

## **PRACTICE DIRECTION NO 2026 / 02**

### **Court of Appeal**

**This Practice Direction is effective from the [30.01.26]**

#### **General Principles**

1. This Practice Direction is supplemental to Practice Direction 2 of 2015 to address the introduction of the case presentation system Case Center for all matters before the Court of Appeal and should be read in conjunction with the Case Center Guidance Document.
2. When an Appellant indicates to the Court of Appeal Registrar that they wish to submit a Notice of Appeal / Application for leave to Appeal, the Appellant will contact the Greffe who will create the case on the system and provide the file number in the 'reference' field to the Appellant. This reference will be given on all Acts of Court issued and quoted on all items lodged.
3. Original signed documents, including the original exhibits to any affidavit or witness statement filed must be preserved by the party relying on the document and must be made available for inspection if required by another party to the proceedings and/or by order of the Court.
4. Emails to the Court of Appeal Registrar will be via [courtofappeal@guernseyroyalcourt.gg](mailto:courtofappeal@guernseyroyalcourt.gg).
5. To facilitate the uploading of relevant material, pre-determined sections have been created within a standard template for the Court of Appeal. The parties must agree which documents will be included in the consolidated bundle and these will be uploaded to the Case Center case utilising the standardised templates and naming conventions as detailed in the guidance document.
6. When a Court of Appeal Case is created on Case Center the Registrar will send to the parties or their Advocate a copy of the index from the Royal Court matter, requesting that they identify the relevant items that they wish to be included in the Court of Appeal case.
7. The parties, where applicable through their Advocates, must make every effort to ensure the bundles are concise and to the point with no duplication. The uploading of the documents shall be completed by the date set out in any directions.

#### **Transitional Provisions**

8. For matters that are already listed, and have a timetable agreed, only the consolidated bundle will need to be uploaded on Case Center.