



The Court of Appeal for Bermuda

Ref. A/50

Friday, 21st May 2010
CIRCULAR NO: 5 of 2010

COURT OF APPEAL

TO: ALL COUNSEL

TAKE NOTE OF THE FOLLOWING:

1. When presenting your documents for filings in the Registry for Court of Appeal matters, remember to do the following:
 - i. **Identify the original**, which should bear an original signature from the representing firm;
 - ii. Cancel any revenue stamps applied to documents as stamp duties;
 - iii. Make sure that the correct amount of stamp duties is affixed to every document by checking the Court of Appeal Rules first. (This information may be found at www.bermudalaws.bm);
 - iv. All Notices of Appeal must bear stamp duty of \$200 upon filing save for the legally aided;
 - v. All Submission for appeal hearings must be bound before filing in the Registry.
2. When filing a criminal appeal, a copy of the Legal Aid certificate, not a letter, must be filed with the Notice of Appeal if the client is in fact legally aided.
3. When requesting a CD recording of a criminal or civil trial, remember that each CD bears a cost of \$50 which must be paid for by check upon collection of the CDs. Make all checks payable to the Accountant General.
4. FULL transcripts of a complete trial will only be prepared in the case of a murder trial. If counsel wish to hear the trial, CD recordings of the trial may be purchased at a cost of \$50 per CD. Please refer to the Court of Appeal Act 1964 (1964 : 221), Rules of the Court of Appeal for Bermuda Amendment Rules 2006.
5. When requesting a CD recording of any trial, please provide the Court with the following information or the CD may not be provided in a timely manner:
 - a. Name of Client
 - b. Supreme Court Case Number
 - c. Name of the presiding Judge
 - d. Court Room Number where trial was conducted
 - e. Date of Trial (complete range if more than one day)
 - f. Date of Sentencing (if criminal trial)
6. By adhering to these requirements, you will greatly enable the Court to better serve your needs.



REGISTRAR OF THE COURT

cc:

- * Attorney-General's Chambers
- * Corrections
- * Director of Public Prosecutions
- * Legal Aid

CAS/clis