**REGISTRATION DEPARTMENT**

**RESUMPTION AND DETAILS OF SERVICES**

**FOR THE PERIOD MAY 4 - 15, 2020**

Staff will report for duty on Monday May 4, 2020. The office will open to the public on Tuesday May 5, 2020 from 9:00 a.m. - 1:00 p.m.

Using a similar alphabetical system as developed by the government of Barbados, persons will conduct business according to a schedule. This schedule will vary according to sections of the Department. Attorneys and member of the public are therefore asked to carefully note the days in which services are offered for the period May 5 -15, 2020. There will be strict protocols for conducting business with the Registration Department.

The Department will try its best to minimize the wait. However, you are advised that there may be some delays. We appreciate your patience and understanding.

**Protocol for entering the Supreme Court Complex and all Magistrates’ Courts**

* All persons entering the Supreme Court Complex are required to wear face masks at all times.
* Attorneys are required to wear a face mask at all in person hearings
* You must use the hand sanitizer on entering the building.
* Social distancing protocols must be adhered to.

**HIGH COURT**

**FILING OF CIVIL, COMMERCIAL AND FAMILY DOCUMENTS**

**Tuesday May 5, 2020 - Limitation of Actions Act**

All Attorneys who would have submitted documents to the Registrar via an electronic medium will be allowed to file documents where the claim would have expired during the period of closure under the Limitation of Actions Act. You should submit your original documents with stamp duty and the copy that was submitted.

**Wednesday May 6, 2020**

Any other document to be filed will follow the alphabetical system as specified below: This classification will be by:

1. surname of the attorney as listed on the Drawn and Prepared of documents to be filed;
2. name of the law firm responsible for the documents being filed.

**Day Surname Day Surname**

Tuesday May 5 reserved Monday May 11 A - B

Wednesday May 6 C - F Tuesday May 12 L - R

Thursday May 7 G - K Wednesday May 13 C - F

Friday May 8 A - B Thursday May 14 G - K

Friday May 15 S - Z

**EXAMINATION OF FILES**

Same alphabetical system as above will apply. However, before handling any files, persons must properly sanitize his/her hands with the alcohol-based sanitizer provided.

**This service will be delayed until glass barriers have been erected in the High Court Registry for the protection of the members of staff, public or attorney-at-law.**

**MONDAY MAY 11, 2020**

**FILING OF ESTATE/PROBATE DOCUMENTS**

Will commence on Monday May 11, 2020. Alphabetical system will apply.

**Day Surname Category**

Monday May 11 A - B Nil

Tuesday May 12 L - R Seniors (70 and older) / disabled and

 Pregnant women

Wednesday May 13 C - F Nil

Thursday May 14 G - K Essential Workers

Friday May 15 S - Z Nil

**APPLICATION FOR DECREES ABSOLUTE**

 Will commence on Monday May 11, 2020. Alphabetical system will apply.

**Day Surname Category**

Monday May 11 A - B Nil

Tuesday May 12 L - R Seniors (70 and older) / disabled and

Pregnant women

Wednesday May 13 C - F Nil

Thursday May 14 G - K Essential Workers

Friday May 15 S - Z Nil

**NOTARY PUBLIC SERVICES**

This will be done by appointment. Please call 535-9700 to make an appointment.

**RECORDS SECTION**

**Collection of Certificates**

Certificates which were to be collected prior to the curfew can be collected on the following days:

**Day Surname Category**

Tuesday May 5, A - J Nil

Wednesday May 6 A - J Nil

Thursday May 7 K - Z Nil

Friday May 8 K - Z Nil

 **Application of Certificates**

**Day Surname Category**

Monday May 11 A - H Nil

Tuesday May 12 A - H Seniors (70 and older) / disabled

 and Pregnant women

Wednesday May 13 I - N Nil

Thursday May 14 I - N Essential Workers

Friday May 15 O - Z Nil

**MAGISTRATE COURTS**

* There will be a limited number of persons in the court rooms: two lawyers, litigants/accused, probation officer, prison warden and 3 media reporters.
* There will be no persons waiting in the courtroom for another matter to commence.
* No more than one person will be at the counters at any time.
* Adjournments in person will be done first.

