

PRACTICE DIRECTION NO 1 of 2026

Case Center – Royal Court Civil Implementation

This Practice Direction is in force from the [23.01.26]

General Principles

1. This Practice Direction is supplemental to PD 1 of 2008 and PD 5 of 2015 to address the introduction of Case Center and should be read in conjunction with the Case Center Guidance Document.
2. This applies to all new civil matters as indicated by the Court. See Appendix 1 & 2.
3. From the commencement of this Practice Direction, any requirement to file a document will be by uploading the document to Case Center, (unless otherwise directed by the Court).
4. The Greffe will provide the file number in the 'reference' field on Case Center and it will be given on all Acts of Court issued by the Greffe. The file number must be quoted on all items lodged relating to that action.
5. 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.
6. In respect of consent orders, one wet ink consent order should be filed with the Court. If the consent order is approved by the Court, the original signed by the Judge and the parties will be returned to the filing party, who should retain the original, and an executed copy will be uploaded by the Greffe to Case Center.
7. After commencement of a matter (unless a matter is ex parte), all emails to the Greffe must be copied to the other parties.

New Matters

8. From the date this Practice Direction comes into force, the filing date for Friday Ordinary Court and Friday Interlocutory Court will be no later than **3 working** days before the hearing i.e.: 4pm on the preceding Tuesday. All other filing dates and times remain the same.
9. For all Ordinary Courts and Friday Interlocutory Court, each firm or Litigant in Person must file an agenda by email in accordance with the timeframe in paragraph 8 above and the Case Center Guidance Document. This must list all matters required to be listed by them at the relevant Court (including matters adjourned to that court hearing and the filing of defences). The below email addresses are to be used: -
 - Full Court - fullcourt@gov.gg
 - Friday Ordinary Court - fridayordinarycourt@gov.gg

- Friday Interlocutory Court - fridayinterloc@guernseyroyalcourt.gg
 - Tuesday Commercial Ordinary Court - tuesdaycommercialordinary@guernseyroyalcourt.gg
 - Tuesday Liquor Licensing Court - liquorlicensing@guernseyroyalcourt.gg
 - Thursday Guardianships Court - guardianship@guernseyroyalcourt.gg
10. The Plaintiff/Applicant should upload a copy of the Cause/Application bearing the relation of HM Sergeant (if service other than by HM Sergeant has not been agreed) into the relevant section for the case.
 11. Causes that are signed over will be removed from the court list after receipt of an email request, to the corresponding email inbox listed above **not later** than 15 minutes before the relevant sitting. If the email is not acknowledged by the Greffe, this must be followed up by a telephone request.
 12. The Defendant shall table their defences by filing them on Case Center, at any time prior to 8.45am on the 28th day after the action was placed on the Pleading List (unless otherwise agreed or ordered). There is no longer a requirement to file an application for filing defences or for the Defendant to file the Cause or Summons to which the defences relate. There is no requirement for parties to attend on the filing of defences.
 13. If defences contain a counterclaim, in the absence of attendance by the parties, the counterclaim will be placed inscrite and the election de domicile will be the Plaintiff's address provided in the cause.

Friday Interlocutory Court

14. Unless directed to file a specific bundle for a hearing, parties involved in any civil interlocutory hearings must file by the filing date on Case Center, a single agreed index referencing all those documents necessary for the Judge to reach a decision on the particular matter before the Court. At the same time, any new material must be uploaded to Case Center into the relevant section on the case.
15. Matters for Friday Interlocutory Court are limited to hearings of no more than 1 hour. Matters estimated to take more than 1 hour should not be listed without pre-confirmation from the Greffe that they can be accommodated. Alternatively, a separate hearing date and time can be fixed by the Greffe after consultation with all parties involved.
16. Where a specific bundle has been directed to be filed, the documents within this bundle (including the index as referenced above) must be filed on Case Center using the agreed

civil matter template and naming convention. This must be filed prior to the hearing on a date to be specified by the Judge.

Current Matters

17. Any current matters at the time of the commencement of this Practice Direction may be moved to Case Center at the direction of the presiding Judge, or at the request of the parties. Material must be filed on Case Center using the civil matter template and naming convention on the filing date to be specified by the Judge or if no specific date is given 7 days before the hearing.

Appendix 1. Matters to be presented on Case Center

Friday Ordinary Court

Action for debt and damage

Appointment of Liquidator/Administrator

Cancellation of Bond

Company Matters

Eviction

Plaids de Meubles Miscellaneous

Requête – Civil appeals (e.g. Petty Debt appeals)

Trust Matters

Tuesday Commercial Ordinary Court

Company Matters inc. Appointment of Liquidator/Administrator

Trust Matters

Eviction

Plaids de Meubles Miscellaneous

Plaids d’Héritage

Appendix 2. Matters not currently to be presented on Case Center

Friday Ordinary Court

Administration Orders (re. Real property)

Reciprocal Judgment

Remède

Requêtes (other civil appeals).

Terres à L'amende

Ordinary Courts – Tues/Thurs

Liquor Licence

Guardianship

Full Court

All Matters

Non-contentious Court

All Matters

Tuesday Commercial Ordinary Court

Escheat to Crown

Presumption of Death

Other Civil

Commission Rogatoire