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Royal Court,
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PRACTICE DIRECTION NO 1 OF 2005

Affidavits – Provision of Cover Sheet and Return of Affidavits And other Documentation

I am directed by the Bailiff to issue the following Practice Direction: -

A. Cover Sheet for Affidavits

1. For ease of reference, a cover sheet must be attached to all affidavits, containing the following information:-
 - (i) The names of each of the parties to the action, their status (Plaintiff, Respondent, etc.) and Advocate acting (if any).
 - (ii) The party filing the affidavit
 - (iii) The name of the deponent
 - (iv) The number of the affidavit, if one or more have already been sworn by that deponent
 - (v) The date the affidavit was sworn
 - (vi) The number of pages in the affidavit
 - (vii) A list of the documents exhibited annexed to the affidavit, the number of pages in each affidavit, and the page number of each exhibit. Where several items have been assembled in one exhibit, those items are to be listed separately on the Court Sheet. [The purpose is to enable the contents of an Affidavit and Exhibits to be efficiently located. Sensible discretion will need to be exercised in deciding on the detail appropriate for what is in effect a list of contents of the exhibit or exhibits.]
2. Pagination should be uniform and run continuously from the first page of the affidavit to the last page of the final exhibit.
3. Affidavits should continue to be produced in double sided format, together with the documents exhibited.

B. Return of Original Affidavits and Exhibits filed with the Royal Court

1. Unless the Court otherwise directs, all original affidavits and exhibits filed with the Court will be returned to the Advocate who filed the affidavit (or the party concerned, in the case of unrepresented litigants), two months after the date of the decision based on the contents of that affidavit.
2. The Advocate or party to whom the affidavit is returned will be responsible for holding the affidavit and exhibits in safekeeping and to the Order of the Court for not less than six years following the date of the decision based on the contents of that affidavit, or until the conclusion of all appeal proceedings, whichever is the later.
3. HM Greffier will obtain a receipt on the relevant civil action file, in respect of each affidavit returned to the Advocate, which will be entered on a photocopy of the Affidavit Cover Sheet.

C. Return of Other Documentation

The Court may also direct that other categories of documents of a voluminous nature be returned to the Advocate filing them, for safekeeping under like conditions to those set out in paragraphs B 1-3 above. For example applications under the Insurance Business (Bailiwick of Guernsey) Law, 2002.

Her Majesty's Greffier