



IN THE SUPREME COURT OF BERMUDA
CIRCULAR NOTICE

ISSUED BY THE REGISTRAR

Ref. A/50

Tuesday 21 November 2017

CIRCULAR No. 26 of 2017

WINTER OPENING HOURS

A. SUPREME COURT & COURT OF APPEAL

1. All Supreme Court Registry locations, including the Court of Appeal Registry, will operate on the following winter hours:

Thursday, 14 th December 2017	Early Closure for Judicial Training Hours- 8:30 a.m.- 1:00 p.m.
Friday, 15 th December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Monday, 18 th December 2017	Regular Business Hours
Tuesday, 19 th December 2017	Regular Business Hours
Wednesday, 20 th December 2017	Regular Business Hours
Thursday, 21 st December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Friday, 22 nd December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Monday, 25 th December 2017	CLOSED
Tuesday, 26 th December 2017	CLOSED
Wednesday, 27 th December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Thursday, 28 th December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Friday, 29 th December 2017	Holiday Hours- 8:30 a.m.- 1:00 p.m.
Monday, 1 st January 2018	CLOSED

2. When the Registries close at 1:00 p.m., arrangements should be made to file documents between **8:30 a.m.** and **1:00 p.m.** If there are urgent filings, arrangements may be made to have them accepted between 2:30 p.m. and 4:30 p.m. by contacting the Registrar or Assistant Registrar by email at supremecourt@gov.bm.
3. This Direction does not affect cases already set down for hearing during this period.
4. As a reminder, the various Registry locations are as follows:

113 Front Street (“COA Registry”)

- (A) The Registry located at the former Supreme Court Registry will accept all filings relating to the Court of Appeal, including leave to appeal proceedings.

Government Administration Building (“GAB Building”)

- (B) The Registry located on the second floor of GAB will accept the following filings:

- i. all commercial and civil filings including all Search Praecipes in relation to civil files (save for civil proceedings under the Minors Act 1950 or Children’s Act);
- ii. all filings related to appeals from the Magistrates’ Court; and
- iii. all filings related to Call to the Bar applications, notary applications and registered associates applications.

Dame Lois Browne Evans Building (“DLBE Building”)

(C) The Registry located on the third floor of DLBE will accept the following filings:

- i. all filings related to the criminal proceedings;
- ii. all filings related to the Supreme Court matrimonial or family proceedings including civil filings under the Minors Act 1950 and the Children’s Act;
- iii. all filings related to probate and estates; and
- iv. all Search Praecipes in relation to matrimonial, family, criminal & probate files.

B. MAGISTRATES’ COURT

5. The Magistrates’ Court Reception Desk, the Family Support Office, the Civil and Criminal/Traffic/Records Sections in the Dame Lois Browne Evans Building will operate on the following winter hours:

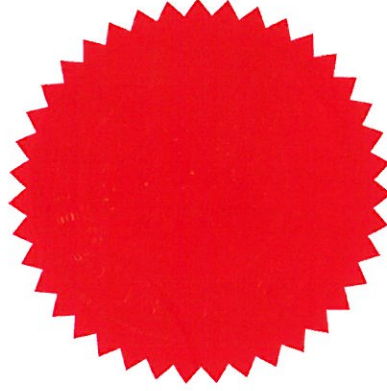
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6. This Direction does not affect cases already set down for a hearing.

Dated this 20th day of November 2017



REGISTRAR



To: The Director of Public Prosecutions
The Solicitor-General
All Barristers and Attorneys

cc: The Attorney-General’s Chambers
Commissioner of Corrections
Commissioner of Police
Bermuda Bar Association

Hamilton Police Station
Legal Aid
Director of Public Prosecutions
Registrar of Companies