



ANY REPLY OR SUBSEQUENT REFERENCE  
TO THIS COMMUNICATION SHOULD BE  
ADDRESSED TO THE REGISTRAR AND NOT  
TO ANY OFFICER BY NAME AND  
THE FOLLOWING REFERENCE QUOTED:-

**SUPREME COURT'S OFFICE**  
P. O BOX 491,  
KINGSTON, JAMAICA  
Tel: (876)922-8300 Fax: 967-3950

## **NOTICE**

**TO : ALL ATTORNEYS-AT-LAW  
AND  
ALL COURT USERS**

### **New Security Policy for entry into the Supreme Court (Public Building East) commencing during the Hilary Term 2025**

With a view of ensuring the safety and security of all the users of the Court Building, the following security measures will be implemented/enforced during the Hilary Term 2025:

- Entry to Public Building East through the rear entrance, along Temple Lane, will be restricted to Judges, court staff, police officers, jurors and Attorneys-at-Law. **All other persons will be required to use the main entrance on King Street.**
- Colour coded visitor passes will be issued to every visitor entering the building (save attorneys-at-law with a General Legal Council (GLC) ID or Government employee ID). These passes will be colour coded with respect to the various floors of the building thereby restricting visitors to a particular floor. If a visitor has more than one matter on the building and as such will need to be on more than one floor, then he/she will need to return to the point that the pass was issued and obtain a new pass that corresponds with the floor that he/she wishes to be on.
- Attorneys-at-Law in possession of a valid GLC ID and/or Attorneys-at-Law with a valid Government employee ID will not be required to obtain a visitors pass to enter and access the various floors of the court however their GLC ID/ Government employee ID must be prominently displayed on their person whilst on the building.
- Attorneys-at-Law who are not in possession of a GLC ID or Government employee ID will not be permitted to use the rear entrance on Temple Lane. They will instead have to use the main entrance on King Street where they will be required to show a government issued ID and they will be issued with a visitors pass restricting them to a particular floor. **All**

*Attorneys-at-Law are therefore encouraged to obtain their GLC ID or Government employee ID as this will minimise any inconvenience when they seek to enter the Court building and traverse its various floors.*

Though there will be a general requirement for visitors entering the court building to provide a government issued ID the following exceptions should be noted:

- Where an accused who is on bail or a party in a civil matter, has a matter before the court but is not in possession of a government issued ID, their particulars will be recorded and verification done of their need to be on the building. Once verified they will be issued with a visitors pass corresponding with the floor that their matter is on.
- Any other member of the public wishing to enter the court building who is not in possession of a government issued ID will be required to produce a letter signed and sealed by a Justice of the Peace (JP) confirming his/her identity together with a photograph certified by the said JP.

As dialogue with our various stakeholders continues, the implementation of these new measures will **not** coincide with the commencement of the Hilary Term, thereby allowing more time for all court users to familiarise themselves with the measures. The date for implementation will be communicated in short order.

All persons seeking to enter the Court Building are urged to obtain the relevant identification to minimise any inconvenience and delays when attending upon the Court. We look forward to your understanding and continued cooperation as we seek to make the Supreme Court building safe and secure for all users.

**Dated the 2<sup>nd</sup> day of January, 2025  
The Security Committee of the Supreme Court**