



TRINIDAD AND TOBAGO GAZETTE

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1014

SUPPLEMENT TO THIS ISSUE

THE DOCUMENTS detailed hereunder have been issued and are published as a Supplement to this issue of the *Trinidad and Tobago Gazette*:

Legal Supplement Part B—

Detention Order—(Legal Notice No. 255 of 2025).

Detention Order—(Legal Notice No. 256 of 2025).

Detention Order—(Legal Notice No. 257 of 2025).

Detention Order—(Legal Notice No. 258 of 2025).

Detention Order—(Legal Notice No. 259 of 2025).

Detention Order—(Legal Notice No. 260 of 2025).

Detention Order—(Legal Notice No. 261 of 2025).

Detention Order—(Legal Notice No. 262 of 2025).

1015

MINISTRY OF SPORT AND COMMUNITY DEVELOPMENT

CONFIRMATION OF PROMOTION

IN ACCORDANCE with part (1) of the Director of Personnel Administration's Circular Memorandum E/18 of 2006, the following arrangement is submitted for publication:

Promotion

Name	Rank of Officer	Date
Ms. Sherry-Ann Ramsaran	Clerk III	1st July, 2023

1016

NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, ECONOMIC MANAGEMENT DIVISION [GROUP F(1)], MINISTRY OF FINANCE

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Director, Economic Management Division (Group F1), Ministry of Finance.

Particulars relating to the office are outlined below.

Minimum Experience and Training Requirements:

Extensive work experience [at least eighteen (18) years] in the field of Economics (with particular emphasis on macroeconomic monitoring, analysis and fiscal policy formulation), of which twelve (12) years of work experience in a managerial post and/or senior supervisory post and training as evidenced by a Bachelor of Science in the field of Economics.

1016—Continued

NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, ECONOMIC MANAGEMENT DIVISION
[GROUP F(1)], MINISTRY OF FINANCE—CONTINUED*Knowledge Requirements:*

Extensive knowledge of the theory, principles and practices of Economics in general and on current macroeconomic monitoring, analysis and fiscal formulation.

Extensive knowledge of Applied Economics and of current economic conditions, development prospects.

Knowledge and understanding of the IMF Financial Programming methodologies and policies.

Sound knowledge of the Public Service Regulations.

Excellent communication skills both written and oral.

Excellent management skills.

Excellent interpersonal and human relations skills.

Excellent analytical and reasoning skills.

Excellent computer skills.

Position Purpose:

Provides highly specialised, independent and professional work in macroeconomic analysis and macro-fiscal policy formulation and management, specifically, planning, organising, directing and coordinating the professional, technical, research and administrative functions of the Economic Management Division (EMD). The job contributes towards sound and secure financial sustainability thereby supporting sustainable economic development for the national economy by improving economic management within the Ministry of Finance, to the benefit of the citizens of Trinidad and Tobago.

Salary:

Range F(1): \$37,005.00 per month (2023).

A copy of the Job Specification for the office of Director, Economic Management Division can be accessed on the website www.scd.org.tt.

Interested officers **must** submit their applications ONLINE ONLY, on or before but no later than 26th August, 2025 at 4.15pm local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the Instructions to Applicants on the website www.scd.org.tt.

Closing date for submission of online applications: 26th August, 2025.

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE PUBLIC SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

C. HARRISON

Director of Personnel Administration

1017

NOTICE OF VACANCY FOR THE OFFICE OF ASSISTANT DIRECTOR ECONOMIC MANAGEMENT DIVISION
(GROUP G), MINISTRY OF FINANCE

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Assistant Director, Economic Management Division (Group G), Ministry of Finance.

Particulars relating to the office are outlined below.

Minimum Experience and Training Requirements:

Extensive work experience (at least twelve (12) years) in the field of Economics (with particular emphasis on macroeconomic monitoring, analysis and policy formulation), of which eight (8) years of work experience in a managerial post and/or senior supervisory post and training as evidence of a Bachelor's Degree in the field of Economics. A Master's Degree in Economics or a closely related field would be considered a major asset.

1017—*Continued*NOTICE OF VACANCY FOR THE OFFICE OF ASSISTANT DIRECTOR ECONOMIC MANAGEMENT DIVISION
(GROUP G), MINISTRY OF FINANCE—CONTINUED*Knowledge Requirements:*

Extensive knowledge of the theory, principles and practices of Economics in general and on current macroeconomic monitoring, analysis and fiscal formulation.

