



## Using stenography services at the Supreme Court of the United Kingdom and the Judicial Committee of the Privy Council

### 1 General

- 1.1 UKSC Practice Direction 6.13 and JCPC Practice Direction 6.14 provides that: “If a party wishes to have a stenographer present at the hearing or to obtain a full transcript of the hearing, the Registrar must be notified not less than seven days before the hearing. Any costs of the stenographer or of transcription must be borne by the party making such a request. Please note that the Court will not allow breaks for the stenographer (Practice Directions will be updated to reflect this shortly).
- 1.2 The Court understands that some parties wish to have a transcript of proceedings, notwithstanding the fact that the Court provides a free video record of the hearing via its website for up to five years after the end of the term in which the appeal is heard. The Court has no objection to parties producing transcripts based on this video footage.

### 2 Accommodation in Court

- 2.1 **The Court does not have dedicated seating for stenographers and parties must accommodate reporters/stenographers and all their equipment on the benches used by counsel and/or solicitors.** Parties should ensure that all sides with oral representation at the hearing understand this and the impact on number of seats that will be available for their own representatives.
- 2.2 Generally speaking, the reporter/stenographers prefer to sit on the front (i.e. counsel) bench, though it is understood that in some instances this is impossible due to the limited number of seats available.
- 2.3 Parties accommodating the stenographer on the rear (i.e. solicitor) bench should note that the quality of the transcript may be affected by the more limited vantage point afforded to the reporter in such circumstances, particularly when recording brief interventions by the Justices.

### **3 Technical requirements**

- 3.1 An audio feed is provided in each courtroom, fed from the Supreme Court's own AV gallery as a mix of the microphones in Court. The signal is presented on 2x RCA connectors providing line-level audio at 0dB. This can be adjusted by the UKSC's broadcast engineers on request. Audio levels should be checked and verified prior to commencement of court proceedings.
- 3.2 Simultaneous transcription services (such as Live Note and Magnum Realtime) can be accommodated at the Supreme Court on the same basis, though please note that the Court does not permit additional microphones to be brought into the courtroom and no equipment of any kind should be placed on the Justices' bench. The Justices do not require access to this service.
- 3.3 **In addition to fulfilling the duties of PD 6.13 above, the Court asks that the parties arrange for the appointed stenography provider to contact [broadcast@supremecourt.uk](mailto:broadcast@supremecourt.uk) in advance of the hearing date to make the necessary technical arrangements.** It is usually possible for stenography providers to leave and/or set up equipment in advance, the evening before a hearing, but this must be checked in advance with the UKSC/JCPC Registry.

### **4 Provision of copies to Justices**

- 4.1 If any transcription services are provided, the Justices appreciate receiving an electronic copy. It is the responsibility of the of the parties to ensure a copy is uploaded to the portal at the earliest opportunity.

### **5. Capacity of courtrooms**

Stenographers need to be accommodated within the following total seating capacity:

#### **Court One**

Counsel bench: (for all parties) 6 seats

Solicitors' bench: (for all parties)13 seats

#### **Court Two**

Counsel bench: (for all parties) 8 seats

Solicitors' bench: (for all parties) 10 seats (please note in this courtroom in particular, stenographers have reported issues with visibility of the bench and transcript quality may be affected if reporters are placed on this bench)

#### **Court Three (JCPC)**

Counsel bench: (for all parties) 7 seats

Solicitors' bench: (for all parties) 9 seats