

**Practice Direction No. 6 of 2021**

**ENDORSEMENT OF ALTERNATIVE METHODS OF SERVICE (CPR 5.13); APPLICATIONS TO EXTEND THE TIME FOR SERVING A CLAIM FORM (CPR 8.15); AND APPLICATIONS FOR ORDER FOR SERVICE BY A SPECIFIED METHOD (CPR 5.14) IN THE SUPREME COURT OF JUDICATURE OF JAMAICA**

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This Practice Direction is issued by the Honourable Chief Justice after consultation with Judges, Masters and Registrars in respect of all applications to extend the time for serving a claim form and/or for an order for service by a specified method in all courts.

**WHERE SERVICE OF A CLAIM FORM IS BEING EFFECTED IN THE JURISDICTON, A PARTY MAY CHOOSE AN ALTERNATIVE METHOD OF SERVICE IN ACCORDANCE WITH CPR 5.13 AND SUBMIT PROOF OF THAT SERVICE FOR ENDORSEMENT BY A JUDGE, MASTER OR REGISTRAR.**

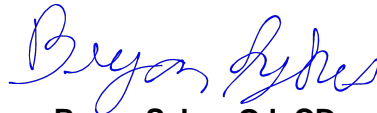
1. This practice direction comes into effect on the 1<sup>st</sup> day of February 2021, and applies to applications:
  - (i) to extend the time for serving a claim form (CPR 8.15);
  - (ii) to endorse alternative methods of service (CPR 5.13); and
  - (iii) for an order for service by a specified method (CPR 5.14).
2. Practice Direction 4 of 2021 applies making necessary changes without affecting the substance of the Practice Direction.
3. The purpose of this practice direction is to reduce the time within which the applications listed at paragraph 1 are determined.
4. Where a claim form has been issued and is to be served within the jurisdiction; and personal service cannot be effected within the period of the validity of the claim form, parties are encouraged to choose an appropriate alternative method of service in accordance with rule 8.15 of the Civil Procedure Rules for endorsement by the court.

5. Subject to paragraph 11, all applications to extend the time for serving a claim form and/or for an order for service by a specified method will be considered on paper. A weekly *"Paper Applications List"* and a *"Masters' Urgent Applications List"* will be created to facilitate timely consideration of these applications.
6. All applications to extend the time for serving a claim form and/or for order for service by a specified method which are filed after the effective date at paragraph 1 herein **MUST**:
  - (i) State the name of the application in its title  
For example,  
*"Without Notice Application to Extend the Time for Serving a Claim Form"*;  
*"Without Notice Application for Order for Service by a Specified Method"*;  
or a combination of both if appropriate; **and**
  - (ii) include the words **TO BE HEARD ON PAPER** in bold at the top of the application.
7. Once an application at paragraph 6 is filed in the relevant Registry, it will be placed on the *"Paper Applications List"* and considered within twenty-one (21) days of the date of filing.
8. Where applications to extend the time for serving a claim form and/ or for order for service by a specified method is being filed less than a month before the limitation period for filing a claim is set to expire, the application **MUST** be accompanied by correspondence marked **URGENT**, addressed to the Registrar of the Supreme Court, requesting that the application be placed on the *"Masters' Urgent Applications List"*. The correspondence must include:
  - (i) the claim number;
  - (ii) the names of the parties;
  - (iii) the date the limitation period will expire; and
  - (iv) a current cellular and/or land line telephone number, civic address and email address at which the applicant may be reached.
9. Applications at paragraph 8 will be placed on the *"Master's Urgent Applications List"* and heard by a Master within fourteen (14) days of the application being filed.

10. Sufficient copies of the orders which the applicant is asking the court to make must be filed with all applications to which this practice direction applies. There must be at least one (1) copy for the court and one (1) for each of the parties to the claim.
11. No paper application will be refused/dismissed without giving the Attorneys-at-Law/self-represented litigants an opportunity to be heard, make submissions or provide further information for the Judge/Master's consideration.
12. Where a Judge/Master hearing the application requires further evidence or wishes to hear from the Attorney-at-Law/self-represented litigant, a requisition will be generated by the Registry or the application will be set down for hearing. Except in urgent cases, the Registry will give notice of at least seven (7) days of the hearing date.
13. All applications to extend the time for serving a claim form and/or for order for service by a specified method, which were filed **prior** to the effective date at paragraph 1, which have not been determined (Outstanding Applications) will now be considered on paper.
14. Where paragraph 13 applies, Attorneys-at-Law/self-represented litigants are required to send correspondence to the Registrar of the Supreme Court via email to **civilregistry@supremecourt.gov.jm** requesting that these applications be included on the "*Masters' Urgent Applications List*". Where the application is likely to be affected by the limitation period for filing of a claim, this **must** also be stated. This e-mail correspondence is to be titled "***Outstanding Application for Masters' Urgent Applications List***" and **must** include:
  - (i) the claim number;
  - (ii) the names of the parties;
  - (iii) the date the limitation period will expire; and
  - (iv) a current telephone number, civic address and email address at which the applicant may be reached. The inclusion of a cellular phone number is always encouraged to facilitate immediate and urgent communication.

15. In order to facilitate the priority hearing of Outstanding Applications, Attorneys-at-Law/self-represented litigants must provide the Registrar of the Supreme Court with the relevant e-mail correspondence mentioned at paragraph 14 herein, no later than **February 26, 2021 at 3:00pm.**
16. All Outstanding Applications will be treated as priority and considered before the close of the Hilary Term on March 26, 2021.
17. In all cases Attorneys-at-Law/self-represented litigants will be informed of the outcome of the application which was considered on paper; and of the arrangements for collection of the formal orders or further consideration of the application. Contact in the first instance, will be via the e-mail address provided by the applicant on the application.

**Dated the 1<sup>st</sup> day of February 2021**



**Bryan Sykes OJ, CD**

**Chief Justice**