



COURT
ADMINISTRATION
DIVISION

THE COURT NEWSLETTER

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ONLINE SPIRIT LICENCE APPLICATION NOW IN EFFECT

Persons wishing to obtain a spirit licence from the parish courts to sell or distribute alcoholic beverages can now apply online. This took effect on June 20, 2022.

His Honour Mr. Chester Crooks, Chief Judge of the Parish Courts, said the digitization of the application process forms part of the Judiciary's strategic objectives to incorporate technology in its operations and to improve the ease of doing business with the courts.

“Previously, applicants had to come to the court to submit the application form and then attend a spirit licence session to be advised of the outcome of their applications. With the new process now in effect, persons can complete the fillable application forms from the website at parishcourt.gov.jm, email the completed application



Senior Judge of the Parish Court (Acting), Her Honour Mrs. Lori-Anne Cole-Montaque, showing the audience a video detailing the steps for obtaining a spirit licence application at a ceremony held at the Kingston and St. Andrew Parish Court – Criminal Division on Thursday, June 16, 2022.

NEW
FEATURE

JAMAICA 60 FEATURE
See page 26 for details



ONLINE SPIRIT LICENCE APPLICATION NOW IN EFFECT

form and we will inform them of the outcome via email. Nonetheless, they will still have to visit the nearest police station and health department to complete those steps in the application process,” Judge Crooks said.

Judge Crooks said the administrative arm of the judiciary, the Court Administration Division, has embarked on a public education programme to sensitise Jamaicans about the new spirit licence application process.

He is also reminding owners and operators of these establishments that it is an offence to sell alcoholic beverages without a spirit licence and encouraging them to adhere to the terms of their licences.

“Under the Spirit Licence Act, persons selling alcoholic beverages are required to have a spirit licence. Anyone found guilty of selling alcoholic beverages without a spirit licence can be fined up to five thousand dollars or six months’ imprisonment, if they have failed to pay the fine. Additionally, those licensed to sell spirits should not exceed quantities set out in their licences,” Judge Crooks said.

Details of the new online application process for spirit licence were unveiled at the Kingston and St. Andrew Parish Court – Criminal Division’s National Public Education Day held at the courthouse in Half Way Tree, St. Andrew on Thursday, June 16, 2022.

For further information, members of the public can contact the Court Administration Division at 876-754-8337 or visit our website at for further information.



SPIRIT LICENCE APPLICATION
7 SIMPLE STEPS

- 1 VISIT THE PARISH COURT WEBSITE**
PARISHCOURT.GOV.JM
- 2 SELECT COURT FORMS**
- 3 SELECT**
Form 68 Spirit and Club Licence form
Form 2088 Spirit and Club Licence form
- 4 COMPLETE FORM 68**
This Spirit and Club Licence Form is to be **delivered to Police Station closest to the location of the place of business** for background checks to be conducted.
- 5 COMPLETE FORM 2088**
Spirit and Club Licence Form
- 6 VISIT THE HEALTH DEPARTMENT**
- 7 MATTER WILL BE HEARD ON PAPER**

THE JUDICIARY OF JAMAICA...
...on our way to becoming the best in the Caribbean in three years and among the best globally in six years.

 **COURT ADMINISTRATION DIVISION**

VISIT US AT
Court Administration Division
8th Floor, The Towers
25 Dominica Drive, Kingston 5

EMAIL US AT
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https://cad.gov.jm

CALL US AT
+876-754-8337

PARISH COURTS GET SENTENCING GUIDELINES



Chief Justice the Honourable Mr. Justice Bryan Sykes, OJ, CD addressing the audience at the opening ceremony of the Judiciary of Jamaica's National Public Education Symposium held at the St. Andrew and Kingston - Criminal Division on Thursday, June 16, 2022.

The Judiciary of Jamaica launched a Sentencing Guidelines for Judges of the Parish Courts, which will assist in greater consistency in the punishment of persons convicted of crimes.

