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## SUPPLEMENT TO THIS ISSUE

THE DOCUMENT detailed hereunder has been issued and is published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

*Legal Supplement Part B—*

Criminal Procedure Rules, 2023—(Legal Notice No. 377 of 2023).

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## APPOINTMENT TO ACT IN THE OFFICE OF THE ATTORNEY GENERAL AND LEGAL AFFAIRS

IT IS HEREBY NOTIFIED for general information that Her Excellency the President, acting in accordance with the advice of the Prime Minister, in exercise of the power vested in her by section 79(2) of the Constitution of the Republic of Trinidad and Tobago, has appointed MARVIN GONZALES, M.P. a member of the House of Representatives who is a Minister, to act in the Office of Senator the Honourable REGINALD T. A. ARMOUR, S.C., Attorney General and Minister of Legal Affairs, with effect from the morning of 25th November, 2023 and continuing during the absence from Trinidad and Tobago of the said Senator the Honourable Reginald T. A. Armour, S.C., in addition to the discharge of his normal duties.

C. JACKMAN-WALDRON  
*Secretary to Her Excellency  
the President*

29th November, 2023.

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## ELECTIONS AND BOUNDARIES COMMISSION

### NOTICE REQUIRED UNDER ELECTION RULE 23(5) OF THE REPRESENTATION OF THE PEOPLE ACT

IT IS NOTIFIED for public information, that the symbol reproduced below has been assigned by the Elections and Boundaries Commission, as the official revised party symbol of the Honesty Opportunity Performance Empowerment (HOPE).



H. HOLDER  
*for Chief Election Officer  
Elections and Boundaries Commission*

**REPUBLIC OF TRINIDAD AND TOBAGO****PRACTICE DIRECTION****MATTERS RELATED TO E-SIGNATURES, THE ADMINISTRATION OF OATHS AND AFFIRMATIONS, E-FILING, CASE CENTER AND FORMS IN CRIMINAL PROCEEDINGS AND OTHER RELATED MATTERS**

These Practice Directions are issued by the Chief Justice pursuant to section 34 of the Administration of Justice (Indictable Proceedings) Act, 2011; section 23 of the Summary Courts Act, Chap. 4:20; and rule 19 of the Criminal Procedure Rules, 2023

**Commencement**

1. These Practice Directions shall come into effect on December 12, 2023.

**Interpretation**

2. In these Practice Directions —

“advanced electronic signature” means an electronic signature that uses cryptographic technology to ensure it is —

- (a) linked by authentication technology to the signatory;
- (b) capable of identifying the signatory;
- (c) created using a means that can be maintained under the sole control of the user; and
- (d) linked to the data or data message to which it relates to detect any changes subsequently made to that data or data message,

and includes signatures in which a hexadecimal code is generated using a two-factor authentication method supported and accepted by the Judiciary;

“basic electronic signature” means that set of electronic signatures which do not require the application of particular technology encoding to be implemented, and includes typewritten signatures, scans of a signature and check-box plus declarations;

“Case Center” means the Judiciary’s electronic case presentation system which is accessible at <https://ttlawcourts.caselines.com>;

“electronic signature” has the meaning in the Electronic Transactions Act and includes an advanced electronic signature, a simple electronic signature, a basic electronic signature or a combination of a simple and basic electronic

## PRACTICE DIRECTION—CONTINUED

signature that is recognised or accepted by the Judiciary for signing of a particular document;

“E-Filing Portal” includes Court of Appeal E-Filing Portal, Criminal High Court E-Filing Portal, Criminal District Court E-Filing Portal and Children Court E-Filing Portal;

“E-Services portal” means the Judiciary’s E-Services portal which is accessible at <https://eservices.ttlawcourts.org> and includes the SWiF Portal and the E-Filing Portals.

“general or independent user” means any user who is not filing documents as a member of an agency which has a pre-established authentication mechanism or a pre-configured authentication framework with the Judiciary;

“hearing” includes any proceeding before the Court fixed for the consideration of an application or matter;

“office hours” means the hours between 8.00 a.m. and 4.00 p.m. on the days provided in rule 20.3 of the Criminal Procedure Rules, 2023 for a court office to be open;

“simple electronic signature” means that set of electronic signatures which utilizes some form of technology encoding to be implemented and may include an electronic capture and representation of a handwritten signature, a unique representation of characters, or a digital representation of biometric characteristics;

“SWiF” means the Judiciary’s *Simple and Secure Web Forms* portal for electronic filing by completion of web forms, and is accessible at [swif.ttlawcourts.org](http://swif.ttlawcourts.org) or [eservices.ttlawcourts.org](https://eservices.ttlawcourts.org);

“SWiF generated filed document” means a PDF document which is filed having been generated from the data entered on a web form;

“web form” means a form to be completed online on the Judiciary’s SWiF portal by entering data to fill out the fields of information required to complete the form.

**Scope and purpose**

3. These Practice Directions provide for —

- (a) the procedures related to electronic filing using the following:
  - (i) SWiF; and

## PRACTICE DIRECTION—CONTINUED

- (ii) E-Filing Portals;
- (b) the procedures related to electronic signatures on forms and documents;
- (c) the procedures related to signifying that an oath or affirmation has been administered on documents which are being filed electronically other than on SWiF;
- (d) the procedures related to signifying that an oath or affirmation has been taken on documents and web forms on SWiF;
- (e) forms to be used in criminal proceedings for summary and indictable matters, as applicable;
- (f) the use of Case Center (the Judiciary's electronic case presentation system); and related matters.

**Electronic Filing and Submission of Documents****General guidelines related to e-filing**

4. An Attorney-at-law or other party when filing through the E-Services Portal (SWiF and E-Filing Portal) shall accurately complete all data fields and provide all information required when filing a document by electronic means.

5. An Attorney-at-law or party filing shall follow all instructions provided on the E-Services Portal for its proper and efficient use.

6. The Attorney-at-law or party filing shall be responsible for the accuracy and completeness of any document uploaded to the E-Services Portal.

7. Information related to an indictment or a complaint must be submitted electronically for filing through SWiF.

8. (1) An originating or non-originating document, other than an indictment or complaint, must be filed electronically through the E-Filing Portal for the relevant Court (i.e. Court of Appeal, Criminal High Court, Children Court or Criminal District Court)

(2) The originating or non-originating documents in sub-paragraph (1) include bail applications, affidavits of service, witness statements, notices of alibi, urgent applications and other documents which the Court orders to be filed with the Court Office.

9. When filing a form on the E-Filing Portal, if necessary, it may be expanded to include additional pages, provided that any additional pages are also verified by a statement of truth.

**Use of the SWiF Portal**

## PRACTICE DIRECTION—CONTINUED

10. The SWiF portal may be accessed online at ***swif.ttlawcourts.org***.
11. A general or independent user must first register on the Judiciary's E-Services Portal at ***eservices.ttlawcourts.org*** to use a web form on the SWiF portal.
12. When using a web form on the SWiF portal, all the mandatory data fields provided in the web form must be completed.
13. On submission and successful filing, a SWiF generated filed document will be stamped and sent to the email address provided by the filing party.