Considerable knowledge of Applied Economics and of current economic conditions, development prospects.

Knowledge and understanding of the IMF Financial Programming methodologies and policies.

Sound knowledge of the Public Service Regulations.

Excellent communication skills both written and oral.

Excellent management skills.

Excellent interpersonal and human relations skills.

Excellent analytical and reasoning skills.

Excellent computer skills.

Position Purpose:

Provides tactical, strategical and managerial support to the Director, Economic Management Division (EMD) in the capacity of macroeconomic analysis, forecasting, reporting and macrofiscal policy formulation and management, specifically, planning, organising, directing and coordinating the professional, technical, research and administrative functions of the Economic Management Division (EMD). The job contributes towards fostering sustainable economic growth and development for the national economy, which by extension benefits the citizens of Trinidad and Tobago.

Salary:

Range G: \$34,370.00 per month (2023).

A copy of the Job Specification for the office of Assistant Director, Economic Management Division can be accessed on the website www.scd.org.tt.

Interested officers **must** submit their applications ONLINE ONLY, on or before but no later than 26th August, 2025 at 4.15 p.m. local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the Instructions to Applicants on the website www.scd.org.tt.

Closing date for submissions of online applications: 26th August, 2025.

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE PUBLIC SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

C. HARRISON
Director of Personnel Administration

1018

NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, DEBT MANAGEMENT, DEBT MANAGEMENT DIVISION
[GROUP F(1)], MINISTRY OF FINANCE

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Director, Debt Management, Debt Management Division [Group (F1)], Ministry of Finance.

Particulars relating to the office are outlined below.

Training Requirements:

Training as evidenced by the possession of a Bachelor's degree in Economics or Finance; or equivalent combination of experience and training.

Knowledge Requirements:

Extensive knowledge of financial planning, expenditure management, accounting and economic theories, principles and practices as may have been gained in the lower levels of Debt Management Division.

1018—Continued

NOTICE OF VACANCY FOR THE OFFICE OF DIRECTOR, DEBT MANAGEMENT, DEBT MANAGEMENT DIVISION
[GROUP F(1)], MINISTRY OF FINANCE—CONTINUED

An extensive understanding of the strategic plans, objectives and policies of Ministries in order to align these with Government Revenue to best allocate programs and administrative financial resources.

Considerable knowledge of statistical and mathematical analysis and financial and debt management as well as, a highly developed understanding of international standards which reflect best practices in debt management, expenditure management and accounting.

Considerable knowledge of all laws governing borrowing in Trinidad and Tobago, e.g. External Loans Act, Chap. 71:05, Development of Loans Act, Chap. 71:04, the Guarantee of Loans (Companies) Act, Chap. 71:82, the Exchequer Act, the Guarantee of Loans (Statutory Authorities) Act, Chap. 71:81, etc.

Considerable knowledge in utilising the debt recording and management database for the preparation of reports and risk analysis of the debt portfolio.

An understanding of the mandate, objectives, strategies, policies, programs, plans and operational realities of the Debt Management Division, its stakeholders, committees, international, intergovernmental and interdepartmental partners.

Knowledge of strategic and operational management, planning, priority setting and risk management in order to align, balance and integrate multiple programmes that drive the establishment and monitoring of debt management.

Excellent communication skills both written and oral.

Excellent management skills.

Excellent interpersonal skills.

Position Purpose:

This position is responsible for planning, directing and managing the operations of the Front, Middle and Back Office through the identification and analysis of borrowing opportunities in both the domestic and international market, developing debt policies and risk framework on a national level, directing the development of debt policies for accurate recording of debt instruments and overseeing and monitoring all administrative and technical aspects of the work in the Debt Management Division, in order to ensure that national debt remains on a sustainable path and to accurately address the Government of the Republic of Trinidad and Tobago's ongoing need for a more focused and strategic management of public debt.

Salary:

Group F(1): \$37,005.00 per month (2023).

A copy of the Job Specification can be accessed on the website www.scd.org.tt.

