

**PD 1 of 2013**

**CARIBBEAN COURT OF JUSTICE  
PRACTICE DIRECTION**

**Electronic Submission and Service of Documents**

**1. Authority**

- 1.1 This Practice Direction is made by the President pursuant to Part 17.1(2) of the Caribbean Court of Justice (Appellate Jurisdiction) Rules 2005 as amended (“Appellate Jurisdiction Rules”) and Part 6.1(2) of the Caribbean Court of Justice (Original Jurisdiction) Rules 2006 as amended (“Original Jurisdiction Rules”).

**2. Commencement**

- 2.1 This Practice Direction will come into force on 27 June 2013.

**3. Introduction**

- 3.1 Part 6 of the Appellate Jurisdiction Rules and Part 9 of the Original Jurisdiction Rules provide for the filing and service of documents. Part 6.1(1)(d) of the Appellate Jurisdiction Rules and Part 9.2(1)(d) of the Original Jurisdiction Rules, provide for the submission of documents for filing by an internet system or “any other electronic means approved by or under the Rules”. The internet system defined in the Rules has not become functional. The introduction of other electronic means of filing and service of documents will improve access to justice by increasing efficiencies and timeliness and reducing costs.
- 3.2 This Practice Direction approves another electronic means for the filing of documents in accordance with Part 6.1(1)(d) of the Appellate Jurisdiction Rules and Part 9.2(1)(d) of the Original Jurisdiction Rules.

**4. Electronic Submission of Documents**

- 4.1 A specific registry inbox named [efile@caribbeancourtjustice.org](mailto:efile@caribbeancourtjustice.org) has been established for receiving all documents filed in accordance with this Practice Direction.
- 4.2 Documents may be submitted for filing electronically to the registry inbox by email. Documents submitted electronically should be in PDF format.

**5. Filing outside business hours**

- 5.1 For the purpose of the electronic means of filing introduced in this Practice Direction, any document submitted electronically for filing outside business hours or on a holiday, Saturday, or Sunday, or any other period during which the Registry is closed, will be filed on the date on which it was received as indicated by the date in the Registry's dedicated inbox, and will be registered and distributed during the next working day.

**6. Fees**

- 6.1 Prescribed fees that are due on any document filed electronically shall be paid at the time and in the manner demanded by the Registrar.

**7. Receipt by the Registry**

- 7.1 The Registry will review any document submitted for filing for compliance with the Rules and this Practice Direction. A document submitted for filing that does not meet these requirements may be returned to the submitter for correction to ensure compliance.
- 7.2 Upon receipt of a document submitted for filing in accordance with this Practice Direction the designated officer in the registry shall register the document. Each document submitted will be paginated sequentially based on the case number under which the document is filed, stamped, dated, and signed by the designated officer electronically. A copy of the document with the electronic registry markings shall be forthwith returned to the submitter and sent to the relevant sub-Registry.

**8. Electronic Service of documents**

- 8.1 Pursuant to Part 6.9 of the Appellate Jurisdiction Rules and Part 9.9 of the Original Jurisdiction Rules it is directed that any document required to be served may be served electronically.
- 8.2 Electronic confirmation of delivery shall serve as proof of service for all documents served electronically.

Issued by the President of the Caribbean Court of Justice pursuant to Part 17.1 of the Caribbean Court of Justice (Appellate Jurisdiction) Rules 2005 and Part 6.1 of the Caribbean Court of Justice (Original Jurisdiction) Rules 2006 on this 27th day of June, 2013.

Dennis Byron  
President