



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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No. 163

1831

SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO PRACTICE DIRECTION FILING OF DOCUMENTS

Practice-Efficient Administration of the Rules of the Supreme Court 1975 (RSC 1975) and the Civil Proceedings Rules of Trinidad and Tobago 1998 (CPR)-Filing of Documents-Information and Designation Form to accompany all documents-RSC 1975, Order 1 Rule 10 (2)

In order to promote the continued efficient administration of RSC 1975 during the transition period to the Civil Proceedings Rules of Trinidad and Tobago 1998, as amended (CPR), it has become necessary to develop a system by which, not only may documents be tracked between the filing of a matter or application and its disposition, but by which data necessary to support the listing and calendaring requirements of both the RSC 1975 and the CPR may be collected.

In light of this, the Chief Justice, under the provisions of RSC 1975, Order 1 Rule 10 (2) has decided to direct that, with effect from the 16th day of September 2005, every document pertaining to civil (including public law) and matrimonial matters which is filed at the Court Office, and which are governed by the RSC 1975, must be accompanied by a completed Information and Designation Form in the form annexed hereto as Appendix A.

This Practice Direction replaces and supersedes, with effect from the 16th day of September 2005, the Practice Direction dated the 18th day of February 1998 relating to the completion of Filing Forms.

Dated this 30th day of August, 2005


Satnarine Sharma
Chief Justice

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Appendix A
Civil Information and Designation Form
High Court Action No.

I.
Parties
Document Description
Filing Date
Attorneys-at-Law
(Names to be completed Surname, Middle Name, First Name)

PLAINTIFF(S)

DEFENDANT(S)

DESCRIPTION OF DOCUMENT

DESCRIPTION OF DOCUMENT

DATE OF DOCUMENT

DATE OF DOCUMENT

DATE OF FILING

DATE OF FILING

DOCUMENT FILED ON BEHALF OF

DOCUMENT FILED ON BEHALF OF

FILING ATTORNEY

Bar No:
 Name of Firm or Chambers:
 Name of Attorney:
 Address:

FILING ATTORNEY

Bar No:
 Name of Firm or Chambers:
 Name of Attorney:
 Address:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

ADVOCATE ATTORNEY
SENIOR COUNSEL (IF ANY)

Bar No:
 Name of Firm or Chambers:
 Name of Senior Counsel:
 Address:

ADVOCATE ATTORNEY
SENIOR COUNSEL (IF ANY)

Bar No:
 Name of Firm or Chambers:
 Name of Senior Counsel:
 Address:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

ADVOCATE ATTORNEY
JUNIOR COUNSEL (IF ANY)

Bar No:
 Name of Firm or Chambers:
 Name of Junior Counsel:
 Address:

ADVOCATE ATTORNEY
JUNIOR COUNSEL (IF ANY)

Bar No:
 Name of Firm or Chambers:
 Name of Junior Counsel:
 Address:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

Primary Telephone:
 Secondary Telephone:
 Fax No:
 E-Mail:

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II.

Nature and Classification of Action

(Weights to be assigned by the Court Office: Parties or their Attorneys-at-Law to place "x" next to a single case type. Do not select more than one case type, even if claim may involve multiple matters.)

LAND		ADMINISTRATIVE LAW	
Type	Weight	Type	Weight
<input type="checkbox"/> Adverse Possession		<input type="checkbox"/> Breach of Statutory Duty by Public Authority	
<input type="checkbox"/> Boundary Dispute		<input type="checkbox"/> Compulsory Acquisition	
<input type="checkbox"/> Charities		<input type="checkbox"/> Constitutional Matters	
<input type="checkbox"/> Deed		<input type="checkbox"/> Election Matters	
<input type="checkbox"/> Easements-Rights of Way		<input type="checkbox"/> Judicial Review	
<input type="checkbox"/> Equity on Land		<input type="checkbox"/> Matters relating to Public Institutions	
<input type="checkbox"/> Leases-Landlord and Tenant		<input type="checkbox"/> Public International Law	
<input type="checkbox"/> Licences (with respect to land)		<input type="checkbox"/> Striking-off of lawyers	
<input type="checkbox"/> Mortgages and charges on land		<input type="checkbox"/> Writs of Prohibition, Mandamus, Certiorari	
<input type="checkbox"/> Recovery of Possession		<input type="checkbox"/> Habeas Corpus	
<input type="checkbox"/> Restrictive Covenants on land		PROBATE ADMIRALTY AND INTELLECTUAL PROPERTY	
<input type="checkbox"/> Rylands v. Fletcher		<input type="checkbox"/> Estate-Wills, Executors and Administrators etc	
<input type="checkbox"/> Specific Performance		<input type="checkbox"/> Admiralty-Ship arrests, cargo claims, limitation actions etc	
<input type="checkbox"/> Title to land		<input type="checkbox"/> Trade Marks, Patents, Design, Copyright, infringement cases, passing off actions and other intellectual property claims	
<input type="checkbox"/> Trespass to land		COMMERCIAL	
PERSONAL ACTIONS		<input type="checkbox"/> Arbitration	
<input type="checkbox"/> Assault and Battery and False Imprisonment		<input type="checkbox"/> Bills of Exchange-Banking Matters and Promissory Notes	
<input type="checkbox"/> Bailment		<input type="checkbox"/> Clubs, Associations, Trade Unions	
<input type="checkbox"/> Choses in Action-Assignment etc		<input type="checkbox"/> Commercial Licences	

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<input type="checkbox"/> Conflict of Laws-Private International Law	<input type="checkbox"/> Companies
<input type="checkbox"/> Conversion and Detinue	<input type="checkbox"/> Consumer Matters
<input type="checkbox"/> Employer's Liability	<input type="checkbox"/> Contract
<input type="checkbox"/> Libel and Slander	<input type="checkbox"/> Debt Collection
<input type="checkbox"/> Negligence	<input type="checkbox"/> Guarantee
<input type="checkbox"/> Nuisance	<input type="checkbox"/> Hire Purchase
<input type="checkbox"/> Running Down Action	<input type="checkbox"/> Insurance Policy Claim
<input type="checkbox"/> (1) Including a claim for damages for personal injury	<input type="checkbox"/> International Trade
<input type="checkbox"/> (2) Not including a claim for damages for personal injury	<input type="checkbox"/> Partnership
<input type="checkbox"/> Trespass (to goods)	<input type="checkbox"/> Receivers
<input type="checkbox"/> Wrongful dismissal	<input type="checkbox"/> Restraint of Trade
<input type="checkbox"/> Malicious Prosecution	<input type="checkbox"/> Sale of Goods
FAMILY	<input type="checkbox"/> Bankruptcy, Liquidation, Winding Up
<input type="checkbox"/> Any such matter	

**III.
RELATED CASE(S)**

A. A new case is deemed related to a case *pending* in the Supreme Court of Judicature of Trinidad and Tobago, if the (check appropriate box(es) below):

- relates to common property
- involves common issues of fact
- grows out of the same event or transaction
- involves the validity or infringement of the same patent
- is filed by the same litigant in person

B. A new case is deemed related to a case *dismissed*, or *withdrawn*, or *discontinued* in the Supreme Court of Judicature of Trinidad and Tobago, if the new case involved the *same parties* and *same subject matter*, which includes but is not to the five categories set out in "A" immediately above. Check box below if new case is related to a *dismissed*, *withd* *discontinued* case:

- New case is related to a dismissed, withdrawn or discontinued case.