**Use of E-Filing Portal**

14. A document must be uploaded to an E-Filing Portal in PDF Format only. A document, inclusive of its annexures or exhibits, must be legible, properly paginated and organised to enable perusal without difficulty.
15. A document must be submitted in the order the pages in the document are to be read. Each document to be filed must be uploaded separately and appropriately labelled.
16. Any JPEG document must be placed as an object into a Word document and the Word document then converted to PDF format.
17. The Attorney-at-law shall retain a copy of any document filed by electronic means and shall make same available to the Court, a member of staff of the court office or any party to the proceedings, for inspection when required.
18. After a document is filed by electronic means, a copy of the filed document bearing the stamp of the court, shall be transmitted to the Attorney-at-law or other party filing at the email address provided at the time of filing.

**Time of filing when using the SWiF and E-Filing Portals**

19. A document filed by electronic means shall be deemed to be filed as at the time and date it is received by the Court.

## PRACTICE DIRECTION—CONTINUED

**Emergency Applications**

20. An emergency application may be filed at any time but must be accompanied by a Certificate of Urgency setting out the reasons for the application.

21. If an emergency application is to be filed outside office hours, the Attorney-at-law or other party must first contact the Registrar by telephone and advise of the said application. The Attorney-at-law or other party must then file the relevant documents electronically or by such other means as the Registrar may direct.

**Electronic Signatures**

22. (1) A requirement in the Criminal Procedure Rules, 2023, for any form or document to be signed is satisfied by the use of an electronic signature of the type indicated in this practice direction for the purpose of signing the relevant form or document.

(2) In particular, the type of electronic signature indicated in Column 2 is required when the corresponding form in Column 1 is being signed electronically:

<i>Column 1</i>	<i>Column 2</i>
<b>Form</b>	<b>Electronic Signature Type Required</b>
Form 1 – Indictment	Advanced Electronic Signature
Form 2 – Complaint without Oath (option of Requesting Summons)	Advanced Electronic Signature
Form 3 - Complaint on Oath by a Police Officer	Advanced Electronic Signature
Form 4 - Complaint on Oath Requesting a Summons or Warrant	Advanced Electronic Signature
Form 5 - Complaint on Oath by a Person other than a Police Officer	Advanced Electronic Signature
Form 6 - Bail Application under the Criminal Procedure Rules, 2023	any of these forms of electronic signature— (a) a basic electronic signature; (b) a simple electronic signature; (c) a combination of a basic and simple signature; (d) a basic electronic signature in combination with an advanced electronic signature; or (e) an advanced electronic signature.
Form 7 - Notice of Alibi under rule 10.2, Criminal Procedure Rules, 2023	
Form 8 - Certificate of Readiness (Prosecution) under rule 7.11, Criminal Procedure Rules, 2023	
Form 9 - Certificate of Readiness (Defence) under rule 7.11, Criminal Procedure Rules, 2023	
Form 10 - Hearing Questionnaire under rule 7.6, Criminal Procedure Rules, 2023	
Any other document or form	

23. A web form or document that includes or requires an oath, affirmation or statutory declaration may be signed electronically by an advanced electronic signature by the deponent.

## PRACTICE DIRECTION—CONTINUED

24. Any document or information filed with the court office or uploaded to Case Center, or any information issued by the court in documents or otherwise which are required to be signed, may be signed electronically.

25. When signing a web-form on the Judiciary's SWiF platform and a submission or application requires —

(a) an affirmation or confirmation as to the accuracy and completeness of the information; or

(b) an oath or affirmation that the information submitted is truthful and accurate;

that submission or application may be signed electronically by the deponent using an advanced electronic signature in the manner provided by the Judiciary on the SWiF platform and the administration may be signified in the manner provided on the SWiF platform.

**Use of Case Center**

26. Unless the Court otherwise directs, all documents for use in sufficiency hearings, case management hearings and trials must be uploaded to Case Center, whether a hearing or trial is held virtually, in-person, or hybrid.

27. An Attorney-at-law or other participant who is required to upload documents or otherwise access Case Center to use, manage or present documents and evidence must be registered on Case Center online at <https://tllawcourts.caselines.com/Account/Register>

28. Schedule 2 sets out guidelines and examples of where documents are to be uploaded on Case Center based on the template identifiers specified in column 1.

**Technical Assistance with SWiF, E-Filing Portal or Case Center**

29. If an Attorney-at-law or party while filing, uploading or otherwise using SWiF, the E-Filing Portal or Case Center experiences any technical difficulty and/or connectivity issue, that person must immediately report it via the contact information and method provided on the applicable portal or platform.

**Administration of Oaths on Data Submitted on SWiF**

30. When data is submitted on SWiF and an oath or affirmation is required, such oath or affirmation may be administered in the following manner:

(a) in person before a Commissioner of Oaths, Justice of the Peace, Notary Public or Judicial Officer;

## PRACTICE DIRECTION—CONTINUED

- (b) virtually if the Commissioner of Oaths, Justice of the Peace, Notary Public or Judicial Officer and the person taking the oath or affirmation communicate by video connection including video call; or
- (c) by the subsequent oral administration of the oath or affirmation before a Judicial Officer, provided that the deponent had submitted the data on a web form which included the advanced electronic signature of the deponent.

**Forms**

31. (1) The forms listed below and set out in Schedule 1, are issued pursuant to the Criminal Procedure Rules, 2023:

Form 1 – Indictment

Form 2 – Complaint without Oath Requesting Summons

Form 3 – Complaint on Oath by a Police Officer

Form 4 – Complaint on Oath Requesting a Summons or Warrant

Form 5 – Complaint on Oath by a Person other than a Police Officer

Form 6 – Bail Application under the Criminal Procedure Rules, 2023

Form 7 – Notice of Alibi under rule 10.2, Criminal Procedure Rules, 2023

Form 8 – Certificate of Readiness (Prosecution) under rule 7.11, Criminal Procedure Rules, 2023

Form 9 – Certificate of Readiness (Defence) under rule 7.11, Criminal Procedure Rules, 2023

Form 10 – Hearing Questionnaire under rule 7.6, Criminal Procedure Rules, 2023

(2) The data for an indictment or complaint shall be completed online in a web form. The data fields that correspond to the form (web form) are set out in Schedule 1.

32. In accordance with section 34 of the Administration of Justice (Indictable Proceedings) Act, 2011 (“the Act”), Form 4 as set out in Schedule 1 to the Act is revoked.

**General**

33. This Practice Direction is to be read in conjunction with any other applicable Practice Directions issued by the Chief Justice from time to time.



## PRACTICE DIRECTION—CONTINUED

**SCHEDULE 1****FORMS**

Forms which are web forms on the SWiF portal are presented first by showing the data fields and the “if then” options and then as samples of the data when generated into PDF forms

**FORM 1 – Indictment****A. Data Fields (for Web Form)****INDICTMENT BY DPP**

<b>DATA FIELDS</b>	<b>OPTIONS</b>
Accused First Name	
Accused Last Name	
Alias	
Court (Location)	
Count	First/Second/Third etc
Statement of Offence	First/ Second/ Third etc
Particulars of Offence	First/ Second/ Third etc
Director of Public Prosecutions E-Signature	

**B. Form output generated from SWiF****Indictment by DPP**

1896—Continued

PRACTICE DIRECTION—CONTINUED

THE STATE **V** .....  
Accused First Name Accused Last Name  
 otherwise called .....  
Accused Alias

IN THE HIGH COURT OF JUSTICE  
**(LOCATION)**

INDICTMENT BY THE DIRECTOR  
OF PUBLIC PROSECUTIONS

..... otherwise called ..... Is charged with the following offences:  
Accused First Name Accused Last Name Accused Alias

FIRST COUNT

STATEMENT OF OFFENCE  
 .....  
 .....