Interested officers **must** submit their applications ONLINE ONLY, on or before but no later than 26th August, 2025 at 4.15 p.m. local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the Instructions to Applicants on the website www.scd.org.tt.

Closing date for submission of online applications: 26th August, 2025.

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE PUBLIC SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

C. HARRISON
Director of Personnel Administration

1019

NOTICE OF VACANCY FOR THE OFFICE OF ASSISTANT DIRECTOR DEBT MANAGEMENT, DEBT MANAGEMENT
DIVISION (GROUP H), MINISTRY OF FINANCE

APPLICATIONS are invited from suitably qualified officers in your Ministry/Department for the office of Assistant Director, Debt Management, Debt Management Division (Group H), Ministry of Finance.

Particulars relating to the office are outlined below.

Training Requirement:

Training as evidenced by the possession of a Bachelor's Degree in Economics or Finance.

Knowledge Requirements:

Extensive knowledge of financial planning, expenditure management, accounting and economic theories, principles and practices.

An extensive understanding of the strategic plans, objectives and policies of Ministries in order to align these with Government Revenue to best allocate programs and administrative financial resources.

1019—Continued

NOTICE OF VACANCY FOR THE OFFICE OF ASSISTANT DIRECTOR DEBT MANAGEMENT, DEBT MANAGEMENT DIVISION (GROUP H), MINISTRY OF FINANCE—CONTINUED

Considerable knowledge of statistical and mathematical analysis and financial and debt management as well as, a highly developed understanding of international standards which reflect best practices in debt management, expenditure management and accounting.

Considerable knowledge of all laws governing borrowing in Trinidad and Tobago, e.g. External Loans Act, Chap. 71:05, Development of Loans Act, Chap. 71:04, the Guarantee of Loans (Companies) Act, Chap. 71:82, the Exchequer Act, the Guarantee of Loans (Statutory Authorities) Act, Chap. 71:81, etc.

Considerable knowledge in utilising the debt recording and management database for the preparation of reports and risk analysis of the debt portfolio.

An understanding of the mandate, objectives, strategies, policies, programs, plans and operational realities of the Debt Management Division, its stakeholders, committees, international, intergovernmental and interdepartmental partners.

Knowledge of strategic and operational management, planning, priority setting and risk management in order to align, balance and integrate multiple programmes that drive the establishment and monitoring of debt management.

Considerable communication skills both written and oral.

Considerable management skills.

Considerable interpersonal skills.

Considerable human relations skills.

Considerable analytical and reasoning skills.

Considerable computer skills.

Position Purpose:

This position provides professional leadership in collaboration with the Director, Debt Management Division by planning, managing and coordinating the operations of the Debt Management Division through the guidance and supervision of technical and professional staff in the Front, Back and Middle Office to ensure that efficiency and analytical standards are maintained in the execution of functions, in an effort to accurately address the Government of the Republic of Trinidad and Tobago's ongoing need for a more focused and strategic management of public debt and to ensure that national debt remains on a sustainable path.

Salary:

Group H: \$31,954.00 per month (2023).

A copy of the Job Specification can be accessed on the website www.scd.org.tt.

Interested officers **must** submit their applications ONLINE ONLY, on or before but no later than 26th August, 2025 at 4.15 p.m. local time.

Relevant documents **must** be scanned and uploaded with online applications as stipulated on the Instructions to Applicants on the website www.scd.org.tt.

Closing date for submissions of online applications: 26th August, 2025.

SHOULD OFFICERS NEGLECT TO UPLOAD/PROVIDE COPIES OF THEIR RELEVANT DOCUMENTS AND CLEAR EVIDENCE OF THEIR EXPERIENCE AND TRAINING, AS OUTLINED IN THE ONLINE INSTRUCTIONS TO APPLICANTS, THE PUBLIC SERVICE COMMISSION WILL BE UNABLE TO DETERMINE THEIR ELIGIBILITY FOR THE OFFICE AND THEY WILL BE DEEMED UNSUITABLE.

C. HARRISON
Director of Personnel Administration



PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02

In Compliance with sections 7, 8 and 9 of the Freedom of Information Act ('FOIA') Chapter 22:02

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, Chapter 22:02 ('FOIA') of the Laws of the Republic of Trinidad and Tobago, the Judiciary of Trinidad and Tobago (hereinafter called "the Judiciary") is required to publish the following statements which list the documents and information generally available to the public.

