

## PRACTICE DIRECTION No. 1 of 2024

### WEEKS FOR THE ANNOUNCEMENT AND APPROVAL OF SETTLEMENTS IN THE CIVIL DIVISION OF THE SUPREME COURT OF JUDICATURE OF JAMAICA

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This Practice Direction is issued by the Honourable Chief Justice in respect of all matters which have been filed in the Civil Division of the Supreme Court in which parties have arrived at a settlement, for which the approval of the court is required or desirable. It has as its object, reducing significantly the time within which these matters are fixed for hearing and disposed of by the Court.

#### PART A. DECLARATION AND SCOPE OF THE PRACTICE DIRECTION

1. The weeks commencing **March 4, 2024**, and **March 18, 2024**, are designated as **Weeks for the Announcement and Approval of Settlements (WAAS)**.
2. Applications may be made according to Part B of these Directions, for the following matters to be fixed for hearing during **WAAS**.
  - a. Approval of settlements, compromises, or payments in respect of claims by, on behalf of, or against a Minor or a Patient under CPR 23.12, where the claim has been filed and a date has not yet been fixed for hearing;
  - b. Approval of settlements, compromises, or payments in respect of claims by, on behalf of, or against a Minor or a Patient under CPR 23.12, where the claim has been filed and a date has been fixed for hearing after **March 22, 2024**.
  - c. Matters which have been adjourned to a date after **March 22, 2024**, or for a date to be fixed by the Registrar pending settlement and the terms of the settlement have been agreed and are now capable of being announced.
  - d. Matters in which parties have arrived at a settlement but one or more of them are unrepresented and it is desired to have the court sanction the terms of the settlement.

3. For the purpose of this Practice Direction, “**minor**” and “**patient**” retain the following meanings as ascribed by CPR 2.4.

*“**minor**” means a person who has not attained the age of 18 years;  
[and]*

*“**patient**” means a person who by reason of mental disorder within the meaning of the Mental Health Act is incapable of managing his or her own affairs.*

## **PART B. HOW TO APPLY**

4. Applications to fix matters for hearing during **WAAS** are to be made by completing and emailing the **WAAS Application Form** in Appendix A **together with** an Electronic Judge’s Bundle to: [waascivil@jamaicajudiciary.gov.jm](mailto:waascivil@jamaicajudiciary.gov.jm).

All Applications are to be received at the foregoing email address by 4:00 p.m. on **Friday, February 23, 2024, for WASS during the week of March 4, 2024, and by Friday, March 8, 2024, for WAAS during the week of March 18, 2024.**

5. The Electronic Judge’s Bundle which is submitted with each **WAAS Application Form** must contain a copy of all the documents which will enable the Court to conclude the matter on the date fixed, including a copy of the Order in terms to be approved or sanctioned by the Court.
6. All parties/interested persons who have an email address are to be copied on the email pursuant to which the Application is submitted.

## **PART C. PUBLICATION OF PROVISIONAL AND FINAL WAAS LISTS**

7. A **Provisional WAAS List** will be published at <https://supremecourt.gov.jm> and in any other manner that court lists are generally published, by **Wednesday, February 28, 2024, and Wednesday, March 13, 2024.** It will contain a list of

the matters that are fixed for hearing during WAAS for the weeks of Mach 4, 2024, and March 18, 2024, respectively, following receipt of applications and initial processing.

8. It is the responsibility of each person who has submitted a **WAAS Application Form** to check the **Provisional WAAS List** and to report any difficulty with the assigned fixture by sending an email to [waascivil@jamaicajudiciary.gov.jm](mailto:waascivil@jamaicajudiciary.gov.jm). which email is to be received by **noon on Thursday, February 29, 2024, for WAAS scheduled during the week of March 4, 2024, and by noon on Thursday, March 14, 2024, for WAAS scheduled during the week of March 18, 2024.**
9. Unless a difficulty is reported in accordance with paragraph 8 herein and removal of the fixture is warranted by the difficulty, each fixture will be confirmed and published in the **Final WAAS List**.
10. The **Final WAAS List** will be published at <https://supremecourt.gov.jm> and in any other manner that court lists are generally published, by **Friday, March 1, 2024, and Friday, March 15, 2024, for WAAS scheduled during the week of March 4, 2024 and March 18, 2024 respectively.**
11. Where a matter on the **Final WAAS List** does not proceed for reasons that are not attributable to the Court, that matter will not be permitted to be included in any subsequent **WAAS** arranged by the Court save in exceptional circumstances and with the Court's permission.
12. It is only in exceptional cases that matters will be fixed for hearing during **WAAS** for more than thirty (30) minutes. The allocation of time will be stated in both the **Provisional** and **Final WAAS Lists**.

## PART D. FILING OF COURT ORDERS

13. An Applicant is to file sufficient copies of the Orders the Court will be required to approve or sanction during WAAS at the Civil Registry which copy Orders are to be marked in bold in the right top margin with “**WAAS**”. They are to be filed:

- (a) by noon on **Friday, March 1, 2024**, for matters fixed for the week commencing the week of **March 4, 2024**; and
- (b) by noon on **Friday, March 15, 2024**, for matters fixed for the week commencing the week of **March 18, 2024**.

Dated the 16<sup>th</sup> day of January 2024

A handwritten signature in black ink that reads "Bryan Sykes". The signature is written in a cursive, flowing style.

Bryan Sykes OJ, CD  
Chief Justice

# WAAS APPLICATION FORM

Appendix A

TO ASSIST US IN PROCESSING YOUR APPLICATION, PLEASE ENSURE THAT ALL FIELDS ARE COMPLETED. THE RESPONSES MAY BE **TYPED** OR **WRITTEN IN BLOCK CAPITALS**.

<b>A. SUIT NUMBER:</b>	<b>B. CASE NAME:</b>
<b>C. CONTACT INFORMATION FOR EACH PARTY/INTERESTED PERSON</b>	
<b>Party/Interested Person</b>	<b>Email Address and/or Contact Number</b>
<b>1. Are you applying for the approval of settlement, compromise or payment in respect of claims by, on behalf of, or against a minor or a patient pursuant to CPR 23.12?</b>	
<b>Yes [ ]</b>	<b>No [ ]</b>
<b>2. If you answered <b>No</b> to question 1, which of these apply to your matter?</b>	
<b>a. Matter adjourned to a date after March 22, 2024, or for a date to be fixed by the Registrar and settlement can now be announced</b>	<b>[ ]</b>
<b>b. 1 or more of the parties are unrepresented and court approval desired</b>	<b>[ ]</b>
<b>3. Has a court date for the announcement and/or approval of settlement already been fixed?</b>	
<b>Yes [ ]</b>	<b>No [ ]</b>
<b>4. If you answered <b>Yes</b> to question 3, state the date, time, and duration of the fixture below.</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Duration:</b>	