PARTICULARS OF OFFENCE  
 .....  
 .....

SECOND COUNT

STATEMENT OF OFFENCE  
 .....  
 .....

PARTICULARS OF OFFENCE  
 .....  
 .....

.....  
 DIRECTOR OF PUBLIC  
 PROSECUTIONS

PRACTICE DIRECTION—CONTINUED

**FORM 2 – Complaint without Oath- (Option of Requesting Summons)**

**A. Data Fields (for Web Form)**

Complaint without Oath (option of requesting summons)

DATA FIELD	OPTION LEVEL 1	OPTION LEVEL 2
Matter Type	Indictable	
	Summary	
	Either Way	
	Indictable with Summary	
	Indictable with Either-way	
Complainant First Name		
Complainant Middle Name		
Complainant Last Name		
Complainant Rank		
Complainant Regimental Number		
Police Station/Unit		
Complainant Email Address		
Court (Location)		
High Court		
Summons Requested		
	Summons	
Accused First Name		
Accused Middle Name		
Accused Last Name		
Alias		
Adult or Child	Adult	
	Child	Child Unique ID
Gender Identity	Man	
	Woman	
	Non-Binary	
	Other	
Accused DOB		
Accused Email Address		
Identification Type		
Identification Number		
Accused Address	Address Line 1	

1896—Continued

## PRACTICE DIRECTION—CONTINUED

	Address Line 2	
	City/Town	
	Postal Code	
	Community Code	
	Country	
Is this person a national of Trinidad and Tobago?	Yes/No/Unknown	
Is this person a national of any other country?	Yes/No/Unknown	
	List of Countries	
Is this person a resident of Trinidad & Tobago?	Yes/No/Unknown	
Is this person a resident of any other country?	Yes/No/Unknown	
	List of Countries	
Are multiple charges being laid against this person?	Yes/No	
ICCS Code		
Is this the lead Offence?	Yes/No	
Date/Period of Offence		
Statement of Offence		
Particulars of Offence		
Does this accused have a previous criminal record?	Yes/No/Unknown	
Are there jointly accused persons on this application?	Yes/No/Unknown	
Are there any other related matters?	Yes/No/Unknown	
Complainant Signature		
Person administering oath Signature		
Person administering oath Designation		

**B. Form output generated from SWiF**

Complaint without Oath (option of requesting summons)

PRACTICE DIRECTION—CONTINUED

REPUBLIC OF TRINIDAD AND TOBAGO
COMPLAINT WITHOUT OATH
IN THE HIGH COURT OF JUSTICE
CRIMINAL DIVISION (LOCATION)

Case Number: .....

The State
V

Accused 1 Name, Accused 2 Name, And Others

Matter Type

Complainant Information

Complainant:
First Name Last Name Rank Regimental Number
Police Station/Unit E-mail Contact High Court/District Court

Accused Information

Name of Accused: 1
First Name Last Name Alias Adult/Child
Identification Type: Government Issued Picture ID Identification Number: ID Number
Child Unique ID Number: Child Unique ID Number Email: E-mail Contact
Gender Identity: Man/Woman/Non-Binary/Other National of Trinidad & Tobago: Yes/No/Unknown
Date of Birth: YYYY-MM-DD National of another Country: Yes/No/Unknown Country
Address: Address Type Resident of Trinidad & Tobago: Yes/No/Unknown
Address Line 1, Resident of another Country: Yes/No/Unknown Country
Address Line 2,
Postal Code Community Code Previous Criminal Record: Yes/No/Unknown
Country

1896—Continued

PRACTICE DIRECTION—CONTINUED

**Name of Accused:** 2 .....

.....  
 First Name Last Name Alias Adult/Child

**Identification Type:** .....  
 Government Issued Picture ID **Identification Number:** .....  
 ID Number

**Child Unique ID Number:** .....  
 Child Unique ID Number **Email:** .....  
 E-mail Contact

**Gender Identity:** .....  
 Man/Woman/Non-Binary/Other **National of Trinidad & Tobago:** .....  
 Yes/No/Unknown

**Date of Birth:** .....  
 YYYY-MM-DD **National of another Country:** .....  
 Yes/No/Unknown Country

**Address:** .....  
 Address Type **Resident of Trinidad & Tobago:** .....  
 Yes/No/Unknown

Address Line 1, **Resident of another Country:** .....  
 Yes/No/Unknown Country

Address Line 2, .....  
 Yes/No/Unknown Country

Postal Code Community Code **Previous Criminal Record:** .....  
 Yes/No/Unknown

.....  
 Country

**Related matters:** .....  
 Yes/No/Unknown

Offences

ACCUSE D#	ICCS CODE	NAME OF OFFENCE	DATE/PERIOD OF OFFENCE	PARTICULARS OF OFFENCE
1	.....	.....	..... YYYY-MM-DD	.....
2	.....	.....	..... YYYY-MM-DD	.....

.....  
**Complainant Signature**

.....  
 Designation  
**Person Administering Oath**

PRACTICE DIRECTION—CONTINUED

**FORM 3 – Complaint on Oath by a Police Officer**

**A. Data Fields (for Web Form)**

**Complaint on Oath by a Police Officer**

DATA FIELD	OPTIONS- level 1	OPTIONS-level 2
Matter Type	Indictable	
	Summary	
	Either Way	
	Indictable with Summary	
	Indictable with Either-way	
Complainant First Name		
Complainant Middle Name		
Complainant Last Name		
Complainant Rank		
Complainant Regimental Number		
Police Station/Unit		
Complainant Email Address		
Court (Location)		
High Court/ District Court		
Accused First Name		
Accused Middle Name		
Accused Last Name		
Alias		
Adult or Child	Adult	
	Child	Child Unique ID
Gender Identity	Man	
	Woman	
	Non-Binary	
	Other	
Accused DOB		
Accused Email Address		
Identification Type		
Identification Number		
Accused Address	Address Line 1	
	Address Line 2	
	City/Town	

1896—Continued

## PRACTICE DIRECTION—CONTINUED

	Postal Code	
	Community Code	
	Country	
Is this person a national of Trinidad and Tobago?	Yes/No/Unknown	
Is this person a national of any other country?	Yes/No/Unknown	
	List of Countries	
Is this person a resident of Trinidad & Tobago?	Yes/No/Unknown	
Is this person a resident of any other country?	Yes/No/Unknown	
	List of Countries	
Are multiple charges being laid against this person?	Yes/No	
ICCS Code		
Is this the lead Offence?	Yes/No	
Date/Period of Offence		
Statement of Offence		
Particulars of Offence		
Does this accused have a previous criminal record ?	Yes/No/Unknown	
Are there jointly accused persons on this application?	Yes/No/Unknown	
Are there any other related matters?	Yes/No/Unknown	
<b>Declaration</b>		
Complainant First Name		
Complainant Last Name		
Complainant Rank		
Complainant Regimental Number		
Complainant Address		
Oath or Affirmation	Oath	
	Affirmation	
Submission Date		
Complainant Signature		
Person administering oath Signature		
Person administering oath Designation		

**B. Form output generated from SWiF**  
**Complaint on Oath by a Police Officer**



PRACTICE DIRECTION—CONTINUED

REPUBLIC OF TRINIDAD AND TOBAGO
COMPLAINT ON OATH
IN THE HIGH COURT OF JUSTICE
CRIMINAL DIVISION (LOCATION)

Case Number: .....