The sentencing guidelines, which take effect immediately, was launched at the National Public Education Day Symposium staged at the Kingston and St. Andrew Parish Court – Criminal Division in Half Way Tree, St. Andrew on Thursday, June 16, 2022. A copy of the sentencing guidelines is available and accessible on the Parish Courts website at: <https://parishcourt.gov.jm/>.

It is geared towards streamlining the sentencing process across those courts and creating a greater sense of uniformity in the possible sentences to be meted out to offenders who have been found guilty before the court.

The Honourable Mr. Justice Bryan Sykes, OJ, CD, Chief Justice, said the Judiciary of Jamaica is pleased to have taken this very bold and important step towards demystifying the process judges go through when an accused person is to be sentenced, the sentences which the law permits them to apply.

PARISH COURTS GET SENTENCING GUIDELINES

“This will give attorneys, their clients and indeed the public, a clear indication as to what the possible sentence could be based on the nature of the offence,” Chief Justice Sykes said.

In the past, criticisms have been levelled against the judiciary in relation to sentences handed down to persons who have been found guilty. The judiciary is hoping that the sentencing guidelines will result in a greater understanding of the sentencing process and removing misconceptions.

“Understandably, members of the public take and ought to take an interest in how this important societal function is carried out by judges. It is therefore necessary for judges to indicate how and why a particular sentence was passed. The necessity to give reasons contributes to the rule of law,” Chief Justice Sykes said.

He further explained: “Giving reasons makes it easier to determine whether the judge has engaged in the appropriate thought processes and taken into consideration the necessary factors. It assures the defendant that he or she is not being treated as an abstraction and conveys to the victim that his or her tribulations are recognized and punished.”

Nonetheless, Chief Justice Sykes noted that variations are likely to occur with sentencing because sentences are determined by mitigating and aggravating circumstances that are unique to every case.

“These guidelines are just that – guidelines. They assist in the structure of one’s thoughts and actions at the sentencing phase of a criminal trial. The punishment should be appropriate for the crime, the defendant, and circumstances. There is nothing wrong with departing from the guidelines where the judge sees fit. Departures should be clearly explained,” Chief Justice Sykes said.

At the same time, Chief Justice Sykes asserted that there is a current imbalance in the approach to sentencing. “It appears too preoccupied with rights of the defendant and insufficiently concerned about the impact of the crime on the victim. Be reminded that no one is compelled to commit a crime: the commission of a crime is always a choice regardless of the defendant’s circumstances,” he added.



CHIEF JUSTICE RESPONDS TO CRITICISMS ABOUT BAIL

Chief Justice Bryan Sykes has come out in defence of judges amid criticisms about their decisions to grant bail to persons charged with serious crimes. Members of the law enforcement community have complained that whenever judges grant bail to these individuals, they go on to commit other serious crimes.

Chief Justice Sykes said the prosecution can appeal if it believes bail was wrongly granted. He noted that Section 10 of the Bail Act speaks to the right of appeal. Subsection (2) outlines that where bail is granted to a defendant by a court pursuant to the Act, the prosecution may appeal to a Judge of the Court of Appeal in respect of the decision.

“In plain English what this means is that if the judges in the trial court grant bail, Parliament gave the prosecution a right of appeal. It has been there for over 10 years. The question is, has that provision been utilised by the Crown? And if so, how many times? [and] with what result?” Sykes questioned.

He further pointed to the Court of Appeal's 2018 guidance in a matter involving Huey Gowdie on how the bail process should be handled. Chief Justice Sykes noted that judges are to take into account the risk of the defendant absconding, the risk of the defendant interfering with



Chief Justice Bryan Sykes speaking at the Judiciary of Jamaica's National Public Education Symposium held at the Kingston and St Andrew Parish Court – Criminal Division in Half-Way Tree on June 16, 2022.

the course of justice, preventing crime, preserving public order, and the necessity of detention to protect the defendant, among other things.

The Chief Justice also urged concerned Jamaicans to read the Court of Appeal decision in *Huey Gowdie v The Queen* where the bail process is set out in great detail. He says this will assist with a better understanding of what occurs in bail hearings.

Meanwhile, Justice Minister, Delroy

Chuck, has also defended judges on the matter of bail.

