

**PRACTICE DIRECTION NO 5 OF 2024**  
**FILING OF SPEAKING NOTES**

This Practice Direction is issued to provide guidance on the filing of Speaking Notes in court proceedings.

Speaking Notes:

- I. serve as an indication of the key points of Counsel's written submission to which Counsel may wish the Bench specifically to advert.
- II. should be brief and employ concise language.

**FILING AND SERVICE OF SPEAKING NOTES**

Counsel seeking to file a Speaking Note shall do so in accordance with the following guidelines:

1. Speaking Notes must be emailed to the Court at [efile@ccj.org](mailto:efile@ccj.org) no later than three (3) days before the scheduled hearing. They should not deviate from the written submissions that have been previously filed.
2. In exceptional cases, where new or recently discovered authorities have become available since the filing of written submissions, parties must file and serve as soon as practicable a supplemental list of authorities. If a party refers to such newly discovered authorities in their Speaking Notes, they must specifically draw attention to the fact that the said authorities were not referenced in the filed written submissions and they must file and serve the said Speaking Notes no later than three (3) days before the scheduled hearing.
3. Speaking Notes shall be concise, clear, and focused on the relevant issues to be addressed. Counsel are encouraged to avoid excessive repetition in the Speaking Notes, of the arguments already made in their written submissions but may instead refer to the appropriate paragraph numbers of the written submissions.
4. Unless otherwise directed by the Court, Speaking Notes shall be no more than five (5) pages long, with 1.5 line spacing, typed in Times New Roman, font size twelve. The number of pages of the Speaking Notes may be increased upon a request to the Court.

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