The State
v

.....
Accused 1 Name, Accused 2 Name, And Others

.....
Matter Type

Complainant Information

Complainant: .....
First Name Last Name Rank Regimental Number
.....
Police Station/Unit E-mail Contact High Court/District Court

Accused Information

Name of Accused: 1 .....
First Name Last Name Alias Adult/Child
Identification Type: .....
Government Issued Picture ID Identification Number: .....
ID Number
Child Unique ID Number: .....
Child Unique ID Number Email: .....
E-mail Contact
Gender Identity: .....
Man/Woman/Non-Binary/Other National of Trinidad & Tobago: .....
Yes/No/Unknown
Date of Birth: .....
YYYY-MM-DD National of another Country: .....
Yes/No/Unknown Country
Address: .....
Address Type Resident of Trinidad & Tobago: .....
Yes/No/Unknown
Address Line 1, Resident of another Country: .....
Address Line 2, Yes/No/Unknown Country
Postal Code Community Previous Criminal Record: .....
Code Yes/No/Unknown
Country

PRACTICE DIRECTION—CONTINUED

**Name of Accused:** 2 .....

**Identification Type:** ..... **Identification Number:** .....

First Name Last Name Alias Adult/Child  
 Government Issued Picture ID ID Number

**Child Unique ID Number:** ..... **Email:** .....

Child Unique ID Number E-mail Contact

**Gender Identity:** ..... **National of Trinidad & Tobago:** .....

Man/Woman/Non-Binary/Other Yes/No/Unknown

**Date of Birth:** ..... **National of another Country:** .....

YYYY-MM-DD Yes/No/Unknown Country

**Address:** ..... **Resident of Trinidad & Tobago:** .....

Address Type Yes/No/Unknown

Address Line 1, ..... **Resident of another Country:** .....

Address Line 2, ..... Yes/No/Unknown Country

Postal Code Community **Previous Criminal Record:** .....

Code Yes/No/Unknown

.....  
 Country

**Related matters:** .....  
 Yes/No/Unknown

**Offences**

ACCUSED #	ICCS CODE	NAME OF OFFENCE	DATE/PERIOD OF OFFENCE	PARTICULARS OF OFFENCE
1	.....	.....	..... YYYY-MM-DD	.....
2	.....	.....	..... YYYY-MM-DD	.....

**Declaration**

I, ..... of .....  
 (Complainant First Name) (Complainant Last Name) (Rank) (Regimental Number) (Address)

solemnly swear that I have signed this complaint on oath and by that I declare that -

- (i) I make this [application/complaint] conscientiously, wilfully and honestly having reasonable grounds for believing that the named accused person or persons has or have committed the offence alleged as stated in the complaint and that the particulars are true to the best of my knowledge;
- (ii) I acknowledge this declaration to be an oath that is binding;
- (iii) I acknowledge that the wilful false swearing of this oath is an offence.

.....  
 (Submission Date)

PRACTICE DIRECTION—CONTINUED

OR

I, ..... of .....  
(Complainant First Name) (Complainant Last Name) (Rank) (Regimental Number) (Address)

do solemnly, sincerely, and truly affirm, that I have signed this complaint on oath and by that I declare that -

- (i) I make this complaint conscientiously, wilfully and honestly having reasonable grounds for believing that the named accused person or persons has or have committed the offence alleged as stated in the complaint and that the particulars are true to the best of my knowledge;
- (ii) I acknowledge this declaration to be an oath that is binding;
- (iii) I acknowledge that the wilful false affirmation of this declaration is an offence.

.....  
(Submission Date)

.....  
**Complainant  
Signature**

.....  
.....  
Designation

**Person  
Administering Oath**

## PRACTICE DIRECTION—CONTINUED

**FORM 4 – Complaint on Oath Requesting a Summons or Warrant****A. Data Fields (for Web Form)**

Complaint on oath requesting warrant or summons

DATA FIELD	OPTIONS	
Matter Type	Indictable	
	Summary	
	Either Way	
	Indictable with Summary	
	Indictable with Either-way	
Complainant First Name		
Complainant Middle Name		
Complainant Last Name		
Complainant Rank		
Complainant Regimental Number		
Police Station/Unit		
Complainant Email Address		
Court (Location)		
High Court/ District Court		
Warrant/Summons Requested?	Warrant	
	Summons	
Accused First Name		
Accused Middle Name		
Accused Last Name		
Alias		
Adult or Child	Adult	
	Child	Child unique ID
Gender Identity	Man	
	Woman	
	Non-Binary	
	Other	
Accused DOB		
Accused Email Address		
Identification Type		
Identification Number		
Accused Address	Address Line 1	
	Address Line 2	

PRACTICE DIRECTION—CONTINUED

	City/Town	
	Postal Code	
	Community Code	
	Country	
Is this person a national of Trinidad and Tobago?	Yes/No/Unknown	
Is this person a national of any other country?	Yes/No/Unknown	
	List of Countries	
Is this person a resident of Trinidad & Tobago?	Yes/No/Unknown	
Is this person a resident of any other country?	Yes/No/Unknown	
	List of Countries	
Are multiple charges being laid against this person?	Yes/No	
ICCS Code		
Is this the lead Offence?	Yes/No	
Date/Period of Offence		
Statement of Offence		
Particulars of Offence		
Does this accused have a previous criminal record?	Yes/No/Unknown	
Are there jointly accused persons on this application?	Yes/No/Unknown	
Are there any other related matters?	Yes/No/Unknown	
<b>Declaration</b>		
Complainant First Name		
Complainant Last Name		
Complainant Rank		
Complainant Regimental Number		
Complainant Address		
Oath or Affirmation	Oath	
	Affirmation	
Submission Date		
Complainant Signature		
Person administering oath Signature		
Person administering oath Designation		

B Form output generated from SWiF

COMPLAINT ON OATH REQUESTING WARRANT OR SUMMONS

PRACTICE DIRECTION—CONTINUED

REPUBLIC OF TRINIDAD AND TOBAGO
COMPLAINT ON OATH
IN THE HIGH COURT OF JUSTICE
CRIMINAL DIVISION (LOCATION)

Case Number: .....

