

**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 16<sup>th</sup> September 2005 by Practice Direction dated 1<sup>st</sup> 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 22<sup>nd</sup> 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:  
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E-Mail:

