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SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO

PRACTICE DIRECTION

Practice - Filing of Documents - Filing Form to accompany all documents - Order 1 Rule 10 (2).

Given the increasing complexity and volume of documents filed in the Civil Registry, it is necessary to ensure that these documents are linked with the relevant application. It has also become necessary to develop a system through which documents can be tracked between the filing of an application and its disposition.

In light of the above, and with a view to ensuring:

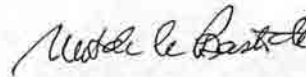
- a) the accuracy of information relating to the parties to an action and their attorneys-at law; and,
- b) the efficient and convenient scheduling of applications,

the Chief Justice, pursuant to the provisions of Order 1, Rule 10 (2) of the Orders and Rules of the Supreme Court of Trinidad and Tobago, 1975, and after consultation with the Law Association of Trinidad and Tobago, has decided to issue the following direction:

With effect from the **31st day of March, 1998**, every document pertaining to civil and matrimonial matters which is filed at the Registry or the appropriate Sub-Registry must be accompanied by a completed Filing Form. The Filing Form shall be in the form of the document hereto annexed as Appendix A.

Instructions for the completion of this Form are contained in the document hereto annexed as Appendix B.

Dated this 18th day of February, 1998.



Michael A. De La Bastide
Chief Justice

APPENDIX A

**ALL ATTORNEYS-AT-LAW ARE REQUIRED TO COMPLETE THIS FORM FOR EACH FILING
PLEASE COMPLETE FORM IN BLOCK LETTERS**

NATURE OF ACTION _____ HIGH COURT ACTION # _____

SECTION I - CASE INFORMATION

NAMES OF PARTIES TO ACTION _____
DESCRIPTION OF DOCUMENT _____
DATE OF DOCUMENT _____
DATE OF FILING _____
DOCUMENT FILED ON BEHALF OF _____

If filings pertain to an interlocutory application, please complete Section II below:

SECTION II - INTERLOCUTORY APPLICATION

APPLICATION _____
DOCUMENT # _____

SECTION III - FILING ATTORNEY

BAR # _____
NAME OF FIRM or CHAMBERS _____
NAME OF ATTORNEY _____
SURNAME _____ MIDDLE NAME _____ FIRST NAME _____
ADDRESS _____
TELEPHONE # PRIMARY: _____ SECONDARY: _____
FAX # _____
E-mail _____

SECTION IV

I. ADVOCATE ATTORNEY FOR PARTY FILING - SENIOR COUNSEL (if any)

BAR # _____
NAME OF SENIOR COUNSEL _____
SURNAME _____ MIDDLE NAME _____ FIRST NAME _____
TELEPHONE # PRIMARY: _____ SECONDARY: _____

II. ADVOCATE ATTORNEY FOR PARTY FILING - JUNIOR COUNSEL (if any)

BAR # _____
NAME OF JUNIOR COUNSEL _____
SURNAME _____ MIDDLE NAME _____
NAME OF FIRM or CHAMBERS _____
ADDRESS _____
TELEPHONE # PRIMARY: _____ SECONDARY: _____
FAX # _____
E-mail _____

APPENDIX B

If filings pertaining to an interlocutory application are being made, Section II of the attached form should be completed as follows:

- **First Application**

Application AA (AA to denote first application, filed in this particular Case)

Document #: 01 (01 denote first document in this application)

Subsequent documents pertaining to this application to be numbered 02-99.

- **Second Application**

Application: AB (AB to denote second application, filed in this particular Case)

Document #: 01(01 to denote first document in this application)

Subsequent documents pertaining to this application to be numbered 02-99.

Subsequent applications to be assigned letters as follows:

Application 3 – 26 (AC...AZ)

Application 27 – 53 (BA...BZ)

NOTICE

**TO ALL ATTORNEYS-AT-LAW
WHOSE NAMES HAVE BEEN ENTERED
ON THE ROLL OF ATTORNEYS-AT-LAW
(Section 14 (1) of the Legal Profession Act, 1986)**

TAKE NOTICE that each Attorney-at-Law whose name has been entered on the Roll of Attorneys-at-Law has been assigned a Bar Number. Accordingly, each Attorney-at-Law will be notified by mail of his/her assigned number, such notification to be directed to the Attorney-at-Law's last-given mailing address.

Attorneys-at-Law who do not receive such notification are advised to contact one of the following Assistant Registrars of the Supreme Court no later than 20 March 1998 in order to receive such notification.

Mrs. Margaret Hinds (Port-of-Spain)
Mr. Robin N. Mohammed (San Fernando)
Ms. Karen Boodan (Tobago).

Attorneys-at-Law are also asked to provide the Assistant Registrars with the following details:

Date of Admslssion
Name of Law Firm/Chambers
Address (including e-mail)
Telephone/Fax Numbers
Date of Last Subscription to the Law Association
and the Compensation Fund (sections 12 and 56,
Legal Profession Act, No. 21 of 1986).

Sherman McNicholls
Registrar
Supreme Court