



THE SHORTHAND REPORTERS REGULATIONS 1953

C. W. M. NORRIE, Governor-General
ORDER IN COUNCIL.

At the Government House at Wellington, this 3rd day of June 1953

Present:

HIS EXCELLENCY THE GOVERNOR-GENERAL IN COUNCIL

PURSUANT to the Shorthand Reporters Act 1908, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, and with the concurrence of the Right Honourable the Chief Justice and six of the other members of the Rules Committee constituted under the Judicature Amendment Act 1930 (two of such other members being Judges of the Supreme Court), hereby makes the following regulations.

REGULATIONS

1. These regulations may be cited as the Shorthand Reporters Regulations 1953.

Examinations

2. Examinations under section 2 of the Shorthand Reporters Act 1908 shall be held at such times and places as the Public Service Commission may from time to time appoint.

3. Every intending candidate for examination shall give notice in writing to the Secretary to the Public Service Commission at Wellington of his intention to present himself for examination. The notice shall be accompanied by a fee of two guineas.

4. The examination shall test—

(a) The ability of the candidate to write any well recognized system of shorthand at a rate varying between one hundred and sixty and one hundred and eighty words a minute, and to read his shorthand notes at sight with a reasonable degree of facility;

(b) The rapidity and accuracy of transcription into typewriting by the candidate.

5. The candidate shall also be required to satisfy the examiner, by oral test, that he possesses educational qualifications sufficient to enable him to report proceedings in the law Courts with intelligence and understanding.

Appointments

6. On receiving a report from the examiner, the Public Service Commission shall give the candidate notice in writing of the result of the examination.

7. Any successful candidate desiring appointment as an authorized reporter shall make application in writing for such appointment to the Secretary for Justice, and the application shall be accompanied by—

- (a) A certificate under the hand of the Secretary to the Public Service Commission that he has passed the examination;
- (b) At least two testimonials of good character;
- (c) Evidence of his having attained the age of twenty-one years.

8. The appointment by the Secretary for Justice of an authorized reporter shall be in the form specified in the First Schedule hereto.

9. (1) If at any time the Secretary for Justice has reason to believe that any person holding an appointment as an authorized reporter no longer possesses the technical efficiency required for the appointment, he may, by notice in writing given to the reporter, advise the reporter that he is considering revoking his appointment on that ground and afford him an opportunity again to submit himself for examination. No fee shall be charged for any such examination.

(2) The Secretary for Justice may at any time at his pleasure, whether or not he has given any notice under subclause (1) of this regulation, revoke the appointment of any authorized reporter by notice in writing given to the reporter. Every such notice of revocation shall be in the form specified in the Second Schedule hereto, and every person to whom any such notice of revocation is given shall cease to be an authorized reporter as from the date specified in the notice.

10. Any notice which is required or permitted to be given under these regulations may be given by sending it by post addressed to the person to whom it is being given at his usual or last known place of business or residence.

Duties of Reporters

11. Subject to the directions of the presiding Judge, Magistrate, or Justices in any proceedings, the authorized reporter who is officially reporting the proceedings shall take a complete note of questions addressed to witnesses, the evidence of witnesses, minutes of the proceedings, and such other matters as may be directed.

12. All transcriptions shall as far as practicable be legibly type-written, and such copies as may be required shall be supplied, including—

- (a) The original for record in the Court; and
- (b) One copy, taken by means of carbon paper or other suitable means, for each of the parties to the proceedings; and
- (c) In proceedings in the Supreme Court, a copy for the Judge.

13. Transcriptions shall be paged, and transcriptions of notes of evidence shall have an index of the names of the witnesses and of the pages on which their evidence is transcribed.

14. The system of shorthand writing used by the reporter shall be the one used by him in passing his examination.

Fees

15. The fees payable to authorized reporters shall be according to the appropriate scale set out in the Third Schedule hereto.

Revocations

16. (1) The regulations specified in the Fourth Schedule hereto are hereby revoked.

(2) Without limiting the provisions of the Acts Interpretation Act 1924, it is hereby declared that the revocation of any provision by these regulations shall not affect any document made or any thing

whatsoever done under the provision so revoked or under any corresponding former provision, and every such document or thing, so far as it is subsisting or in force at the time of the revocation and could have been made or done under these regulations, shall continue and have effect as if it had been made or done under the corresponding provision of these regulations and as if that provision had been in force when the document was made or the thing was done.