“I urge the people to please hold your criticisms until the Act is tabled in parliament. When the Act is tabled in parliament then we can examine and discuss it. But there is so much speculation that it's really unfair to the minister that these criticisms are out there without knowing what the Act entails,” said Chuck.

The government intends to bring the new Bail Act to parliament by the end of June, which seeks to deny bail to persons charged with murder and gun crimes. Nonetheless, Chief Justice Sykes said he is staying clear of the government's intention to bring new legislation to Parliament regarding bail.

Both men were speaking at the Judiciary of Jamaica's National Public Education Symposium held at the Kingston and St. Andrew Parish Court – Criminal Division in Half Way Tree on Thursday, June 22, 2022.

NATIONAL PUBLIC EDUCATION DAY RETURNS!

Following a two-year hiatus due to the COVID-19 pandemic, the Judiciary of Jamaica staged its first National Public Education Day Symposium at the Kingston and St. Andrew Parish Court – Criminal Division in Half Way Tree.

More than 20 stakeholders from the justice sector and social service partnered with the Judiciary of Jamaica to facilitate discussions on how best to serve the needs of residents. These stakeholders included the Ministry of Justice, the Jamaica Constabulary Force, National Integrity Action, the Passport Immigration and Citizenship Agency, the Office of the Children's Advocate, the National Land Agency, Transport Authority and the Office of the Public Defender.

Her Honour Mrs. Lori-Anne Cole-Montaque, Acting Senior Parish Court Judge, who hosted the opening ceremony of the event, said the National Public Education Day Symposium is aligned to the strategic objectives of the judiciary.

“There are three strategic pillars flowing from the Judiciary’s strategic plan and it is our hope they will bear from this forum. Firstly, public trust and confidence will be built. Secondly, that there will be an increased in customer satisfaction. Thirdly, there will be improved access to our court services, Judge Cole-Montaque said.



Senior Inspector Mrs. Nadia Preddie and Inspector Mrs. Donna Thomas at the Rent Assessment Board providing information to a visitor at the National Public Education Symposium. The Rent Assessment Board also assist with mediation between landlords and tenants.

Mrs. Nadia Preddie, Senior Inspector at the Rent Assessment Board, said the turnout at the event was significant.

“We had quite a lot of visitors at our booth and we were able to sensitise landlords and tenants about their rights and responsibilities. Also, we had landlords who were interested in notices – how to prepare a notice and how to serve it on their tenants. We also [got] to inform persons that we are a quasi-judicial board where we have hearings every two weeks at our offices at 25 Dominica Drive. We hear matters pertaining to arrears of rent, illegal increases in rent and for the return of security deposits,” Ms Preddie said.

Ms. Yaniek Page, Legislative Counsel at the Office of the Political Ombudsman, said the symposium was very timely.

“There are a number of services provided by the court and government at large that citizens are unaware exists, or have limited knowledge of their services. This type of event is very important as it connects the public with these government entities,” Ms Page said.

She added that the Office of the Political Ombudsman was able to achieve its objectives at the event.

“The visitors to our booth were engaged and interested in our various offerings, including our civic education handbook which many visitors were willing to win as a prize. We also had a few persons interested in being a

NATIONAL PUBLIC EDUCATION DAY RETURNS!

part of our youth arm Political Awareness and Respect Initiative (PARI),” Ms. Page explained.

Students from schools located in Kingston and St. Andrew also attended the events. Students from Jamaica College, The Queen’s School, Papine High, Merl Grove High and Ardenne High also got an opportunity to participate in a court tour to learn more about the accountability framework of the judicial system of government.

Some of the students who wish to pursue a career in the justice system said they were grateful for the exposure as they work towards achieving their dreams of becoming judges, lawyers or police officers.



Chief Justice Bryan Sykes holding a copy of the Office of the Political Ombudsman’s Civic Education handbook - ‘Jamaica Strong and Free’ he received from Political Ombudsman Donna Parchment-Brown. She said the book captures both the aspiration and inspiration for more civic knowledge, stronger civic depositions and a renewed commitment to respect unity and democracy.

