

**SUPREME COURT
MAGISTRATES COURT
and ACT CIVIL & ADMINISTRATIVE TRIBUNAL**

NOTICE TO PRACTITIONERS

New Transcription Services Provider

Following a recent tender process, Spark & Cannon Australasia Pty Ltd has been selected to provide recording and transcription services to the Supreme and Magistrates Courts and the ACAT.

Spark & Cannon will take over as service provider effective Monday 9 December 2013 in ACAT and Monday 16 December for the Supreme and Magistrates Courts.

To obtain a transcript for a proceeding heard in the ACAT **before** 9 December 2013 or in the courts **before** Monday 16 December 2013 practitioners need to order the transcript from Merrill Corporation. Merrill order forms will remain on the ACT Law Courts & Tribunal website <http://www.courts.act.gov.au/>. Merrill Corporation will continue to be contactable on (02) 6230 4110.

To obtain a transcript for a proceeding heard **after** the above dates practitioners will need to contact Spark & Cannon. Spark & Cannon order forms are located on the ACT Law Courts & Tribunal website <http://www.courts.act.gov.au/>. Spark & Cannon can be contacted on 1300 502 819 or to clientservices@sparkandcannon.com.au

The fees charged by both companies for transcripts are set out in their order forms.

From the commencement of Spark & Cannon's contract, the following changes will occur:

1. for Supreme Court criminal trials an evidence only transcript will be available to the parties at the Territory's expense on a same day basis
2. for a fee the legal profession will be able to access audio recordings via a standard web browser
3. a per folio price for transcript will replace the current per page rate and pricing will vary depending on whether the transcript is required on the day of ordering, on the next day or within five or seven working days
4. for transcripts other than those referred to in 1. above parties including the court may share the cost of transcript

Attached to this Notice is an information sheet for practitioners prepared by Spark & Cannon.

Alison Purvis

Courts Administrator

4 December 2013

Information for Legal Profession

Spark & Cannon is a national provider of recording and transcription services. We have been established for more than 50 years and pride ourselves on quality and on-time delivery of transcript.

We provide services under long term government contracts and are engaged by private clients on an ad-hoc basis to provide transcription for private arbitrations, meetings et cetera. We currently provide ongoing services under long term contracts to:

- All NSW state jurisdictions;
- Victorian County Court, Magistrates Courts, VCAT and Coroners Court;
- Fair Work Commission;
- Australian Securities and Investments Commission;
- Federal Hansard;
- Professional Services Review;
- NSW Police;
- Victoria Police,
- Western Australia Police; and
- Western Australia Corruption and Crime Commission

Transition

Spark & Cannon will commence providing recording and transcription services to the ACT Civil and Administrative Tribunal effective Monday, 9 December 2013 and the Supreme and Magistrates Courts effective Monday, 16 December 2013.

For all proceedings on or after these dates Spark & Cannon will be responsible for transcription services. For matters heard prior to these dates Merrill Corporation will continue to provide the transcription services. If you are involved with a matter that bridges the changeover dates you will need to complete a transcription order form with both Spark & Cannon and also Merrill Corporation for the relevant dates.

Transcript Orders

Transcription orders can be placed by completing an [ACT Law Courts & Tribunal Party Request for Transcript and/or Audio Access Form](#). Forms are available from www.sparkandcannon.com.au or via contacting our Client Services Team.

Request for services should be returned to our Client Services Team via email or facsimile. Note:

1. All transcripts will be delivered by email within the nominated timeframe;
2. Transcript charges are denominated by folio (100 words transcribed);
3. The below table provides details of the service types available;

“ Same day ”	Means a transcript ordered before 10am on day 1 will be delivered before 6pm on day 1 for proceedings up to 4:15 pm on day 1. Transcript of proceedings after 4:15pm will be delivered by 10am the following working day.
“ Next day ”	Means a transcript ordered before 10am on day 1 will be delivered before 6pm on working day 2. When a request for a next day transcript is made with respect to a multiple day proceeding, the delivery time shall be varied by a day for each additional day of the proceedings.
“ Within 5 working days ”	Means a transcript ordered before 10am on working day 1 will be supplied before 6pm on working day 5.
“ Within 7 working days ”	Means a transcript ordered before 10am on working day 1 will be supplied before 6pm on working day 7.

4. An order received after 10 am on day 1 will be treated as if it were received before 10 am on the next working day.
5. Transcript prices are detailed on the request for services form.
6. Transcript costs can be shared between parties to the proceedings when orders for the same service type, same matter and hearing days are made within 7 days of each other.
7. For same day requests, if matters adjourn for a period of one or more business days, a second order form for the resumption will be required.

Access to Audio

Spark & Cannon can provide access to audio via a standard web browser. A fee of \$55 inclusive of GST is applicable to access requested audio. Access is granted for a period of 48 hours. The audio is not available for download and is streamed.

To request access to audio, please complete the [ACT Law Courts & Tribunal Party Request for Transcript and/or Audio Access Form](#) and select “Access to Audio Online”. When the order has been received and payment processed; instructions, a web link, username and password will be issued.

Payment of Services

Spark & Cannon prefers payment via credit card. When completing the request for services form please include credit card details for payment. Upon delivery of the services the nominated credit card will be charged and an invoice and receipt emailed.

Client Services Team

Should you have any questions please contact our Client Services Team:
Email: clientservices@sparkandcannon.com.au Phone: 1300 502 819 and
Facsimile: 1300 364 861