

**IN THE EASTERN CARIBBEAN SUPREME COURT
(2007)**

PRACTICE DIRECTION

No.1 of 2007

COURT DOCUMENTS

This Practice Direction is made pursuant to Part 4.2(2) of the Eastern Caribbean Supreme Court Civil Procedure Rules 2000 and supplements Part 3 of the Rules.

1. INTRODUCTION

This Practice Direction clarifies the position as stated in CPR Part 3.6 with regard to all court documents which are filed.

2. SCOPE OF CPR PART 3.6 (3) & (4)

Part 3.6(3)(a) states that every document filed at the court must be headed with the full title of the proceedings and the title of the document. Part 3.6(3)(b) states quite clearly that every document which is filed should state, the name of the person filing it, or, in the case where it is more than one person, the persons filing the document, their business address, reference (if any) telephone and fax numbers. Part 3.6(3)(c), and (d) go on to state that every document must contain its date and must, except in the case of an affidavit, be signed by the person filing it. Part 3.6 (4) complements the previous sections by stating that the full name of the signatory must be set out legibly below the signature.

3. DOCUMENT HEADINGS

All documents filed at the court must be headed in accordance with the rules. This would mean that the full title of the proceedings as well as the title of the document must be at the head of the document. At first glance the nature of the proceedings as well as the document filed should be quite clear to the reader. If any of the parties is acting in a representative capacity this should be properly reflected in the heading. Likewise for documents which require a specific heading, for instance in the case of constitutional matters, the full title must be included when the document is being prepared.

Example;

IN THE MATTER of the Constitution of St. Vincent and the
Grenadines

AND

IN THE MATTER of an Application by Jane Doe acting herein
by Her Attorney Jim Doe for Redress Pursuant to Section 16
of the Said Constitution for Contraventions of Sections 6,9,10
and 13 thereof in Relation to Her

BETWEEN:

JANE DOE
(Acting herein and represented
by her Attorney Jim Doe)

Claimant

AND

THE ATTORNEY GENERAL
OF ST. VINCENT AND THE GRENADINES

Defendant

4. DOCUMENTS FILED ON BEHALF OF A FIRM

This Part makes no provision for signatures in the name of the firm. Therefore all court documents drafted by a legal practitioner should bear his/ her signature. Legibly printed below the signature should be the name of the signatory and, if applicable, the firm for which he or she is a legal representative as this would allow for easy identification.

Example;

Dated this 13th day of May 2007

Jane Doe
Doe & Associates
Solicitor for the Claimant

5. REQUIREMENTS FOR ALL COURT DOCUMENTS

The information required in Part 3.6(3)(b) should be contained in every court document filed and should be placed at the foot of the last page of the document filed. This would also allow for easy identification of the filing solicitors. This is applicable to all court documents filed both in High Court and Court of Appeal matters.

6. EFFECTIVE DATE

This Practice Direction will come into effect on the 1st day of August 2007 and will be applicable to all civil actions filed in the Court.

Dated this 17th day of June, 2007.


Brian Alleyne, SC
Chief Justice [Ag.]