

**PRACTICE DIRECTION NO 4 OF 2024**  
**THE FILING AND SERVICE OF LISTS OF AUTHORITIES AND ELECTRONIC**  
**BUNDLES OF AUTHORITIES**

This Practice Direction provides guidance to standardise the filing and service of lists of authorities and electronic bundle(s) of authorities.

Where the Court orders that lists of authorities and copies of such authorities are to be filed, the parties shall comply with the measures noted hereunder.

To the extent that this Practice Direction is inconsistent with earlier Practice Directions, this Practice Direction shall prevail.

**I. CONTENT OF THE LIST OF AUTHORITIES**

1. The list of authorities shall contain all authorities to which a party refers in their written submissions and/or intends to rely upon in support of their case.
2. The authorities should be listed in the following categories: “Legislation”; “Case law”; and “Other Sources”.
3. Any reference to legislation in the list of authorities must:
  - (a) specify the jurisdiction; and
  - (b) the relevant sections, rules, or clauses respectively relied upon.
4. Any reference to a case in the list of authorities must include:
  - (a) the name under which the case is reported;
  - (b) the citation of the case in a recognised law report (if available) or its neutral citation; and
  - (c) if the case is unreported, the names of the parties to the case, the date that the judgment was delivered, the jurisdiction, and the court.
5. Where appropriate, the pages or paragraphs of the authority to which Counsel wishes to draw the Court’s attention should be indicated.

## **II. CONTENT OF ELECTRONIC BUNDLE OF AUTHORITIES**

1. An electronic bundle refers to copies of authorities contained in a single PDF document. Authorities must be filed in one or more electronic bundles.
2. Each electronic bundle shall not exceed approximately 75 megabytes. Where the total volume of authorities will exceed 75 megabytes, the authorities shall be compiled in multiple bundles each not exceeding 75 megabytes and labelled for e.g., “Bundle of Authorities Part 1 of 3”, “Bundle of Authorities Part 2 of 3”, “Bundle of Authorities Part 3 of 3”.
3. Parties need not file authorities that are reported in the following law reports, namely:
  - (a) The West Indian Reports;
  - (b) The reports published by the Incorporated Council of Law Reporting for England and Wales; and
  - (c) All England Reports.
4. The parties shall file a master index which briefly and accurately lists each bundle, category of authority, and specific authorities contained in each bundle (if more than one).
5. Each bundle must be prefaced with an index listing the category of authorities and the specific authorities appearing in that bundle.
6. There should be no blank pages in the bundle.
7. The text in the bundle where possible should read left to right.

## **III. AUTHORITIES DISCOVERED AFTER FILING OF SUBMISSIONS**

When new or recently discovered authorities have become available since the filing of written submissions and/or lists of authorities, parties may file and serve, as soon as practicable, such newly discovered authorities specifically drawing attention to the fact that they have not previously been referenced and with a clear justification as to why the authorities were not cited and filed previously.

## **IV. FORM**

The list of authorities and electronic bundle(s) shall comply with Part 5.5 of the Caribbean Court of Justice (Appellate Jurisdiction) Rules 2024 and Part 6.5 of the Caribbean Court of Justice (Original Jurisdiction) Rules 2024 respectively and where possible shall be prepared in a format in which the text can be searched, copied and highlighted, and comments inserted.

**V. FILING AND SERVING THE LIST OF AUTHORITIES AND ELECTRONIC BUNDLE OF AUTHORITIES**

Parties must, within the time prescribed by the Court, file their lists of authorities and electronic bundles of authorities on the Court's e-filing portal <http://www.ccj.org/e-filing-portal> and serve same on each other in accordance with this Practice Direction.

This Practice Direction shall take effect from the date on which it is issued.

Issued by the President of the Caribbean Court of Justice pursuant to Part 18.1 of the Caribbean Court of Justice (Appellate Jurisdiction) Rules 2024 and Part 32.1 of the Caribbean Court of Justice (Original Jurisdiction) Rules 2024 on 24 May 2024.

Adrian Saunders

President