

SUPREME COURT OF JUDICATURE
PRACTICE DIRECTION
FILING OF DOCUMENTS UNDER THE CIVIL PROCEEDINGS
RULES 1998 (“CPR 1998”)

Practice – Efficient Administration of the CPR 1998 – Filing of Documents – Civil Information and Designation Form (Originating Documents) – Civil Information Filing form (Non-Originating Documents) – CPR 1998 Part 4.1

Since the Civil Information and Designation Form (“the Form”) came into effect on the 16th September 2005 by Practice Direction dated 1st September 2005 (“the Former Practice Direction”) with respect to the filing of documents under the CPR 1998, experience has shown that, save for originating documents, not all sections of the Form are required to be completed when accompanying the filing of non-originating documents.

In light of the above and with a view to the continued promotion of the efficient administration of the CPR 1998 as outlined in paragraph 1 of the Former Practice Direction, the Acting Chief Justice, pursuant to the provisions of the CPR 1998 Part 4.1, issues the following directions with effect from December 3, 2007:

1. Every originating document pertaining to any civil (including public law) matters to be filed at any of the court offices of the Supreme Court of Judicature of Trinidad and Tobago must be accompanied by a completed Form in the form annexed to the Former Practice Direction as Appendix A with the modifications as outlined in (2) below.
2. The Form is modified as follows:
 - (a) The Form shall now be called the “Civil Information and Designation Form (Originating Documents)”.

- (b) The word “PLAINTIFF(S)” appearing at the top left hand column of the Form is replaced by the word “CLAIMANT(S)”.
 - (c) The description “Trusts” is added to the list of case types listed in Part II of the Form under the heading “PERSONAL ACTIONS”.
3. Every other non-originating document pertaining to any civil (including public law) matters to be filed at any of the court offices of the Supreme Court of Judicature of Trinidad and Tobago must be accompanied by a “Civil Information Filing Form (Non-Originating Documents)” in the form annexed hereto as Appendix B.
 4. The directions contained in this Practice Direction shall modify those contained in the Former Practice Direction and to the extent that those contained in the Former Practice Direction are so modified they shall cease to have effect and are hereby revoked.

Dated this 22nd day of November, 2007

Roger Hamel-Smith
Acting Chief Justice

Appendix B
Civil Information Filing Form
(Non-Originating Documents)

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

CLAIMANT(S)

DESCRIPTION OF DOCUMENT

DATE OF DOCUMENT

DATE OF FILING

DOCUMENT FILED ON BEHALF OF

FILING ATTORNEY

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

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:

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:

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

DEFENDANT(S)

DESCRIPTION OF DOCUMENT

DATE OF DOCUMENT

DATE OF FILING

DOCUMENT FILED ON BEHALF OF

FILING ATTORNEY

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

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:

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:

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

II.

Interlocutory Application

Instructions: Where the interlocutory application concerned is a first application in the particular matter, it is to be marked AA to denote this, and the Document No. should be 01, to denote that it is the first document in the application. Subsequent documents pertaining to the particular application are to be numbered 02 to 99. Where the interlocutory application is the second application in the particular matter, it is to be marked AB to denote this, and the Document No. should be 01 to denote that it is the first document in the application. Subsequent documents pertaining to the particular application are to be numbered 02 to 99. Subsequent applications are to be assigned letters as follows-Application 3 to Application 26, AC to AZ, Application 27 to Application 53, BA to BZ.

Application		Document No.	