SCHEDULES

FIRST SCHEDULE

FORM OF APPOINTMENT

[Reg. 8]

In the matter of the Shorthand
Reporters Act 1908.

THIS is to certify that [Full name], of [Address], [Occupation], has passed the requisite examination under the Shorthand Reporters Act 1908 as to his fitness and capacity as a shorthand reporter; and he is hereby appointed a shorthand reporter under and subject to the provisions of that Act.

As witness my hand, this day of 19....

.....
Secretary for Justice.

SECOND SCHEDULE

NOTICE OF REVOCATION OF APPOINTMENT

[Reg. 9 (2)]

To [Full name], [Occupation], [Address].

PLEASE take notice that, pursuant to the provisions of the Shorthand Reporters Act 1908, your appointment as a shorthand reporter under that Act is hereby revoked as from the day of 19....

As witness my hand, this day of 19....

.....
Secretary for Justice.

THIRD SCHEDULE

FEES PAYABLE TO AUTHORIZED REPORTERS

[Reg. 15]

1. For the purposes of this Schedule "folio" means seventy-two words, and each complete number or amount expressed in figures shall count as a word.

2. Stationery shall be provided by the reporter at his own expense.

3. No additional fee shall be payable for taking any notes or making any transcription by reason of the notes or transcription being signed by a witness under section 14 of the Shorthand Reporters Act 1908.

4. A reporter who reasonably incurs locomotion expenses in travelling from his normal place of work to the place where he is engaged as a reporter shall be paid such locomotion expenses actually and reasonably incurred by him as may be approved by the Secretary for Justice, and shall also be paid a travelling allowance for personal expenses at the rate from time to time approved by the Public Service Commission.

Scale A—Where a Verbatim or Full Report is Required

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|---|-------|---|
| 1. For each reporter engaged in taking notes | | At the rate of 10s. an hour, with a minimum daily fee of 15s. 6d. |
| 2. For each reporter's transcript (inclusive of not more than five carbon copies) for each day on which notes are taken as follows: | | |
| (a) For the first forty folios | | 1s. a folio. |
| (b) For each folio after the first forty | | 6d. |

Scale A—Where a Verbatim or Full Report is Required—continued

3. For each reporter's transcript typed on a wax stencil (without any copies) for each day on which notes are taken as follows:
- (a) For the first forty folios 1s. a folio.
 (b) For each folio after the first forty 6d.
4. For each carbon copy (after the first five) requested before transcription 1d. a folio.
5. For a copy (not carbon) when requested after transcription 3d. a folio.
6. For each carbon copy when requested after transcription 1d. a folio.

Scale B—Where the Greater Part of the Proceedings is Recorded in a Partially Condensed Form by Means of Typewriting Without Shorthand Notes

1. For each reporter so engaged (including not more than five carbon copies) as follows At the rate of 10s. 6d. an hour, with a minimum daily fee of £1 11s. 6d.
2. For each carbon copy (after the first five) requested before the typing of the original 1d. a folio.
3. For a typed copy (not carbon) when requested after the typing of the original 3d. a folio.
4. For each carbon copy when requested after the typing of the original 1d. a folio.
5. When shorthand notes are directed to be taken in proceedings to which this scale applies there shall be no additional fee for taking notes, but transcription rates shall be payable as in Scale A.

FOURTH SCHEDULE

REGULATIONS REVOKED

[Reg. 16 (1)]

Subject Matter.	Gazette Reference.
1. Regulations under the Shorthand Reporters Act 1900	4 April 1901, Vol. I, page 822.
2. Additional regulation under the Shorthand Reporters Act 1908	10 February 1910, Vol. I, page 520.
3. Amending regulations under the Shorthand Reporters Act 1908	28 September 1933, Vol. III, page 2453.

T. J. SHERRARD,
 Clerk of the Executive Council.

EXPLANATORY NOTE

[This note is not part of the regulations, but is intended to indicate their general effect.]

These regulations consolidate, with amendments, the existing regulations relating to the examination, appointment, duties, and fees of authorized shorthand reporters for Court proceedings.

The amendments are of a minor nature, and are mainly consequential on the provision made by the Shorthand Reporters Amendment Act 1951 for appointments to be made by the Secretary for Justice instead of by the Public Service Commission.

Issued under the authority of the Regulations Act 1936.

Date of notification in *Gazette*: 4 June 1953.

These regulations are administered in the Department of Justice.