



TRINIDAD AND TOBAGO GAZETTE

(EXTRAORDINARY)

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1879


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

Practice-Efficient Administration of the Civil Proceedings Rules of Trinidad and Tobago 1998 (CPR)-Filing of Documents-Information and Designation Form to accompany all documents-CPR Part 4, Rule 4.1

In order to promote the efficient administration of 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 the CPR may be collected.

In light of this, the Chief Justice, under the provisions of CPR Part 4, Rule 4.1 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 must be accompanied by a completed Information and Designation Form in the form annexed hereto as Appendix A.

Dated this 15th day of September, 2005


Satnarine Sharma
Chief Justice

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) 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:

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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 new case (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 confined 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.

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.
1. Application for a passport	1
2. Application for a passport	2
3. Application for a passport	3
4. Application for a passport	4
5. Application for a passport	5
6. Application for a passport	6
7. Application for a passport	7
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98. Application for a passport	98
99. Application for a passport	99
100. Application for a passport	100

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[illegible]

SUPREME COURT OF JUDICATURE OF TRINIDAD AND TOBAGO**PRACTICE DIRECTION****SERVICE BY ELECTRONIC MEANS****Practice - Service of documents by fax - e-mail - other electronic means - CPR Part 6, Rule 6.2 (d) - CPR Part 4, Rule 4.1.**

In order to establish certain pre-conditions to provide for a uniform approach for service by facsimile transmission or other methods of electronic communication in accordance with CPR Part 6, Rule 6.2 (d) as amended, the Chief Justice issues the following directions pursuant to Part 4, Rule 4.1 CPR 1998.

1. Subject to the provisions of paragraphs 3 and 4 below, where a document is to be served by electronic means -
 - (a) The party who is to be served or his legal representative must previously have expressly indicated in writing to the party serving -
 - (i) that he is willing to accept service of documents by electronic means; and
 - (ii) the fax number, e-mail address or electronic identification to which it should be sent; and
 - (b) The following shall be taken as sufficient written indication for the purposes of paragraph 1 (a) -
 - (i) a fax number or an e-mail address set out on the writing paper of the legal representative of the party who is to be served; or
 - (ii) a fax number, e-mail address or electronic identification set out on a statement of case or a response to a claim filed with the court.
2. Where a party seeks to serve a document by electronic means he should first seek to clarify with the party who is to be served:
 - (a) Whether there are any limitations to the recipient's agreement to accept service by such means; and
 - (b) The format in which documents are to be sent; and

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- (c) The maximum size of attachments that may be received.
3. An address for service given by a party must be within the jurisdiction and any fax number must be at the address for service.
4. Where an e-mail address or electronic identification is given in conjunction with an address for service, the e-mail address or electronic identification will be deemed to be at the address for service.
5. Where a document is served by electronic means, the party serving the document need not in addition send a hard copy by post or otherwise.

Dated this 16th day of September, 2005.


Chief Justice