SNAPSHOTS OF PUBLIC EDUCATION DAY



Members of the Legal Aid Council providing members of the public with valuable information about its services at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division on Thursday, June 16, 2022



(from left) Legal and Constitutional Affairs Minister Marlene Malahoo Forte, Chief Justice Bryan Sykes (centre) and Justice Minister Delroy Chuck engaging in a conversation at the Judiciary of Jamaica's National Public Education Symposium.



Senior Judge of the Parish Court (Acting), Her Honour Mrs. Lori-Anne Cole-Montague hosted the opening ceremony of the National public Education Symposium held at the Kingston and St. Andrew - Criminal Division in Half Way Tree.



Jonathan Campbell, a member of Jamaica College's Blue Beat Drummers, entertained the audience at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division on Thursday, June 16, 2022.

SNAPSHOTS OF PUBLIC EDUCATION DAY



Addressing the audience at the National Public Education Symposium, Custos Rotulorum of St. Andrew Mr. Ian Forbes reminded the audience that “justice is a shared responsibility.” He added that “We can’t be mere spectators and expect the justice system to work without us.”



Legal and Constitutional Affairs Minister Marlene Malahoo Forte interacting with students from Ardenne High School at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division in Half Way Tree on June 16, 2022.



Justice Minister Delroy Chuck interacting with students at the Queens School who were in attendance at the National Public Education Symposium held at the St. Andrew Parish Court - Criminal Division in Half Way Tree.



Chief Judge of the Parish Courts, His Honour Mr. Chester Crooks, provided an update on the clearance rate for the Parish Courts during an interview on Radio Jamaica 94FM's Hotline programme with host Emily Shields at the National Public Education Symposium.

BOOTH HOLDERS AT PUBLIC EDUCATION DAY



Legal and Constitutional Affairs Minister Marlene Malahoo Forte looking at the items on display at the Child Protection and Family Services Agency (CPFSA) at the National Public Education Symposium at the Kingston and St. Andrew Parish Court - Criminal Division in Half Way Tree.



Students from the Heart Trust NSTA - Jamaican - German Automotive School (JAGAS) educating a member of the public about the mechanics of a motor vehicle at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division.



Members of the Jamaica Constabulary Force (J.C.F) also set up a booth at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division in Half Way Tree on Thursday, June 16, 2022.



Students from Papine High School getting information from representatives of the National Integrity Action, NIA, on its operation at the National Public Education Symposium held at the Kingston and St. Andrew Parish Court - Criminal Division in Half Way Tree on Thursday, June 16, 2022.

JURY DUTY RESUMES FOR EASTER TERM



The Court Administration Division launched a media campaign to encourage persons summoned for jury duty to serve.

Jury trials resumed for the Easter term of the circuit courts on April 20, 2022 after they were suspended two years ago as part of measures to limit the spread of COVID-19. The resumption coincides with the reduction in COVID-19 cases and the revocation of the Disaster Risk Management Act.

Despite the revocation of the COVID-19 containment measures, Director of Client Services, Communication and Information at the Court Administration Division (CAD), Mrs. Kadiesh Fletcher, said jurors are encouraged to wear masks for court.

"Although the mask-wearing order in enclosed space under the Public Health Act ended on April 15, we are highly recommending that jurors and court users keep their masks on in the courts for added protection because it is difficult to maintain physical distancing in all our jury boxes," Mrs. Fletcher explained.

Meanwhile, Senior Puisne Judge Justice Carol Lawrence-Beswick bemoaned the myriad excuses provided by people to avoid jury duty. She added that the willingness of people to serve as jurors is one step towards achieving justice for all.

"Where the trial of choice is the jury, there must actually be persons who answer the call to serve as jurors and who come forward to perform that civic duty. Gone should be the days when judges are inundated with excuses with persons who seek to avoid serving," Justice Lawrence-Beswick said.

She was speaking at the opening of the Easter Term of the Home Circuit Court at the Supreme Court in Kingston on April 20.

Low turnout

Data from the CAD show a low juror turnout, specifically in the parishes of Kingston & St Andrew, St James, Clarendon and St Catherine, which have resumed jury trials.

