by the defendant
9. Decision/Ruling

ESSENTIAL LEGAL PROCEDURES
EVENTS TO BE INDICATED ON LOGNOTES

CIVIL TRIAL

Conducted by way of calling witnesses

1. Plaintiff case opened
Opening statement or background facts
2. Witness sworn
MELANIE MOIHOI, sworn:
3. Stages of examination:
 - (a) Examination-in-chief by the plaintiff
 - (b) Cross-examination by the defendant
 - (c) Re-examination by the plaintiff
 - (d) Questions by the Court
 - (e) Further re-examination by the plaintiff
 - (f) Further cross-examination by the defendant
4. **THE WITNESS WITHDREW**
5. Plaintiff case closed
6. Defence case opened
Opening statement or background facts
7. Witness sworn
BATHSHEBA GAWI, sworn:
8. Stages of Examination:
 - (a) Examination-in-chief by the defendant
 - (b) Cross-examination by the plaintiff
 - (c) Re-examination by the defendant
 - (d) Questions by the Court
 - (e) Further re-examination by the defendant
 - (f) Further cross-examination by the plaintiff
9. **THE WITNESS WITHDREW**
10. Defence case closed

11. Submission by the plaintiff
12. Submission by the defendant
13. Decision/Ruling

ESSENTIAL LEGAL PROCEDURES
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CIVIL TRIAL

Application for Stay Orders

1. Application for stay orders by applicant
2. Submission on arguable case
3. Submission on balance of convenience
4. Damages would be an adequate remedy
5. Submission on undertaking as to damages
6. Submission on interest of justice
7. Submission in response by respondent
8. Ruling on stay application
9. Orders and/or directions

ESSENTIAL LEGAL PROCEDURES
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CIVIL TRIAL

Application for Judicial Review

1. Application for judicial review
2. Submission on delay in bringing the application
3. Submission on locus standi
4. Submission on alternative remedies exhausted
5. Submission on arguable case
6. Submission in response by respondent
7. Ruling
8. Orders