The State
v

Accused 1Name, Accused 2 Name , And Others Matter Type

Complainant Information

Complainant:
First Name Last Name Rank Regimental Number
Police Station/Unit E-mail Contact High Court/District Court

Accused Information

Warrant / Summons Requested: 1
Name of Accused:
Identification Type: Identification Number:
Child Unique ID Number: Email:
Gender Identity: National of Trinidad & Tobago:
Date of Birth: National of another Country:
Address: Resident of Trinidad & Tobago:
Resident of another Country:
Previous Criminal Record:

PRACTICE DIRECTION—CONTINUED

**Warrant / Summons Requested:** 2 .....

Warrant/Summons

**Name of Accused:** .....

First Name Last Name Alias Adult/Child

**Identification Type:** ..... **Identification Number:** .....

Government Issued Picture ID ID Number

**Child Unique ID Number:** ..... **Email:** .....

Child Unique ID Number E-mail Contact

**Gender Identity:** ..... **National of Trinidad & Tobago:** .....

Man/Woman/Non-Binary/Other Yes/No/Unknown

**Date of Birth:** ..... **National of another Country:** .....

YYYY-MM-DD Yes/No/Unknown Country

**Address:** ..... **Resident of Trinidad & Tobago:** .....

Address Type Yes/No/Unknown

Address Line 1, ..... **Resident of another Country:** .....

Address Line 2, ..... Yes/No/Unknown Country

..... **Previous Criminal Record:** .....

Postal Code Community Code Yes/No/Unknown

.....

Country

**Related matters:** .....

Yes/No/Unknown

**Offences**

ACCUSE D#	ICCS CODE	NAME OF OFFENCE	DATE/PERIOD OF OFFENCE	PARTICULARS OF OFFENCE
1	.....	.....	..... YYYY-MM-DD	.....
2	.....	.....	..... YYYY-MM-DD	.....

**Declaration**

I, ..... of .....  
 (Complainant First Name) (Complainant Last Name) (Rank) (Regimental Number) (Address)

solemnly swear that I have signed this complaint on oath and by that I declare that -

- (i) I make this [application/complaint] conscientiously, wilfully and honestly having reasonable grounds for believing that the named accused person or persons has or have committed the offence alleged as stated in the complaint and that the particulars are true to the best of my knowledge;
- (ii) I acknowledge this declaration to be an oath that is binding;
- (iii) I acknowledge that the wilful false swearing of this oath is an offence.

.....  
 (Submission Date)

1896—Continued

PRACTICE DIRECTION—CONTINUED

OR

I, ..... of .....  
(Complainant First Name) (Complainant Last Name) (Rank) (Regimental Number) (Address)

do solemnly, sincerely, and truly affirm, that I have signed this complaint on oath and by that I declare that -

- (i) I make this complaint conscientiously, wilfully and honestly having reasonable grounds for believing that the named accused person or persons has or have committed the offence alleged as stated in the complaint and that the particulars are true to the best of my knowledge;
- (ii) I acknowledge this declaration to be an oath that is binding;
- (iii) I acknowledge that the wilful false affirmation of this declaration is an offence.

.....  
(Submission Date)

.....  
**Complainant  
Signature**

.....

.....  
Designation

**Person  
Administering Oath**



PRACTICE DIRECTION—CONTINUED

**FORM 5 – Complaint on Oath by a Person other than a Police Officer**

**A. Data Fields (for Web Form)**

Complaint by Person other Than Police Officer

DATA FIELD	OPTION -level 1	OPTION – level 2	OPTION- level 3
Matter Type	Indictable		
	Summary		
	Either Way		
	Indictable with Summary		
	Indictable with Either-way		
Complainant First Name			
Complainant Middle Name			
Complainant Last Name			
Complainant Email Address			
Court (Location)			
High Court/ District Court			
Requestor Type	Agency or Organisation/Private Complainant	Private Complainant	
		Agency or Organisation	Agency/Organisation Name
Warrant/Summons Requested?	Warrant		
	Summons		
Accused First Name			
Accused Middle Name			
Accused Last Name			
Alias			
Adult or Child	Adult		
	Child	Child Unique ID	
Gender Identity	Man		
	Woman		
	Non-Binary		
	Other		
Accused DOB			
Accused Email Address			
Identification Type			
Identification Number			
Accused Address	Address Line 1		
	Address Line 2		
	City/Town		
	Postal Code		

1896—Continued

## PRACTICE DIRECTION—CONTINUED

	Community Code		
	Country		
Is this person a national of Trinidad and Tobago?	Yes/No/Unknown		
Is this person a national of any other country?	Yes/No/Unknown		
	List of Countries		
Is this person a resident of Trinidad & Tobago?	Yes/No/Unknown		
Is this person a resident of any other country?	Yes/No/Unknown		
	List of Countries		
Are multiple charges being laid against this person?	Yes/No		
ICCS Code			
Is this the lead Offence?	Yes/No		
Date/Period of Offence			
Statement of Offence			
Particulars of Offence			
Does this accused have a previous criminal record ?	Yes/No/Unknown		
Are there jointly accused persons on this application?	Yes/No/Unknown		
Are there any other related matters?	Yes/No/Unknown		
<b>Declaration</b>			
Complainant First Name			
Complainant Last Name			
Complainant Address			
Oath or Affirmation	Oath		
	Affirmation		
Submission Date			
Complainant Signature			

**B Form output generated from SWiF****Complaint on Oath by Person Other Than a Police Officer**

PRACTICE DIRECTION—CONTINUED

REPUBLIC OF TRINIDAD AND TOBAGO
COMPLAINT ON OATH
IN THE HIGH COURT OF JUSTICE
CRIMINAL DIVISION (LOCATION)

Case Number: .....

.....
First Name Last Name \*Agency/Organisation Name
V

.....
Accused 1 Name, Accused 2 Name, And Others Matter Type

Complainant Information

Complainant: .....
First Name Last Name Requestor Type
.....
Agency/Organisation Name E-mail Contact High Court/District Court

Accused Information

Warrant / Summons Requested: 1 .....
Name of Accused: .....
Identification Type: ..... Identification Number: .....
Child Unique ID Number: ..... Email: .....
Gender Identity: ..... National of Trinidad & Tobago: .....
Date of Birth: ..... National of another Country: .....
Address: ..... Resident of Trinidad & Tobago: .....
Postal Code Community Previous Criminal Record: .....
Country

1896—Continued

PRACTICE DIRECTION—CONTINUED

**Warrant / Summons**

**Requested:** 2 .....

**Name of Accused:**

Warrant/Summons .....

**Identification Type:**

First Name Last Name Alias Adult/Child

**Identification Number:**

Government Issued Picture ID

ID Number

**Child Unique ID Number:**

Child Unique ID Number

**Email:**

E-mail Contact

**Gender Identity:**

Man/Woman/Non-Binary/Other

**National of Trinidad & Tobago:**

Yes/No/Unknown

**Date of Birth:**

YYYY-MM-DD

**National of another Country:**

Yes/No/Unknown Country

**Address:**

Address Type

**Resident of Trinidad & Tobago:**

Yes/No/Unknown

Address Line 1,

**Resident of another Country:**

Yes/No/Unknown Country

Address Line 2,

Postal Code

Community Code

**Previous Criminal Record:**

Yes/No/Unknown

Country

**Related matters:**

Yes/No/Unknown

**Offences**

ACCUSE D #	ICCS CODE	NAME OF OFFENCE	DATE/PERIOD OF OFFENCE	PARTICULARS OF OFFENCE
1	.....	.....	..... YYYY-MM-DD	.....
2	.....	.....	..... YYYY-MM-DD	.....