Nonetheless, Mrs. Fletcher said while the turnout has been low, the courts have been able to empanel and proceed with matters set for jury trials.

JURY DUTY RESUMES FOR EASTER TERM

“While this is the case, we continue to encourage persons who have been selected to go to the respective courts to which they were summoned,” Mrs. Fletcher said.

Anyone between the ages of 18 and 69 with a Tax Registration Number or anyone who is registered to vote in Jamaica can be summoned for jury duty. Jurors receive a stipend of \$2,000 for each day they have been empanelled for a trial.

The Court Administration Division said once jurors submit their banking information after the completion of a trial and their claims are processed, they will receive their payment electronically via direct deposit.



Canada



*“I've been summoned for
JURY DUTY but I can't
afford to miss work!”*

**Your employer should give you
the time-off to fulfill your civic duty.**

LABOUR DAY 2022: CRIS' & CLEAN COURTS

The sound of gardening tools digging the earth was audible on Labour Day (May 23) as staff turned out in their numbers to improve the aesthetic of the courts. The smell of freshly painted walls, parking areas and tree trunks permeated the atmosphere.

Some workers were dancing and singing to pulsating Jamaican reggae and dancehall music while sorting files, cutting grass and removing debris from the courts. The workers also engaged in other activities like power washing buildings and varnishing benches in keeping with the theme for Labour Day - 'Reigniting a Nation for Greatness –Protect our Heritage and Environment' under the slogan 'Mek Jamaica Cris an Clean'

Mrs. Tricia Cameron-Anglin, Director of Court Administration at the Court Administration Division (CAD), said the activities for Labour Day are also aligned to the Judiciary's strategic objective of improving the health and safety of our plants.

She stated that a clean and healthy environment is conducive to productivity for staff and all court users. Additionally, Mrs. Cameron-Anglin said the beautification project will also help to improve customer satisfaction.

"Customers deserve a clean and a welcoming environment to conduct business. We know well that some persons do not come to the court voluntarily. As a result, we want persons to feel comfortable whenever they have to come to any of our courts," she said.

Mr. Terry Smith, Director of Building and Property Management at the CAD, spearheaded the beautification project for the courts. Although the primary aim of the project was to beautify the courts, Mr. Smith said it served as a team building exercise.

"The Labour Day activities have helped to improve the interactions between staff at the CAD and the courts. I have no doubt that the beautification project has created a secure work environment in which employees feel they can get the help they need while also helping others. As a result, the Labour Day activities have strengthened the working relationship between team members, which is crucial to achieving the strategic objectives of the judiciary", Mr. Smith said.

Ms. Kadian Rankin, Court Administrator at the Chapleton Family Court, said Labour Day activities highlighted the importance of service in building a first-world court system.

"I was awed by the level of volunteerism and collective acts of the service at the Chapleton Family Court. From the judge to the watchman participated in the day's activities to improve the state of the court. Of all the things we have done, we are most pleased about the parking lot line striping because it is something we wanted to do since the establishment of the court here. We are happy that it is finally done," Ms. Rankin said.

Mrs. Bobette Dawkins, Senior Director of Human Resource Management and Administration was assigned to Hanover Family Court and she said the team created a backyard garden.

"We planted lettuce because we wanted to focus on food security. Vegetable is very important to one's diet and sometimes it can get pricey. Therefore, the staff will have access to lettuce free in pretty soon. We intend to develop this project by planting other types of vegetables in the near future," Mrs. Dawkins explained.

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



Staff members paint the curb wall of the parking stalls at the Chapleton Family Court in Clarendon on Labour Day.



The hardworking team from the Chapleton Family Court pose for a quick photograph after a day of teamwork.



Group of participants from the Hanover Parish Court who joined hands together in beautifying the court on Labour Day.



The section for the disabled of the Court's parking lot is being painted by a staff member while another looks on.

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



Team Portland poses for a group photo brightly attired in blue and yellow after completing their clean-up on the day of the exercise.



The front of the Portland Parish Court after it's make-over.



A male staff at the St. Elizabeth Parish Court paints a section of the Court during the Labour Day activities.



