



# TRINIDAD AND TOBAGO GAZETTE

## (EXTRAORDINARY)

VOL. 44

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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 16<sup>th</sup> 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 16<sup>th</sup> day of September 2005, the Practice Direction dated the 18<sup>th</sup> day of February 1998 relating to the completion of Filing Forms.

Dated this 30<sup>th</sup> day of August, 2005

  
Satnarine Sharma  
Chief Justice

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

<b>I.</b> <b>Parties</b> <b>Document Description</b> <b>Filing Date</b> <b>Attorneys-at-Law</b> <b>(Names to be completed Surname, Middle Name, First Name)</b>	
<b>PLAINTIFF(S)</b>	<b>DEFENDANT(S)</b>
<b>DESCRIPTION OF DOCUMENT</b>	<b>DESCRIPTION OF DOCUMENT</b>
<b>DATE OF DOCUMENT</b>	<b>DATE OF DOCUMENT</b>
<b>DATE OF FILING</b>	<b>DATE OF FILING</b>
<b>DOCUMENT FILED ON BEHALF OF</b>	<b>DOCUMENT FILED ON BEHALF OF</b>
<b>FILING ATTORNEY</b> Bar No: Name of Firm or Chambers: Name of Attorney: Address:  Primary Telephone: Secondary Telephone: Fax No: E-Mail:	<b>FILING ATTORNEY</b> Bar No: Name of Firm or Chambers: Name of Attorney: Address:  Primary Telephone: Secondary Telephone: Fax No: E-Mail:
<b>ADVOCATE ATTORNEY</b> <b>SENIOR COUNSEL (IF ANY)</b> Bar No: Name of Firm or Chambers: Name of Senior Counsel: Address:  Primary Telephone: Secondary Telephone: Fax No: E-Mail:	<b>ADVOCATE ATTORNEY</b> <b>SENIOR COUNSEL (IF ANY)</b> Bar No: Name of Firm or Chambers: Name of Senior Counsel: Address:  Primary Telephone: Secondary Telephone: Fax No: E-Mail:
<b>ADVOCATE ATTORNEY</b> <b>JUNIOR COUNSEL (IF ANY)</b> Bar No: Name of Firm or Chambers: Name of Junior Counsel: Address:  Primary Telephone: Secondary Telephone: Fax No: E-Mail:	<b>ADVOCATE ATTORNEY</b> <b>JUNIOR COUNSEL (IF ANY)</b> Bar No: Name of Firm or Chambers: Name of Junior Counsel: Address:  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		<b>PROBATE ADMIRALTY AND INTELLECTUAL PROPERTY</b>	
<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		<b>COMMERCIAL</b>	
<b>PERSONAL ACTIONS</b>		<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
<b>FAMILY</b>	<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, withdrawn or discontinued** case:

- ☐ New case is related to a dismissed, withdrawn or discontinued case.

## 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.

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**SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO**  
**PRACTICE DIRECTION**  
**TRIAL OF CIVIL MATTERS**

(Issued under the Rules of the Supreme Court, 1975 Order 1  
Rule 10 (1) and (2))

With a view to—

- (a) ensuring that matters when fixed for trial have allotted to them appropriate time for their just determination;
- (b) ensuring that matters are dealt with expeditiously; and
- (c) avoiding waste of Judges' time


the Honourable Chief Justice after consulting with Judges of the High Court issues the following directions:

1. Subject to any special directions given in any particular matter all matters ordered or required to be set down for trial shall be set down on a general list of cases. Separate general lists shall be kept for Port of Spain, San Fernando and Tobago. The dates for the trial of such matters shall be fixed in accordance with the provisions of this Practice Direction.
2. Matters for trial shall be drawn from the general lists of cases as far as practicable in the order in which they were set down for trial and shall be assigned to Judges.
3. When such matters have been assigned to a Judge, he shall require the parties to attend before him on a date to be fixed by him for a pre-trial review, at which hearing the Judge shall give directions for the trial of the matter including, where appropriate, the fixing of a date or dates for trial.
4. The Judge conducting the pre-trial review shall have all the powers of case management as are given to a Judge under Parts 26, 27 and 39 of the Civil Proceedings Rules 1998 as amended.
5. The directions contained in this Practice Direction shall supersede and replace those contained in the Practice Direction for the Trial of Civil Matters dated the 10<sup>th</sup> October 2000 ("the former practice direction")

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and to the extent that the latter are so superseded and replaced, they shall cease to have effect and are revoked. The lists of cases up and including the month of October, 2005 shall continue to be fixed however in accordance with the former practice direction.

Dated this 30<sup>th</sup> day of August, 2005.



Satnarine Sharma  
Chief Justice