**Declaration**

I, ..... of .....,  
(Complainant First Name) (Complainant Last Name) (Address)

solemnly swear that I have signed this complaint on oath and by that I declare that -

- (i) I make this [application/complaint] conscientiously, wilfully and honestly having reasonable grounds for believing that the named accused person or persons has or have committed the offence alleged as stated in the complaint and that the particulars are true to the best of my knowledge;
- (ii) I acknowledge this declaration to be an oath that is binding;
- (iii) I acknowledge that the wilful false swearing of this oath is an offence.

.....  
(Submission Date)

Before me

Signature of complainant

Designation and Signature of Person administering oath

1896—Continued

PRACTICE DIRECTION—CONTINUED

FORM 6 – Bail Application

REPUBLIC OF TRINIDAD AND TOBAGO  
IN THE HIGH COURT OF JUSTICE/DISTRICT COURT

Case Number: \_\_\_\_\_

Between

State/Complainant

And

Accused/Defendant

For

.....  
.....

(state offence)

BAIL APPLICATION	
Please ensure a copy of this application and any supporting documents are served on the other party.	
NAME OF APPLICANT	
ADDRESS OF APPLICANT	
EMAIL ADDRESS	
NAME OF ACCUSED	
NAME OF CUSTODIAL FACILITY	
NAME OF OFFENCE	
OTHER OFFENCES	(State whether the accused has pending matters before the court, the offences for which he has been charged, whether bail has been granted in those matters, whether accused has previous convictions)

1896—Continued

## PRACTICE DIRECTION—CONTINUED

TYPE OF APPLICATION	<ol style="list-style-type: none"> <li>1. Grant bail</li> <li>2. Revoke bail</li> <li>3. Vary a condition or conditions of bail</li> <li>4. Impose a condition or conditions of bail</li> <li>5. To be removed as surety for bail</li> </ol>
PREVIOUS BAIL DECISION(S)	(Give brief details of each relevant previous bail decision by the court including the date and the reasons given by the Court. You may also attach any previous order or ruling of the Court to your application)
REASONS FOR THIS APPLICATION	<p>Explain:</p> <ol style="list-style-type: none"> <li>i. Why the court should make the order for which you are applying;</li> <li>ii. (if this is an application by an accused) what further information or legal argument, if any, has become available since the most recent bail decision was made</li> <li>iii. (if this is an application by a prosecutor or bailor) what material information has become available since the most recent decision was made)</li> <li>iv. If the accused has been tried and convicted for this offence, state the court where tried, the sentence imposed, date of conviction, date of commitment, if there has not been a trial and conviction, state the status of the proceedings)</li> <li>v. Any other relevant information</li> </ol>
PROPOSED CONDITION(S) OF BAIL	<p>(If the court decides to impose or vary bail conditions, what conditions do you propose? If the court decides to impose a condition of residence, with whom would the defendant reside and at which address?)</p>

1896—Continued

PRACTICE DIRECTION—CONTINUED

SURETY PARTICULARS (Insert information for any surety current or proposed where applicable)	
NAME OF SURETY	
ADDRESS OF SURETY	
FORM OF SURETY	
NAME OF APPLICANT OR ATTORNEY-AT-LAW	DATE AND SIGNATURE:
<b><u>TO BE COMPLETED BY COURT STAFF ONLY:</u></b>	
APPLICATION HEARING DATE AND TIME:	COURTROOM:
FILING OFFICER NAME AND SIGNATURE:	DATE FILED:

1896—Continued

PRACTICE DIRECTION—CONTINUED

FORM 7 – Notice of Alibi

Notice of Alibi

REPUBLIC OF TRINIDAD AND TOBAGO
IN THE HIGH COURT OF JUSTICE/DISTRICT COURT

Case Number: \_\_\_\_\_

Between

State/Complainant:

And

Defendant:

Name of Offence:

.....
.....

The particulars of my claim of alibi are as follows:

.....
.....

The accused intends to rely on the testimony of the following witnesses to establish the alibi:

Table with 5 columns: NO., NAME OF WITNESS, ADDRESS, ADDITIONAL INFORMATION (E.G. PHONE NUMBERS, EMAIL ADDRESSES, DESCRIPTION, RELATIVES), OCCUPATION. Rows 1 and 2.

[Where applicable] If the name and address of any alibi witness is not known, information that might assist in finding the witness:



1896—Continued

PRACTICE DIRECTION—CONTINUED

Dated this                    day of                    20

\_\_\_\_\_

Accused

\_\_\_\_\_

Attorney-at-Law for the Accused

\_\_\_\_\_  
Filed on behalf of (name & role of party)

\_\_\_\_\_  
Attorney at Law (where  
applicable)

\_\_\_\_\_  
Bar No.

\_\_\_\_\_  
Tel

\_\_\_\_\_  
Email

1896—Continued

PRACTICE DIRECTION—CONTINUED

FORM 8 – Certificate of Readiness (Prosecution)

FORM 8 – CERTIFICATE OF READINESS (PROSECUTION)

REPUBLIC OF TRINIDAD AND TOBAGO  
IN THE HIGH COURT OF JUSTICE/DISTRICT COURT

Case Number: \_\_\_\_\_

Between

State/Complaint

And

C.D  
Defendant

For

.....  
.....  
(state offence)

Court:

<b>State v.</b>	
-----------------	--

**Certificate of Readiness for Trial (Prosecution)**

Unless otherwise ordered this form must be completed and served electronically (if possible) on the court and all parties in all cases no less than 14 days before the date fixed for a Case Management Hearing. If any party shall fail to serve this form the case will be listed for PTR.

In cases where a PTR has been ordered but the parties do not consider a hearing is required the parties may notify the court using this form no less than 7 days before the date set for the PTR and the court will consider whether to vacate the hearing.

TRIAL DATE AND TIME ESTIMATES	
The date of trial is:	
The Time Estimate given at the Case Management Hearing was:	days or weeks
Prosecution revised time estimate (if changed).	days or weeks

1896—Continued

PRACTICE DIRECTION—CONTINUED

PROSECUTION				
<i>Issue</i>	<i>n/a</i>	<i>Yes</i>	<i>No</i>	<i>If No give details</i>
Has all evidence to be relied on been served?				
Has all disclosure been provided?				
Have other directions been complied with?				
Have the witnesses required to attend acknowledged that they will attend?				
Have any witness summonses required been received and served				
Have any special measures issues been resolved?				
Have any necessary interpreters been arranged?				
Have edited ABE interviews been prepared and agreed?				
Have arrangements been made for experts of comparable disciplines to liaise and serve on the parties and the Court a statement of the points on which they agree and disagree with reasons no less than 14 days prior to the trial (or otherwise as may have been ordered).				
Is the case ready to proceed without delay before the jury? If there are pre-trial issues remaining to be determined identify them and provide a time estimate before which first witnesses will not be required.				
[In cases where a PTR has been ordered] I apply for the PTR to be vacated on the ground that no further case management orders are required.				Date of PTR listing
<b>I certify the prosecution to be trial ready</b>				
Form completed for the prosecution by:	[insert name of individual]			
Date:				

1896—Continued

PRACTICE DIRECTION—CONTINUED

FORM 9 – Certificate of Readiness (Defence)

FORM 9 – CERTIFICATE OF READINESS (DEFENCE)

REPUBLIC OF TRINIDAD AND TOBAGO
IN THE HIGH COURT OF JUSTICE/DISTRICT COURT

Case Number: \_\_\_\_\_

Between

State/Complaint

And

C.D
Defendant

For

.....
.....
(state offence)

Court:

Table with 3 columns: State v., Lead name on Indictment, Name of defendant(s) represented

Certificate of Readiness for Trial (Defence)

Unless otherwise ordered this form must be completed and served electronically (if possible) on the court and all parties in all cases no less than 14 days before the date fixed for a Case Management
If any party shall fail to serve this form the case will be listed for PTR.
In cases where a PTR has been ordered but the parties do not consider a hearing is required the parties may notify the court using this form no less than 7 days before the date set for the PTR and the court will consider whether to vacate the hearing.