Attached is a list of adjournments, by call dates, for the period April 6 - 30, 2020.

**Adjourned dates in the Magistrates’ Courts for the Period April 6 - 30, 2020**

|  |  |  |
| --- | --- | --- |
| **Court** | **Dates set for Hearings** | **Matters adjourned until** |
| **District ‘A’ Traffic** | April 6, 2020 | June 8, 2020 |
|  | April 7, 2020 | June 9, 2020 |
|  | April 9, 2020 | June 12, 2020 |
|  | April 14, 2020 | June 12, 2020 |
|  | April 15, 2020 | June 16, 2020 |
|  | April 16, 2020 | June 8, 2020 |
|  | April 17, 2020 | June 16, 2020 |
|  | April 20, 2020 | June 16, 2020 |
|  | April 21 2020 | June 16, 2020 |
|  | April 22, 2020 | June 16, 2020 |
|  | April 23, 2020 | June 16, 2020 |
|  | April 24, 2020 | June 16, 2020 |
|  | April 27, 2020 | June 16, 2020 |
|  | April 29, 2020 | June 16, 2020 |
|  | April 30, 2020 | June 16, 2020 |
|  |  |  |
| **District ‘A’ Court No. 1** | April 6, 2020 | August 10, 2020 |
|  | April 7, 2020 | August 11, 2020 |
|  | April 8, 2020 | August 12, 2020 |
|  | April 9, 2020 | August 13, 2020 |
|  | April 14, 2020 | August 18, 2020 |
|  |  |  |
| **District ‘A’ Court No. 2** | April 6, 2020 | August 25, 2020 |
|  | April 7, 2020 | August 26, 2020 |
|  | April 8, 2020 | August 27, 2020 |
|  | April 9, 2020 | September 7, 2020 |
|  | April 14, 2020 | September 8, 2020 |
|  | April 15, 2020 | September 9, 2020 |
|  | April 16, 2020 | September 10, 2020 |
|  | April 17, 2020 | September 11, 2020 |
|  | April 20, 2020 | September 14, 2020 |
|  | April 21, 2020 | September 15, 2020 |
|  | April 22, 2020 | September 20, 2020 |
|  | April 23, 2020 | September 21, 2020 |
|  | April 24, 2020 | September 18, 2020 |
|  | April 27, 2020 | September 21, 2020 |
|  | April 29, 2020 | September 22, 2020 |
|  | April 30, 2020 | September 30, 2020 |
|  |  |  |
| **Court** | **Dates set for Hearings** | **Matters adjourned until** |
| **District ‘B’/Boarded Hall**  | April 6, 2020 | Persons are asked to call 850/3538/535-9930 |
|  | April 7, 2020 | Persons are asked to call 850/3538/535-9930 |
|  | April 8, 2020 | Persons are asked to call 850-3538/535-9930 |
|  | April 9, 2020 | Persons are asked to call 850-3538/535-9930 |
|  | April 14, 2020 | Persons are asked to call 850-3538/535-9930 |
|  | April 15, 2020 | Persons are asked to call 850-3538/535-9930 |
|  | April 16, 2020 | Persons are asked to call 850-3538/535-9930 |
|  |  |  |
| **District ‘C’** | April 7, 2020 | Persons are asked to call 850-3538  |
|  | April 8, 2020 | Persons are asked to call 850-3538 |
|  | April 9, 2020 | July 16, 2020  |
|  | April 14, 2020 | Persons are asked to call 850-3538 |
|  | April 15, 2020 | Persons are asked to call 850-3538 |
|  |  |  |
| **District ‘D’** | April 6 - 30 | Persons are asked to call 536-3572 / 73 / 74 / 75 |
|  |  |  |
| **District ‘E’** | April 6 - 30 | Persons are asked to call 535-9952 / 53 / 55 / 57 /63 |
|  |  |  |
| **District ‘E’/Holetown** | April 6 - 30 | Persons are asked to call 535-9952 / 53 / 55 / 57 /63 |
|  |  |  |
| **District “F’ Belleplaine** | April 6 - 30 | Persons are asked to call 536-3574 |
|  |  |  |
| **District ‘F’/St. Joseph** | April 17, 2020 | May 15, 2020 |
|  | April 24, 2020 | May 22 2020 |