



# JPPF Registry Resources: Minute Taking - Examples of minutes

## Introduction:

In any court system, keeping court records and recording evidence is an integral part of the role of a court-taker, whether minutes are taken by hand or recorded electronically.

Following are two transcripts of hearings have been typed back from actual manual minutes and English translations provided. The transcripts are deliberately incomplete, have defects as well as great examples of good minute taking.

The transcripts can be used as a training aid and used for practice to identify what is good, what is missing and what else should be done.

To assist you, we have provided a list of things to look for.

We hope to be able to interview and talk to a resident Pacific Island minute taker and hear her explain these to you.

You will also have competent experienced minute takers in your court who you can talk with to readily identify all those things.

Over time, other examples can be added and from your assessment of these, you will be able to create your own standards and a checklist for what is good, what else should be done to ensure you maintain a good level of minute taking.

Further training could then be delivered against your ready-made checklist.

If there is something that you do that you can share and add to the list, please contact JPPF and let us know.

**Note:** in the transcripts, all identifying names have been deleted and referred to by initials only or left blank. Case numbers have also been changed.

## Transcript One

**Criminal Case No. ###/2019 CR no ###/2019**  
**Police-v-(Name in full)of Ngele'ia**

**Police: (Name of Prosecutor)**

**Legal Representative for Accused: (Name of Counsel)**

**Clerk : (Name of Clerk)**

**Magistrate: (Name of Judicial Officer)**

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Pros- I will call up my first witness, MH

Usher- MH

CT- Swearing of oath

Pros.(Name)- Please can you tell your name, age, address and where you work to the Court. Speak loudly and clearly for the record of the Court.

Witness 1 - My name is MH (*name in full*), 26 years of age and I work for Boat Shipping.

Pros.- MH, do you know why you are here in court and what you remember?

Witness 2- JL there is a contract that was filled that is the license to occupy storage space and other documentations attached that you had signed on 29.03.2018

Pros- Who signed on this particular day?

Witness 1- I did together with JL.

Prosecutor- After signing was there any right reserved to any storage space?

Witness 1- The right to the storage space is vested in JL he also takes care of the key to the gate. C15 is the room that is looked after by JL.

Pros.- Thank you MH I have no further questions, please wait for any further questions, the judge may have for you or the lawyer for the accused

Defence Counsel- Can you look at what is before you and to the writing of C15, it's as if someone had re-written over it with a black pen?

Witness 1- Yes JL knew about it, it was FB B15 who signed on 29.03.18 but he came and reported to me that there was a theft that occurred at his space, he suspects it was those near him, and I told him that his contract will be amended from B15 to C15.

Pros.- Do you mean MH that you amended the same form?

Witness 1 – Yes that is correct

Pros.- We ask this Court that this be tendered as exhibit 1, the contract, and we call second witness, PW

Usher- PW

CT – Witness to repeat oath

Pros- Please tell the court your full name, age, address and your occupation. Say it in a loud clear voice and please speak slowly for the court's record.

Witness no. 2- Name is PW, 37 years old, staying at Fanga working at the Drugs Task Force at the Longolongo station.

Pros.- do you recall what happened on 29.03.2019 you conducted investigative work concerning an individual

Witness 2- We had conducted work concerning JL. I was the head of this team. We had conducted a search on his person at one of the containers at Ma'ufanga under JL. I had noted down the search warrant whilst JL was there along with the rest of the workers.

Pros.- when was this conducted?.....

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Clerk: LE

Date of court hearing :

**Transcript Two:**

**MAGISTRATE COURT**

**CRIMINAL JURISDICTION**

**NUKU'ALOFA REGISTRAR**

**CR##/2021**

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**BETWEEN : Police Prosecution**

**AND : JD Accused**

**Magistrate T**

Prosecution: Insp. M

Usher: PC. UT

Clerk: AM

Hearing Date: (Date)

Offence: Breach of Protection Order- FA ##/2019.

**Clerk Minutes – Chamber hearing**

Date : (Date)

Time : 1:30pm

Present : Insp.M, JD, JA, Tonga Police.

Number of Case : CR38/2021

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Ct : JD has lodged application asking the court for a mitigation in penalty imposed along with a copy of the divorce and decree absolute dated (date) and bail bond form 5.

The judge from the Supreme Court Justice N on the 21 of October, 2020 said that you JD will have to contact the Family Protection Legal Aid Centre (FPLAC) at Fasi and organize a time for seeing kids. You were already aware that children were in school and their mother would be with them but you still went to see them.

JD : (Nods his head)

Ct : (Reading of accused previous criminal record) You were convicted in the courts in 2013 for the offence of common assault upon which a fine of \$100.00 was imposed in 2016 you were convicted yet again to the offence of domestic violence with a fine of \$150.00 imposed and probation for one year. In the same year (2016) you committed an offence of the similar nature to the victim of this offence. In 2017 you were convicted and imposed with an imprisonment sentence of 3 months on the offence of domestic violence. In 2019 you committed offences similar to that of domestic violence. In the Courts view, there is no genuine change from you even after been issued the protection order in (date) in family case no. FA ##/2019.

JD : Your honor, I am making effort to change, I have a job now that I am committed to. I am also part of discipleship group facilitated by PT at Tofoa and we always attend.

Ct : What do you have to say Mrs JD?

Mrs JD: I have not asked for any maintenance and he does not provide any support whatsoever for the children. He still drinks and lies and what he is explaining are all lies. We go church at (place) and he stays close to that area

Ct : That's enough Mrs JD what about Prosecution

Pros : Your honor, we have no further comment we have heard both sides.

Ct : And you are not in custody?

JD : No

Ct : I will make my decision for this matter, the sentence of 3 months imprisonment will start today (date) for the accused. The temporary protection order that started (date) will continue. You do have the right to appeal this decision to the Supreme Court should you wish to do so. Thank you.

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MAGISTRATE

CLERK

**Things to Look for:**

Place of the court, jurisdiction and registry

Date of hearing

Transcript starts without the beginning recorded

Exhibit recorded and numbered, numbers for prosecution, alphabet for defence

Witnesses numbered

Who is speaking at any time is identified

Parties named and roles identified

Evidence recorded in question and answer format

Transcript incomplete and finishes mid-sentence

Non-verbal responses recorded

Reason for hearing is identified

Name of written document being read in court is recorded

Explicit detail recorded in full