Table with 2 columns: TRIAL DATE AND TIME ESTIMATES, and time estimate details (The date of trial is, The Time Estimate given at the Case Management Hearing was, Defence revised time estimate (if changed)).

1896—Continued

## PRACTICE DIRECTION—CONTINUED

Name(s) of DEFENDANT(S) for whom this form is completed					
	<i>Issue</i>	<i>n/a</i>	<i>Yes</i>	<i>No</i>	<i>If No give details</i>
	Are you in effective contact with the Defendant?				
	Will the Defendant maintain the pleas of not guilty?				
	Have possible alternate pleas or basis been considered?				
	Have the defence reviewed prosecution witness requirements and notified any changes?				
<b>EVI</b>	Has all defence evidence to be relied on been obtained?				
<b>DCL</b>	Has all disclosure been received?				
	Have other directions been complied with?				
<b>WIT</b>	Have defence witnesses required to attend acknowledged that they will attend?				
<b>WIT</b>	Have any defence witness summonses been received and served?				
<b>SM</b>	Have any special measures issues for defence witnesses been resolved?				
<b>WIT</b>	Have you notified the court of any interpreter requirements for the defendant or defence witnesses? If YES then repeat details anyway.				
<b>EXP</b>	Have arrangements been made for experts?				
	Is the case ready to proceed without delay before a judge alone/ judge and jury? If there are pre-trial issues remaining to be determined identify them and provide a time				

1896—Continued

## PRACTICE DIRECTION—CONTINUED

**FORM 10 – Hearing Questionnaire****FORM 10 – HEARING QUESTIONNAIRE**

**REPUBLIC OF TRINIDAD AND TOBAGO**  
**IN THE HIGH COURT OF JUSTICE/DISTRICT COURT**

Attorney (Name of Attorney on Record)  
 (Bar No.)  
 (Tel No., Fax No., E-mail Address)

Advocate (Name of Advocate)  
 (Bar No.)  
 (Tel No., Fax No., E-mail Address)

Case Number \_\_\_\_\_

**Between**

THE STATE

And

A.B.

Accused

## HEARING QUESTIONNAIRE

Before the date set for the first Case Management Hearing, Counsel on record for each accused person, and the Prosecutor assigned to conduct the prosecution, shall each complete and sign the Case Management Hearing Questionnaire and ensure that the questionnaire is filed and served in accordance with these Rules or any directions of the Court.

## PRELIMINARY INFORMATION

Name of Case:		
Court:		NORTH/SOUTH/

1896—Continued

PRACTICE DIRECTION—CONTINUED

		TOBAGO
Report prepared by:		
	Prosecution Defence	
Counsel for:		
	[insert name of accused person(s)]	
Has Counsel discussed the issue raised in this form with the accused? Yes No		

CASE/BAIL HISTORY

Dates of Offence(s):	
Dates of Arrest:	
Date of any orders made by the court:	
Date Indictment filed:	
Is the accused detained in custody on this/these charges?	Yes No
If yes, how long has the accused spent in custody?	
Is the accused detained in custody on any other charges?	Yes No
Is this matter a re-trial?	Yes No
Are notes of evidence from the previous trial available?	Yes No
If yes, give details of why retrial ordered	

1896—Continued

PRACTICE DIRECTION—CONTINUED


PLEA DISCUSSIONS

Have the parties considered Plea Discussions under the Criminal Procedure (Plea Discussion and Plea Agreement) Act, Chap. 13:07	Yes No
Is the State open to a plea to a lesser count? (where applicable)	Yes No
Has a plea agreement been concluded?	Yes No
Is the accused going to make an application for a Maximum Sentence Indication (MSI)?	Yes No

PRELIMINARY MATTERS

Have all disclosure issues been resolved?	Yes No
If not, what is outstanding?	
Are there any witnesses on deposition that the prosecution does not intend to call/rely upon?	Yes No
Is there likely to be an application to the Court for Order(s) in relation to Disclosure?	Yes No
What are the real issues?	



1896—Continued

PRACTICE DIRECTION—CONTINUED

The Prosecution/Defence intends to make any of the following applications:	
Amendment	Yes No
Application to Stay Proceedings	Yes No
Severance	Yes No
Application to Quash Indictment	Yes No
Change of Venue	Yes No
Application for leave to adduce hearsay evidence	Yes No
Fitness to Plead	Yes No
Application for leave to adduce Alibi Evidence	Yes No
Fresh Evidence	Yes No
Bad Character	Yes No
To admit Written Statements	Yes No
To admit Video Recordings	Yes No
Breach of Constitutional Rights	Yes No
Mental Health Issues-Psychiatric Evaluation/Report	
To exclude specific piece of Evidence	Yes No
Probation Report	Yes No
<p>If you have ticked "yes" to any of the above-mentioned applications, please specify in writing to the Court on a separate page if the space provided below is insufficient the following information:</p> <ol style="list-style-type: none"> <li>1. The specific application(s) to be made.</li> <li>2. The Jurisdiction (Common Law/Statute) under which the Application is being made.</li> </ol>	



1896—Continued

## PRACTICE DIRECTION—CONTINUED

## ADMISSIONS

Have the parties discussed the possibility of agreeing non-contentious evidence?	Yes No
If yes, please indicate areas that may be admitted under section 37A of the Criminal Procedure (Amendment) Act, 2005.	
If no, are you prepared to consider agreeing evidence that is not in dispute?	Yes No

## ORAL/WRITTEN STATEMENTS

Is the Prosecution relying upon a written/oral statement of the accused?	Yes No
Is the accused challenging the statement?	Yes No
If yes, please specify grounds	
If no, is the defence making any allegation of improper conduct on the part of any police officer or other official in relation to any oral or written statement?	Yes No
Has the prosecution been informed of the grounds of objection or allegation of improper conduct?	Yes No
Has disclosure been made of relevant material relative to a <i>voir dire</i> ?	Yes No
Will there be any application to edit a statement of the accused?	Yes No

1896—Continued

## PRACTICE DIRECTION—CONTINUED

## SPECIAL DEFENCE ISSUES

Does the defence propose to rely on Good Character evidence?	Yes	No
Is the defence relying on an alibi?	Yes	No
Has notice been given to the Prosecution in accordance with the Act?	Yes	No
Does defence intend to now give notice of an alibi?	Yes	No
Does the accused intent to call any witnesses?	Yes	No
If yes, please indicate the number		

## SPECIAL ADMINISTRATIVE MATTERS

Are there any special security concerns for the court to consider?	Yes	No
Is there any need for an interpreter?	Yes	No
Is there likely to be any application to visit the locus?	Yes	No
Is there need for any special equipment, e.g., video/projectors, etc.	Yes	No
Is there to be an application to have an empaneled jury sequestered?	Yes	No

## ANY OTHER CONCERNS

Please Specify:

## PRACTICE DIRECTION—CONTINUED

## SCHEDULE 2

[Paragraph 28]

Guidance on the standard document sections on the Electronic Case Presentation System (CASE CENTER) with examples of the types of documents to be uploaded to each.

