

Record of Proceedings/Transcript

Overview

During the hearing of cases, a Court Reporter is also required to take a verbatim recording of the court proceedings. This then leads to a production of a transcript or record of proceedings.

Who is eligible?

Any party to the proceedings is entitled to request for a copy of the record of proceedings.

How do I get this service?

A litigant/party can make a formal request in writing to the Registrar requesting for the production of the record of proceedings or transcript. Such a request/letter should indicate case number and full citation of the parties.

What supporting documents are required?

To get a typed transcript you will need to file an application (letter) requesting the transcript and file same with the Court Registry.

How long will this service take?

Production of a record of proceedings or transcript is dependent upon the length of a trial. This can vary from one (1) month to six (6) months.

How much does it cost?

A litigant or party is required to pay P2.00 per page for the production of a typed transcript.

Where can I get more information on this Service

For more information refer to the Rules of Court or contact the Registrar of the Industrial Court.

The Registrar

Industrial Court of Botswana

Private Bag BR 267

Gaborone, Botswana

Phone: (+267) 3900565

Fax: (+267) 3900567

Facebook: Industrial Court of Botswana

Opening hours: 07:30 to 12:45 and 13:45 to 16:30 Monday to Friday, except public holidays.

Additional information can also be obtained from the Rules of Court.