The FOIA gives members of the public:

- 1) A legal right for each person to access information held by the Judiciary;
- 2) A legal right for each person to have official information relating to him/her amended where it is incomplete, incorrect or misleading;
- 3) A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA; and
- 4) A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions made under the FOIA.

SECTION 7 STATEMENTS

Section 7 (1) (a) (i)

Statement on the function and structure of the Judiciary

The Judiciary consists of the Supreme Court of Judicature and the Magistracy/District Courts. The Supreme Court consists of the Court of Appeal and the High Court and is established by the Constitution of the Republic of Trinidad and Tobago, which provides that "There shall be a Supreme Court of Trinidad and Tobago consisting of a High Court and a Court of Appeal with such jurisdiction and powers as are conferred on these Courts respectively by this Constitution or any other law."

While the Magistracy is governed by the Summary Courts Act, Chapter 4:20 and the Petty Civil Courts Act, Chapter 4:21 which established the Summary Courts and Petty Civil Courts respectively, when the court sits in its summary jurisdiction to preside over criminal and traffic matters it is known as the District Criminal and Traffic Court (in accordance with section 12 of the Criminal Division and District Criminal and Traffic Courts Act 2018 which was proclaimed on 1st December 2018 by Legal Notice No. 156 of 2018).

The Judiciary is one of the three separate arms of the state. It is independent of the other two namely the Executive and the Legislature.

Mission Statement:

The Judiciary works towards the resolution of conflict in the society by resolving disputes which arise out of the operation of laws and involve the application of remedies and the punishment of offenders.

Vision Statement:

The Judiciary of Trinidad and Tobago provides an accountable court system in which timeliness and efficiency are the hallmarks, while still protecting integrity, fairness, equality and accessibility and attracting public trust and confidence.

Jurisdiction

The Honourable The Chief Justice is the head of the Judiciary and is responsible for the administration of justice in Trinidad and Tobago. Both the High Court and the Magistracy exercise original jurisdiction in civil and criminal matters while the Court of Appeal exercises an appellate jurisdiction over both. The High Court hears indictable criminal matters, family matters and other civil matters involving sums over the Petty Civil Court limit.

The Children Court became operational on 28th February, 2018, and hears cases involving children who are accused of breaking the law, children in need of supervision (CHINS), and children who are in need of care and protection. The Children Court also hears children drug and mental health matters.

As a problem-solving court, the Children Court provides targeted intervention to address the needs of children in conflict

with the law and children who are in need of supervision (CHINS). Though custodial sentencing options are utilised by the court, intervention can also be provided through several non-custodial options to support the rehabilitation and re-integration of child offenders and CHINS back into society.

The Magistracy exercises summary jurisdiction in criminal matters and hears preliminary inquiries in indictable matters for the purpose of determining whether the prosecution has made out a prima facie case against the accused. In its petty civil division, the Magistracy deals with civil matters involving claims "less than the sum of Fifty Thousand Dollars (\$50,000.00)". Appeals from the Magistracy and the High Court lie to the Court of Appeal. Appeals from the Court of Appeal lie to the Privy Council, sometimes as of right and sometimes with leave of the Court.

Composition

In the Court of Appeal Judges are referred to as 'Justices of Appeal' and in the High Court, Judges are sometimes referred to as 'Puisne Judges'.

In addition to the Judges, there are Masters of the High Court who have the jurisdiction of Puisne Judges in those matters in which rules of Court provide that they may adjudicate and save and except in certain areas in which their jurisdiction is expressly limited by statute.

In the Magistracy there is a Chief Magistrate, Deputy Chief Magistrate, Senior Magistrates and Magistrates.

Court Sittings

The Supreme Court sits regularly in three venues: Port of Spain, San Fernando, and in the island of Tobago.

The Family and Children Division operates at the following locations:

- (a) Family Court:
 - (i) Cipriani Place, 4 Cipriani Boulevard, Port of Spain;
 - (ii) 54 Calder Hall Main Road, Scarborough, Tobago; and
 - (iii) 271 Edward Street, Naparima/Mayaro Road, Princes Town.
- (b) Children Court:
 - (i) 6 Elizabeth Street, St. Clair, Port of Spain;
 - (ii) Corner Delhi and Fyzabad Main Road, Fyzabad; and
 - (iii) Supreme Court Building, Bacolet Street, Scarborough, Tobago.

