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Royal Court,
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PRACTICE DIRECTION NO 7 OF 2002

24th December 2002

Management of Civil Business

1. Interlocutory Papers

I am directed by the Bailiff to issue the following practice direction. This Practice Direction is intended to assist Counsel and the Judiciary in the hearing of all civil interlocutory matters and formalises and extends to all civil matters the practice already adopted with regard to the larger civil cases.

As from the date of issue of this practice direction Counsel involved in any civil interlocutory hearings before the Royal Court will be required to submit in advance the hearing of each new application two copies of a single agreed bundle containing *all those papers necessary for the Judge to reach a decision on the particular matter before the Court*. This bundle should be indexed and paginated and include the application in question and any affidavits, exhibits, authorities, correspondence or previously filed material necessary for the hearing. If it is anticipated that a particular matter will be heard over a long period of time counsel will be required to submit a bundle that allows within its indexing system for the inclusion of any new material that the parties may in due course put before the Court.

In order to assist Counsel it will be made possible for parties to retrieve files lodged with the Greffe in respect of particular applications in order to recycle them for further applications.

In the majority of instances a single bundle only will be required. In those instances where multiple volumes of documents are to be laid before the Court, counsel will on the direction the presiding Judge submit separate paginated volumes labelled alphabetically and containing respectively:

- A.** *Cause & Summons, Applications and Orders*
- B.** *Affidavits*
- C.** *Exhibits*
- D.** *Skeleton Arguments*
- E.** *Authorities*
- F.** *Correspondence and Other Documents*

All such interlocutory bundles both single and multiple will be lodged with the Greffe prior to the hearing on a date to be specified by the Judge.

With impecunious parties the Court will by prior arrangement endeavour to accommodate any problem that advocates have in complying with this direction.

2. Correspondence

Where exceptionally Advocates wish to communicate with HM Greffier by letter rather than by submitting a formal application, the letter, should it have to be signed by any person other than an Advocate, should clearly indicate the name of the Advocate having charge of the matter on whose behalf the letter is written.

The Greffe receives far too many copies of sometimes contentious correspondence between Advocates without explanation as to why they are being submitted. If it is necessary for Judges to see this sort of material in order to do justice to the matter in hand such documents should be submitted under cover of an A4 sheet containing the title to the action and clearly indicating the court bundle into which the correspondence is to be inserted.

S.M.D.Ross
Her Majesty's Deputy Greffier