

SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO**PRACTICE DIRECTION****FILING OF RECORDS OF APPEAL UNDER THE CIVIL PROCEEDINGS
RULES 1998 (“CPR 1998”)**

The following Practice Direction is issued by the Honourable Chief Justice pursuant to Rule 4.2(2) of the Civil Proceedings Rules 1998 as amended (the CPR) in relation to the filing of Records of Appeals.

1. Pagination

- (a) Each bundle must be paginated with each and every page being numbered individually and consecutively; and
- (b) Page numbers must be inserted in bold at the bottom right hand corner of each page and in a form that can be clearly distinguished from any other pagination on the page.

2. Index

- (a) An index must be included at the front of each bundle with a listing of each document and the corresponding page reference. Each document should be identified briefly but accurately;
- (b) Where the appeal bundles consist of more than one volume, a full index of all the documents must be included in the first volume and an index included in each volume to the documents in that volume.

3. Binding

- (a) Each bundle must be bound together in a manner sufficiently sturdy to withstand repeated use; and
- (b) Where each bundle consists of more than 300 pages, it must be contained in more than one volume with the number of the volume clearly marked.

4. Format and presentation

- (a) Where possible, the documents in the bundle should be on letter-size paper (8.5 x 11);
- (b) All documents should be placed in the bundle so as to ensure that the text can be read from left to right and a margin of 1 ½ inches left blank nearest the left edge of each page;
- (c) The copies of the documents in the bundle should be single-sided, not backed or double-sided copies;
- (d) Unless there is a good reason, no more than one copy of any document should be included;
- (e) Where any marking or writing in colour on a document is significant, the document must be copied in colour or marked up correctly in colour;

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- (f) Documents which are not easily legible should be transcribed and the transcription marked and placed next to the document transcribed;
- (g) Any photographs or survey plans must be clearly copied;
- (h) Documents in a foreign language should be translated and the translation marked and placed next to the translated document. The translation should be agreed or, if it cannot be agreed, each party’s proposed translation should be included;
- (i) Different sections of the bundle may be separated by dividers so long as these are clearly indexed; and
- (j) Where there are affidavits containing exhibits among the documents in the bundle, the exhibits should be separately identified.

5. Bundle Labels

- (a) The bundle must be clearly identified, on the spine and on the front cover, with the name of the case and the Court of Appeal’s reference; and
- (b) Where the bundle consists of more than one volume, each volume must be numbered on the spine, the front cover and the inside of the front cover.

6. Sanctions for non-compliance

If an appellant fails to comply with these directions without a good explanation, the appeal will be at risk of being dismissed for failure to so comply.

Dated this 28th day of June, 2018



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Allan Mendonça
Chief Justice (Ag.)