Trinidad and Tobago is divided into three (3) Magisterial Districts. The Magisterial Districts (Amendment) Order 2020, amended the previous Magisterial Districts Order which formerly divided Trinidad and Tobago into thirteen (13) Magisterial Districts. The new order aligns the location of the various courts with the Municipal Corporations. There is also now a more unified approach to the distribution of Supreme Court and Magistracy matters. The New Order identifies the three Magisterial Districts as follows:

- Trinidad North District;
- Trinidad South District; and
- Tobago District

With effect from 20th day of April, 2022 the O'Merara Judicial Centre, Lot 74-98 O'Meara Industrial Estate, Arima has been designated as a place for the sitting of the Supreme Court and Summary Courts. As of 20th April, 2022 the jurisdiction exercised in criminal matters shall be exercised at the O'Meara Judicial Centre.

With effect from 5th day of July, 2022, the jurisdiction of the Supreme Court exercised in criminal matters shall be exercised at No. 271 Naparima/Mayaro Road, Princes Town.

With effect from 14th day of September, 2022, Tower D, International Waterfront Centre, 1A Wrightson Road, Port of Spain, in particular the Ground Floor to the Thirteenth Floor,

with the exception of the Twelfth Floor, is designated as a place for the sitting of the Supreme Court.

Further, as at 14th day of September, 2022, the Ground Floor to the Thirteenth Floor of Tower D, International Waterfront Centre, with the exception of the Twelfth Floor will be known as The Waterfront Judicial Centre. Matters scheduled to be heard at this location will be stated and published as such.

Court Offices and the Registry

The Registry comprises various Court Offices which are staffed by officers in the clerical, and secretarial fields. These Court Offices include Civil, Criminal, Family, Children, Court of Appeal and Probate. Other units include that of Office Copies.

The Registry of the Supreme Court is located at the Hall of Justice, Knox Street, Port of Spain. There are Sub-Registries located at Cipriani Boulevard and St Clair Streets, Port of Spain, Harris Street San Fernando, Corner Delhi and Fyzabad Main Road Fyzabad, Bacolet Street, Tobago and Calder Hall, Tobago.

The Registries are usually open for business from 8:00 a.m. to 4:15 p.m. Monday to Thursday and 8:00 a.m. to 4:00 p.m. on Fridays and are responsible for the filing, processing, and custody of court records.

The Registrar is also the Marshal of Trinidad and Tobago. Deputy Registrars and Assistant Registrars of the Supreme Court are Deputy Marshals and they all perform both judicial and administrative functions. The Registrar is responsible for the operation of the Court Offices or Registries and is also the Admiralty Marshal, a Justice of the Peace and a Commissioner of Oaths.

Department of Court Administration

The Department of Court Administration was created in 1998. It is headed by the Court Executive Administrator, who is the Accounting Officer of the Judiciary and coordinates the diverse elements of the support structure for the courts by providing a range of professional services and expertise inclusive but not limited to the following:

- Information Technology
- Process Re-engineering, Operations Research and Management
- Court Library Services
- Court Reporting Services
- Court Human Resource Management
- Protocol and Information
- Finance, and Administration
- Court Planning
- Court Buildings and Maintenance and
- Court Security Management

With a range of specialised units under its purview, the Department of Court Administration is responsible for, inter alia, the planning and development of the Judiciary and the study, review, implementation and management of systems, procedures and processes required to manage the courts' caseload.

It ensures that process review and professional systems are up to date. In this regard, its role is not only ensuring that caseload is managed efficiently and effectively from commencement to disposition but also preserving through management, impartiality and integrity in the adjudication process.

