



## COURT TRANSCRIPTS

### CASEWORK POLICY

#### **Introduction**

1. The CCRC obtains transcripts of court proceedings from a number of sources including the Crown Court, the Court of Appeal, original court reporters, applicants and their representatives.
2. The original material (shorthand notes, tape recordings, etc.) of any Crown Court trial belong to Ministry of Justice (MOJ). It is created and held by one of several Court Transcribing firms who are contracted by the MOJ. Anyone is entitled to apply to them for a transcript (for which the reporting firm makes a commercial charge) provided they have obtained permission from the court concerned.
3. The copyright in all transcripts remains with the Crown. The Crown gives blanket permission for copying and distribution of transcripts for any legitimate criminal justice function.

#### **Policy**

4. The CCRC may decide to provide copies of any transcripts it has obtained in the course of the review to courts, to other agencies in the criminal justice system and to the parties to the relevant proceedings, generally without charge.
5. Exceptionally, where the CCRC has the only remaining copy of a transcript (e.g. in some very old cases), the CCRC will supply a copy upon request if the person seeking the copy transcript has obtained the consent of the court. The CCRC reserves the right to charge a reasonable sum for photocopying and postage charges.
6. The CCRC does not provide access to transcripts of proceedings in chambers or where the public were excluded from the courtroom. The CCRC will direct any such inquiries to the relevant court and transcribing firm.