Column 1		Column 2	
Template section identifying letter	TEMPLATE SECTIONS	ITEMS TO BE UPLOADED ON CASE PRESENTATION SYSTEM (by Template Section)	
<b>SECTIONS A-K – The prosecution uploads their documents to these sections</b>			
A	Indictment (Court)	Filed Indictment	Indictment (for matters filed prior to December 12, 2023, Notice of Indictment Copy of Deposition)
B	Witness Depositions/Transcripts (Prosecution)	All Witness depositions/transcripts from District Court re evidence taken	Depositions of Witnesses (for matters in which Preliminary Enquiries were held)
C	Prosecution Witness Statements	All filed witness statements	Witness Statements
D	Prosecution Reports	All official reports relative to the matter before the Court. E.g. Certificate of Analysis etc	<ul style="list-style-type: none"> <li>• Medical Reports</li> <li>• Post Mortem Examination Report</li> </ul>
E	Prosecution Media	Any digital evidence that the Prosecution intends to rely on at trial e.g. video, pictures etc.	Actual Exhibits
F	Prosecution Applications	All applications <b>made at the High Court by the Prosecution</b> relative to the proceedings/trial. E.g. Applications relative to admissible evidence etc.	
G	Prosecution Submissions	Submissions/Responses/Authorities made by the Prosecution pursuant to any applications filed at the High Court and uploaded to the section titled Prosecution Applications. These submissions should also include Prosecution replies to any applications made by the Defence.	
H	Formal Admissions (Prosecution)	Formal Admissions agreed to by the parties and filed into Court.	

1896—Continued

## PRACTICE DIRECTION—CONTINUED

I	Prosecution Administrative Documents	Documents relative to Prosecution “housekeeping” issues.	<ul style="list-style-type: none"> <li>• Certificate of Readiness</li> <li>• Timelines for Cross examination</li> <li>• List of Witnesses</li> <li>• Witness Sheet</li> <li>• Hearing Questionnaire</li> </ul>
J	Committal Documents (Prosecution)	<i>Caution-To-Accused, Alibi- Notice, Committal-of-Prisoner, Warrant-of-Commitment,</i>	<ul style="list-style-type: none"> <li>• Witness Pay Sheets</li> <li>• Index to proceedings</li> <li>• Schedule of Exhibits</li> <li>• Caution to Prisoner</li> <li>• Committal off Prisoner</li> <li>• Indictable Information</li> <li>• Recognizance of Witness</li> </ul>
K	Prosecution Other	This is a private section and allows the Prosecution to store any documents relevant to the trial for their reference only.	
<b>SECTIONS L-S – The defence for the first accused (Defence 1) uploads their documents to these sections</b>			
L	Defence 1 Statements	Defence Statement filed pursuant to Criminal Procedure Rules	
M	Defence 1 Witness Statements	Any written Witness Statements that the Defence intends to rely on at trial	
N	Defence 1 Reports	Any official reports that the Defence intends to rely on at trial e.g. Autopsy reports etc	
O	Defence 1 Media	Any digital evidence that the Defence intends to rely on at trial e.g. video, pictures etc.	
P	Defence 1 Applications	All applications <b>made at the High Court by the Defence</b> relative to the proceedings/trial. E.g. Bad Character Application etc.	
Q	Defence 1 Submissions	Submissions/Responses/Authorities made by the Prosecution pursuant to any applications filed at the High Court and uploaded to the section titled Prosecution Applications. These submissions should also include Defence replies to any applications made by the Prosecution.	

1896—Continued

## PRACTICE DIRECTION—CONTINUED

R	Defence 1 Administrative Documents	Documents relative to Defence “housekeeping” issues e.g. Legal Aid Assignment, Bail document. Alibi Notice	Legal Aid
S	Defence 1 Other	This is a private section and allows the Defence team for the first accused to store any documents relevant to the trial for their reference only.	
<p><b>SECTIONS L2-S2 – The defence for the second accused (Defence 2) uploads their documents to these sections. All sections for any additional accused would use the same section lettering with the suffix numbered accordingly. For Example: Defence 3 uses L3-S3 and Defence 4 uses L4-S4 etc. These sections are only available in cases which involve multiple accused persons</b></p>			
L-2	<i>Defence 2 Statements</i>	<i>Second accused’s Statements filed pursuant to Criminal Procedure Rules</i>	
M-2	<i>Defence 2 Witness Statements</i>	<i>Any written Witness Statements that the Defence intends to rely on at trial</i>	
N-2	<i>Defence 2 Reports</i>	<i>Any official reports that the Defence intends to rely on at trial e.g. Autopsy reports etc</i>	
O-2	<i>Defence 2 Media</i>	<i>Any digital evidence that the Defence intends to rely on at trial e.g. video, pictures etc.</i>	
P-2	<i>Defence 2 Applications</i>	<i>All applications <b>made at the High Court by the Defence</b> relative to the proceedings/trial. E.g. Bad Character Application etc.</i>	
Q-2	<i>Defence2 Submissions</i>	<i>Submissions/Responses/Authorities made by the Prosecution pursuant to any applications filed at the High Court and uploaded to the section titled Prosecution Applications. These submissions should also include Defence replies to any applications made by the Prosecution.</i>	
R-2	<i>Defence 2 Administrative Documents</i>	<i>Documents relative to Defence “housekeeping” issues e.g. Legal Aid Assignment, Bail document. Alibi Notice</i>	<ul style="list-style-type: none"> <li>• Legal Aid</li> <li>• Certificate of Readiness</li> <li>• Witness &amp; Times for Cross examination</li> <li>• Hearing Questionnaire</li> </ul>
S-2	<i>Defence 2 Other</i>	This is a private section and allows the Defence team for the second accused to store any documents relevant to the trial for their reference only.	
<p><b>SECTION T – The Court uploads any documents generated by the Court to this section</b></p>			

1896—Continued

## PRACTICE DIRECTION—CONTINUED

T	Court Documents (High Court)	Relevant Court Orders/Rulings on the Applications by the Prosecution and the Defence	<ul style="list-style-type: none"><li>• Commitment on remand</li><li>• Writ of Subpoena</li><li>• Case Management Memorandum</li><li>• Recognizance of Bail</li><li>• Court Orders</li></ul>
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Issued by the Chief Justice this 11<sup>th</sup> day of December 2023

/s/ Ivor Archie  
**Chief Justice**