




# MEMORANDUM

*From the Office of the Honourable Chief Justice*

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**To:** STAFF OF SUPREME COURT, COURT OF APPEAL, CAD AND ALL OTHER COURT USERS

**From:** Hon. Mr. Justice Bryan Sykes, OJ, CD   
Chief Justice

**Date:** March 6, 2025

**Re:** New Security Policy for Entry into the Supreme Court (Public Building East) with effect Hillary Term 2025

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With a view to ensuring the safety and security of all the users of the Court Building, the following security measures will come into effect on the **7<sup>th</sup> day of April 2025**:

- Entry to Public Building East through the rear entrance, along Temple Lane, will be restricted to Judges, court staff, police officers, jurors, Attorneys-at-Law with Government employee ID, Attorneys-at-Law with General Legal Council (GLC) issued ID and specified Government Department employees. **All other persons will be required to use the main entrance on King Street.**
- All persons allowed entry through the Temple Lane entrance will be permitted to access all floors of the building, however they must have their respective IDs/passes prominently displayed on their person at all times.
- Colour coded visitor passes will be issued to every visitor entering the building (save those persons aforementioned, who are allowed entry through the Temple Lane entrance). 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. Please note that these persons will not be required to exit the building or go through security again.
- 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 visitor's 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.**

- Legal clerks, bearers, law students and other persons wishing to conduct specialised court related activities on multiple floors will be provided with a specialised pass allowing them to traverse the various floors of the building. These persons must present their IDs from their respective places of employment or institutions of study in order to obtain this pass.
- Upon presentation of a valid ID from their respective media houses, members of the media will be provided with media passes which have a unique colour code. This pass will allow members of the media to have access to all floors of the building.
- 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 visitor's 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 current letter (dated not more than 12 months prior to date of production) signed and sealed by a Justice of the Peace (JP) confirming his/her identity together with a photograph certified by the said JP.
- **All persons must have their Visitor's pass or approved ID prominently displayed on their person at all times whilst on the building.** Persons failing to comply will be questioned by the police and may be escorted from the building. All passes that are issued are the property of the Supreme Court and must be returned upon exiting the building.
- Persons are reminded that only police officers and members of the Jamaica Defence Force are permitted to have firearms in their possession whilst on the building. Licensed firearm holders must see to the safe and responsible storage of their weapons before attempting to enter the building. Licensed firearm holders are advised to seek guidance from the Firearm Licensing Authority (FLA) as it relates to the proper storage of their weapons.
- To facilitate the punctual start of court proceedings, security screening will commence at 9am daily. Persons are advised to arrive at court at least **30 minutes** before the scheduled start time of their matter.

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. These measures will be closely monitored and reviewed from time to time. Discussions with our various stakeholders are ongoing and will continue, so as to ensure that the objectives of the measures are achieved whilst minimising any issues that may be caused as a result.

We look forward to your understanding, support and continued cooperation as we seek to make the Supreme Court building safe and secure for all users.