



**IN THE SUPREME COURT OF BERMUDA
CIRCULAR NOTICE**

ISSUED BY THE ACTING REGISTRAR

Ref. A/50

Friday 23 December 2016

CIRCULAR No. 28 of 2016

WINTER OPENING HOURS OF THE SUPREME COURT REGISTRIES

Friday the 23rd December 2016

1. On Friday the 23rd December 2016, the Registry Office located at the Government Administration Building and the Registry Office located at the Dame Lois Browne Evans Building will be closing at 3 p.m.
2. This Direction does not affect cases already set down for a hearing.

Wednesday the 28th December to Friday the 30th December 2016

3. The following early closures of the various Registry locations for the period of the 28th December to the 30th December 2016 has been undertaken to allow for Registry staff to focus their efforts on the final relocations tasks. Members of the public and members of the Bar are thanked for their continued patience.

A. GOVERNMENT ADMINISTRATION BUILDING (“GAB”)

4. From the 28th December 2016 to the 30th December 2016, the Registry located at GAB will close to the public at 1:00 p.m. each day. As has been done for previous winter closings, attorneys must arrange to file documents in the Registry between 8:30 a.m. and 1:00 p.m.
5. This Direction does not affect cases already set down.
6. If there are urgent filings, arrangements may be made to have them accepted between 2:30 p.m. and 4:30 p.m. by contacting the Registrar by email.

7. As a reminder, as set out in Circular No 25 of 2016, the Registry located on the second floor of GAB will accept the following filings:

- (a) All filings related to Court of Appeal proceedings, including leave to appeal proceedings;
- (b) All commercial and civil filings (save for civil proceedings under the Minors Act 1950 or Children's Act);
- (c) All filings related to appeals from the Magistrates' Court;
- (d) All filings related to Call to the Bar applications, notary applications and registered associates applications; and
- (e) All Search Praecipes in relation to civil files.

B. DAME LOIS BROWNE EVANS BUILDING ("DLBE BUILDING")

Supreme Court

- 8. From the 28th December 2016 to the 30th December 2016, the Registry located at DLBE will close to the public at 1:00 p.m. each day. As has been done for previous winter closings, attorneys must arrange to file documents in the Registry between 8:30 a.m. and 1:00 p.m.
- 9. This Direction does not affect cases already set down.
- 10. If there are urgent filings, arrangements may be made to have them accepted between 2:30 p.m. and 4:30 p.m. by contacting the Registrar by email.
- 11. As a reminder, as set out in Circular No 25 of 2016, the Registry located on the third floor of DLBE will accept the following filings:
 - (a) All filings related to the criminal proceedings;
 - (b) All filings related to the Supreme Court matrimonial or family proceedings including civil filings under the Minors Act 1950 and the Children's Act;
 - (c) All filings related to probate and estate should take place on the third floor reception of DLBE Building; and
 - (d) All Search Praecipes in relation to matrimonial, family, criminal and probate files.

Magistrates' Court

- 12. Save for the lunch hour which is from 1:00 p.m. to 2:15 p.m., all correspondence may be handed in at the Magistrates' Court Reception Desk located on the 3rd Floor of the building.
- 13. On December 29th, the Family Support Office will close to the public at 1:00 p.m.
- 14. On December 28th, the Civil Department and the Cashier's Office will close to the public at 1:00 p.m.
- 15. This Direction does not affect cases already set down for a hearing.

C. REGISTRAR AND ASSISTANT REGISTRAR

16. During this period, any urgent communications should be directed to the Registrar by email. Please note that the Assistant Registrar will on leave until the 5 January 2017 and any urgent communication should be directed to the Registrar.

Dated this 23 day of December 2016

**ON BEHALF OF THE
ACTING REGISTRAR**

To: The Director of Public Prosecutions
The Solicitor-General
All Barristers and Attorneys

cc: The Attorney-General's Chambers
Commissioner of Corrections
Commissioner of Police
Registrar of Companies

Hamilton Police Station
Legal Aid
Director of Public Prosecutions