A staff uses a long broom to clean the front section of the St. Elizabeth Parish Court.

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



A before photograph of the parking space of the St James Parish Court.



The St. James Parish Court parking lot after it was painted on Labour Day.



Team St. Thomas paints the wall of the Court on Labour Day.



A little splash of yellow is being added by a male staff to brighten things up!

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



Team from the west! Participants soaking up the sun after a day of teamwork at the Westmoreland Parish Court.



A male staff takes a rest while ploughing the soil for grooming during the Labour Day exercise.



A beautifully groomed tree with white-wash that was done by staff members at the Hanover Parish Court on Labour Day.



Staff members are hard at work during the Labour Day exercise at the Portland Parish Court.

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



Male staff paints grill to the main entrance of the Court of Appeal on Labour Day.



A section of the court yard is being prepared for the planting of flowers by a male and a female participant.



A seat is being scoured by a female staff at the Traffic Court.



The steps to the entrance of the Traffic Court is being scrubbed and washed on Labour day.

PHOTO HIGHLIGHTS - LABOUR DAY BEAUTIFICATION PROJECT 2022



Participants from the Westmoreland Family Court planted crotons along the side of the court yard.



Files have been placed in boxes and neatly stored for a more organized storage at the Westmoreland Family Court.



The St. Catherine team poses for a group photograph after a day of teamwork on labour Day.



The grills of the St. Catherine Parish Court are being washed by a male and a female staff member during the exercise on Labour

CAREERS IN OUR COURTS: SENIOR TRAINING & DEVELOPMENT OFFICER



File photo: Senior Training and Development Officer Natille Merridith-Bennett at a training session for Office Attendants at the RIU Hotel in Montego Bay, St. James in November 2019.

“Careers in our Courts” is a quarterly feature in our newsletter to examine how jobs within the courts are aligned to the Judiciary’s strategic objectives as outlined in its Strategic Plan – “Benchmarking the Future: Courting Success.” The strategic objectives for the courts include: significant reduction in backlogs; automation of court processes and reducing delays and multiple adjournments by 2023.

Our guest for this edition is Senior Training and Development Officer Natille Merridith-Bennett and she is assigned to the Court Administration Division (CAD). She started out as a Records Officer in the Supreme Court in 2015. A year later, Mrs. Merridith-Bennett joined the CAD in her current capacity.

Court Newsletter: What does your job as Senior Training and Development Officer entail?

Natille Merridith-Bennett: As the training officer for the entire judiciary, I organize training sessions and provide administrative support to trainers/facilitators on location for the seamless execution of training programmes. I also liaise with educational institutions for the enrolment of staff for further development and certification. These institutions include the Management Institute of National Development (MIND), the Justice Training Institute (JTI) and the HEART/Trust NSTA. While training is the main part of my job, I am also involved in other areas. For example, I provide career counselling for those persons who are not certain what they would like to do or just want a listening ear to make up their minds. I also process documents for study leave, documents for tertiary loan and grants as well as requests for tuition refund.

Court Newsletter: How is your job aligned to the strategic objectives of the Judiciary?

Natille Merridith-Bennett: Training is that vehicle that gets the organization to that desired state as articulated in its vision statement. In order to achieve the Judiciary’s strategic objectives, we have to ensure that we have the right fit for the job. We can ensure that we have the strategic fit for the job not only by recruitment but also through training and development. Therefore, recommendations are made for some staff based on their performance evaluation reports for training and development. I assist with enrolling these persons into educational institutions for training so they can better execute their jobs. I would also like to inform you that all categories of

CAREERS IN OUR COURTS: SOCIAL WORKER

workers are trained because they all contribute to the advancement of the Judiciary's strategic plan. The Judiciary also hopes to reduce the backlog of cases in the court system. Consequently, judges have been trained in caseload management to ensure that cases are disposed of within a timely manner. I have also assisted with organizing training for the leadership core of the CAD and the courts to build the capacity of our leaders who are the drivers of our strategic plan.

Court Newsletter: Why is training important?