Section 7 (1) (a) (ii)

Categories of Documents in the Possession of the Judiciary

List as appropriate:

- Administrative files used in the daily operations of the Judiciary;
- Documentation on matters before the Supreme Court and District Courts;
- Documentation related to the accounting and financial management function of the Judiciary;
- Financial records;

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PUBLIC STATEMENT OF THE JUDICIARY OF TRINIDAD AND TOBAGO
FREEDOM OF INFORMATION ACT (FOIA), CHAPTER 22:02—CONTINUED

- Documentation relating to the procurement of supplies, services and equipment;
- Personnel records containing information on job specifications, job applications, staff appointments, promotions, transfers, applications for vacation leave, resignations, retirements and deaths;
- Cabinet Documents;
- Policy Documents;
- Procedural Guidelines and Manuals;
- Records of Human Resource Development and Training;
- Records of Committees and Associations;
- Contract documents and incidental material;
- Statistical Reports of Court matters;
- Circulars, Memoranda, Notices and Bulletins;
- Legislation and Legal Instruments; and
- Safety Advisories.

Section 7 (1) (a) (iii)**Material Prepared for Publication or Inspection**

The public may inspect and/or obtain copies of the following materials:

- The Judiciary Annual Reports available at www.ttlawcourts.org/annual-reports

Section 7 (1) (a) (iv)**Literature Available by Subscription**

Members of the public may subscribe for the following material:

- A monthly subject listing of judgments which is available on subscription, through e-mail.

Contact or write to: Court Library Services Unit
Judiciary of the Republic of Trinidad and Tobago
Hall of Justice,
Knox Street, Port-of-Spain
Tel. (868) 223-1060, ext. 2969
Email: scrtlib@ttlawcourts.org

Section 7 (1) (a) (v)**Procedure to be followed when accessing a document from the Judiciary****How to Request Information:****General Procedure**

The policy of the Judiciary is to respond to all requests for information. The applicant must submit the request for information in writing by completing the Request for Access to Official Document(s) Form in the Act.

Addressing Requests

To facilitate prompt handling of a request, please contact or write to the Designated Officer of the Judiciary. Requests will be acknowledged as official when made on the prescribed form.

Details in the Request

Applicants should provide sufficient information which will enable the Designated Officer to identify the document(s) being requested. If insufficient information is provided, clarification will be sought from the applicant. If the applicant is unsure how to write his/her request or what details to include, the applicant should communicate with the Designated Officer.

Requests not handled under the Act

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public, either from this public authority or from another public authority.

Furnishing Documents

An applicant is entitled to access copies of information which the Judiciary has in its possession/custody. The Judiciary is required to provide only one copy of a document. If the Judiciary cannot make a legible copy of a document, we will furnish the best copy possible and note its quality in our reply. Please note that the Judiciary is not compelled to create new documents or perform research for the public.

Time Limits

The Act sets a time limit of thirty (30) calendar days from the date the request was received to notify the applicant of the approval or refusal of the request for access to documents. The Judiciary will try diligently to comply with the time limit, but where it appears that processing a request may take longer than the statutory limit, the Judiciary will acknowledge the request and advise the applicant of its status. Applicants whose requests are incomplete or unclear will be contacted by the Designated Officer.

Fees and Charges

Section 17(1) of the Act stipulates that no fee shall be charged by a public authority for the making of a request for access to an official document. However, where access to an official document is to be given in the form of printed copies, or copies in some

other form, such as on tape, disc, film or other material, the applicant shall pay the prescribed fee.

Section 7 (1) (a) (vi)

Officers in the Judiciary responsible for:

- 1) The initial receipt of and action upon notices under Section 10;
- 2) Requests for access to documents under Section 13; and
- 3) Applications for corrections of personal information under Section 36 of the FOIA.

The Designated Officer:
Senior Legal Officer
Judiciary of the Republic of Trinidad and Tobago
Waterfront Judicial Centre
1A Wrightson Road, Port-of-Spain
Tel. (868) 223-1060, ext. 2702
Email: Legal@ttlawcourts.org

The Alternate Officer:
Legal Research Officer
Judiciary of the Republic of Trinidad and Tobago
Waterfront Judicial Centre
1A Wrightson Road, Port-of-Spain
Tel. (868) 223-1060, ext. 2729
Email: Legal@ttlawcourts.org

Section 7 (1) (a) (vii)**Advisory Boards, Councils, Committees, and other bodies (where minutes/meetings are open to the public).**

At this time, there are no bodies in the Judiciary that fall within the meaning of this section of the FOIA.

Section 7 (1) (a) (viii)**Library/Reading Room Facilities**

Information in the public domain can be accessed at the Judiciary's library or through its website at www.ttlawcourts.org. You may make enquiries at the library at (868) 223-1060, ext. 2969 or scrtlib@ttlawcourts.org.