Natille Merridith-Bennett: Training is very important to any entity because it helps with staff development. There are many benefits to be derived from training. These benefits are not just limited to professional development. Training makes you more qualified and marketable in the workplace. This is because training equips staff with the requisite skills, knowledge and attitude to execute their jobs. It also gives them a greater understanding of what is required of them to perform well. Therefore, training helps to create a performance-driven culture and to ensure that there is good quality output. Training also helps organisation to respond to the changing needs of society. For example, the COVID-19 pandemic catapulted the use of technology into our operations. As such persons were trained how to use the Zoom technology and also how to cope with the stresses associated with working and living in a pandemic. Lastly, training helps with succession planning because it provides a pool of talented and readily available workers that can be promoted or to deputize in someone's absence.



Court Newsletter: What is the general attitude of staff towards training in the organization?

Natille Merridith-Bennett: I find that most of the staff especially those in the courts, enjoy training whether it is delivered face to face or online. They just enjoy getting an opportunity to learn and the fact that they don't have to pay.

Court Newsletter: How do you measure the success of training?

Natille Merridith-Bennett: We set objectives for each training session. After training has taken place, we evaluate to ascertain whether there is a change in behaviour. Is there increased productivity? Is there improved quality output? Are we receiving fewer complaints about a particular issue? Additionally, we also get testimonials from persons we have trained. I have

**Caseflow Management Workshop at the Cardiff Hotel
- that took place July 22-24**

CAREERS IN OUR COURTS: SOCIAL WORKER



File photo: Senior Training and Development Officer at the Court Administration Division Mrs. Natille Merridith-Bennett at the Strategic Retreat held at the Terra Nova All-Suite Hotel in St. Andrew in July 2021.

received letters, emails and calls from staff expressing their gratitude and just communicating how the training helped them to do their jobs better. So with that, I know the training has been a successful and that they have learnt something.

Court Newsletter: What do you find most satisfying about your job?

Natille Merridith-Bennett: The most satisfying part of my job is having persons who appreciate training and appreciating the fact that our organization offers training at no cost to them. It also gives me a great deal of satisfaction that persons are oftentimes certified at the end of these training programmes by accredited institutions. As such they can build their résumés by adding these certificates to their list of qualifications. Additionally, the staff is more confident in their abilities after training and

that is also satisfying. I remember in 2019 when we trained the Office Attendant at hotels and they were all smiling ear to ear and just laughing. They were happy because it was the first that we ever trained this group of workers.

Court Newsletter: What are some of the challenges that you have with training?

Natille Merridith-Bennett: Well, as you know I am a one-man show. That is a challenge for me but I try not to make it a burden or a stress because I know it is my job. What I normally do is to prioritise what is more urgent at the time and so that it doesn't become a burdensome situation. As I outlined the list of things that I do, you have to be balancing all of that plus planning training so that can be very stressful. Nonetheless, I have mastered the art of maneuvering it over the past six years.

JUST
breathe

6 SIMPLE WAYS TO STAY HYDRATED

Doctors agree that your best defense against dehydration is prevention. Follow these six tips to stay safe and healthy, especially when temperatures — or your activity levels — increase.

- Don't wait till you're thirsty to drink. By the time you feel thirsty, you're already slightly dehydrated. Sip water steadily throughout the day and drink more fluids than usual when the weather is hot, especially if you're active.
 - Flavor your water. If plain water tastes boring to you, you can add flavor with fresh fruits or a splash of fruit juice.
 - You can also consume clear broths, ice pops or sports drinks (especially if you're doing intense exercise). Just Make sure to limit caffeine and alcohol.
 - Eat water-rich fruits and vegetables. Certain fruits and vegetables contain plenty of water in addition to healthful nutrients. Watermelon, strawberries, cantaloupe, peaches and pineapples are fruits with high-water content. Water-rich vegetables include cucumbers, leafy greens, radishes, celery, zucchini and tomatoes.
 - Stay inside when it gets too hot. On very hot days, stay indoors in an air-conditioned environment. If you don't have air conditioning at home, try a shopping center, movie theater or public library. Avoid sun exposure, especially between 10 am and 2 pm, when the rays are strongest. Plan outdoor activities in the early morning or evening.
 - Dress for the weather. Wear light, loose-fitting clothing that lets your skin breathe. Dark colors absorb heat, so stick with lighter shades.
-

PHOTO HIGHLIGHTS: CUSTOMER SERVICE TRAINING 2022



Participants from the Manchester Parish, Manchester Family and Clarendon Parish Courts engage in group discussion during Customer Service Training session held at the Four Seasons Hotel on May 30, 2022.



From the far right, Mrs. Janet Duffus-Beale, Customer Service Coordinator at the Court Administration Division gives feedback to frontline staff members during training session.

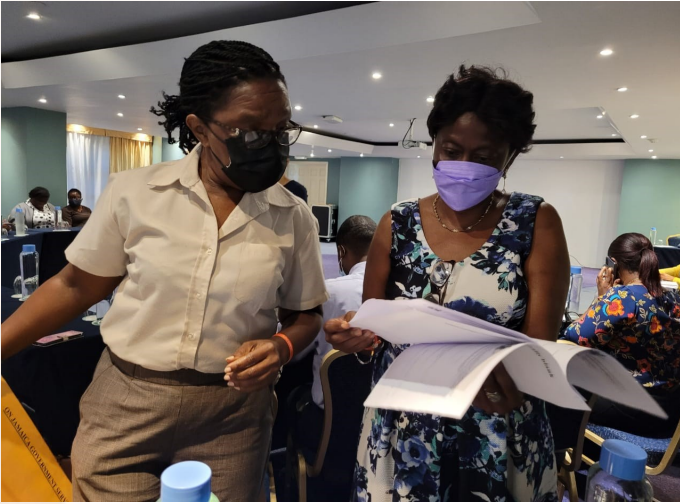


Shenell Jackson completing her assessment on the left while Natalia Smith looks on. Both participants are from the Manchester Parish Court.



A group from the western region listens attentively during training session.

PHOTO HIGHLIGHTS - CUSTOMER SERVICE TRAINING 2022



(From left) Social Worker Mrs. Cordelia Hall-Cunningham looks on while Customer Service Coordinator Mrs. Janet Duffus-Beale explains the certification process.



Customer Service Training in session at Four Seasons Hotel in St. Andrew on May 30, 2022.



Assistant Clerk of the Court from the Manchester Family Court pauses for quick photograph during her assessment.



Mr. Phillip Earle, Facilitator from the Heart Trust NTA engage frontline staff members on Emotional Intelligence during training session.

60 YRS OF EXCELLENCE AND GROWTH ACROSS THE JUSTICE SYSTEM



Court of Appeal Judge Zaila McCalla created history as the first woman to be appointed Chief Justice which took effect on June 27, 2007.



Court of Appeal celebrates 60 years in 2022. In 2019 the Court received a facelift with the expanded Court of Appeal building located on King Street in downtown Kingston. (Photo: Mark Bell)



Court Administration Division is a Court Services organization that was set up in August 2009



The Office of the Director of Public Prosecutions was established 60 years ago, and today led by Paula Vanessa Llewellyn CD KC



JUDICIARY OF JAMAICA

TYPES OF *Summonses*

Civil Summons

THIS MEANS YOU ARE BEING SUED & YOU SHOULD APPEAR IN CIVIL COURT.

Criminal Summons

THIS MEANS THAT YOU ARE TO ATTEND A CRIMINAL COURT.

Traffic Summons

A TRAFFIC TICKET BECOMES A SUMMONS TO APPEAR IN COURT IF YOU MISS THE DATE TO PAY AT THE TAX OFFICE.

Jury Duty Summons

THIS IS A SUMMONS FOR YOU TO ATTEND COURT TO PERFORM JURY DUTIES.

Maintenance Summons

THIS IS A SUMMONS TO APPEAR IN COURT TO ANSWER TO A CASE DEALING WITH MAINTENANCE FOR A CHILD.

IF YOU ARE SUMMONED YOU MUST ATTEND COURT

COURT ADMINISTRATION DIVISION

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