Access to the libraries are open to Judges and other Judicial Officers as well as administrative staff of the Judiciary. It is also opened to Attorneys-at-law who have been admitted to practice in the Courts of Trinidad and Tobago from Monday to Thursday 8:15 am to 4:00 pm. and on Fridays, 8:15a.m. – 3:45p.m. via appointments. However, the Library undertakes, as far as is practicable, to facilitate the needs of non-legal persons through its co-operative links with other libraries including the National Library and Information System Authority (NALIS), and to provide information through its web-pages on the Judiciary's website at www.ttlawcourts.org.

Provision of copies of documents that are readily available to the public

- Subject listing of Judgments received by the Library Unit (usually 12 issues per year); annual subscription - TT\$230.00.
- TTCase annual subscription - TT\$4,500.00 per user.
- Photocopies of material held in the Library Unit - 0.50c per copy (copies to be done by the user).

SECTION 8 STATEMENTS**Section 8 (1) (a) (i)****Documents containing interpretations or particulars of written laws or schemes administered by the Judiciary, not being particulars contained in another written law.**

This section is not applicable to the Judiciary at this time.

Section 8 (1) (a) (ii)**Manuals, rules of procedure, statements of policy, records of decisions, letters of advice to persons outside the public authority, or similar documents containing rules, policies, guidelines, practices or precedents.**

This section is not applicable to the Judiciary at this time.

Section 8 (1) (b)

In enforcing written laws or schemes administered by the public authority where a member of the public might be directly affected by that enforcement, being documents containing information on the procedures to be employed or the objectives to be pursued in the enforcement of the written laws or schemes.

This section is not applicable to the Judiciary at the time.

SECTION 9 STATEMENTS**Section 9 (1) (a)****A report or a statement containing the advice or recommendations, of a body or entity established within the**

public authority.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (b)

A report, or a statement containing the advice or recommendations, of a body or entity established outside the public authority by or under a written law, or by a Minister of Government or other public authority for the purpose of submitting a report or reports, providing advice or making recommendations to the public authority or to the responsible Minister of that public authority.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (c)

A report, or a statement containing the advice or recommendations, of an Interdepartmental Committee whose membership includes an officer of the Judiciary.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (d)

A report, or a statement containing the advice or recommendations, of a Committee established within the public authority to submit a report, provide advice or make recommendations to the responsible Minister of that public authority or to another officer of the public authority who is not a member of the committee.

The section is not applicable to the Judiciary at this time.

Section 9 (1) (e)

A report (including a report concerning the results of studies, surveys or tests) prepared for the public authority by a scientific or technical expert, whether employed within the public authority or not, including a report expressing the opinion of such an expert on scientific or technical matters.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (f)

A report prepared for the public authority by a consultant who was paid for preparing the report.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (g)

A report prepared within the public authority and containing the results of studies, surveys or tests carried out for the purpose of assessing, or making recommendations on, the feasibility of establishing a new or proposed Government policy, programme or project.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (h)

A report on the performance or efficiency of the public authority, or of an office, division or branch of the public authority, whether the report is of a general nature or concerns a particular policy, programme or project administered by the public authority.

There are no reports or statements to be published under this section at this time.

Section 9 (1) (i)

A report containing (1) final plans or proposals for the re-organisation of the functions of the public authority, (2) the establishment of a new policy, programme or project to be administered by the public authority, or (3) the alteration of an existing policy programme or project administered by the public authority, whether or not the plans or proposals are subject to approval by an officer of the public authority, another public authority or Cabinet.

This section is not applicable to the Judiciary at this time.

Section 9 (1) (j)

A statement prepared within the public authority and containing policy directions for the drafting of legislation.

There are no statements to be published under this section at this time.

Section 9 (1) (k)

A report of a test carried out within the public authority on a product for the purpose of purchasing equipment.

There are no reports to be published under this section at this time.

Section 9 (1) (l)

An environmental impact statement prepared within the public authority.

There are no environmental impact statements to be published under this section at this time.

Section 9 (1) (m)

A valuation report prepared for the public authority by a valuator, whether or not the valuator is an officer of the public authority.

There are no reports to be published under this section.