

## **PRACTICE DIRECTION NO 6 OF 2024 WRITTEN SUBMISSIONS**

This Practice Direction provides guidance for standardising the technical and formatting requirements of written submissions ordered by the Court.

Where the Court orders that written submissions are to be filed and served, the parties shall be guided by the directions hereunder.

### **I. FORMAT OF WRITTEN SUBMISSIONS**

1. Written submissions must be set out in numbered paragraphs. These paragraphs must be typed using –
  - (a) Times New Roman Font;
  - (b) Font size 12; and
  - (c) 1.5 line spacing.
2. There should be no blank pages in the written submissions.
3. The text in the written submissions should read left to right.

### **II. LENGTH OF SUBMISSIONS**

Generally, written submissions will be no more than fifteen (15) pages in length excluding the title page. The number of pages of the written submissions may vary whether upon application of the parties or by the Court on its own motion.

### **III. CONTENT OF SUBMISSIONS**

Written submissions should be limited to the arguments as pleaded by each of the parties to the matter, save with the express permission of the Court, on application by the party seeking to raise an additional argument.

### **IV. FORM OF SUBMISSIONS**

The written submissions 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. AUTHORITIES**

Parties are reminded that in keeping with Practice Direction No 4 of 2024 on *The Filing and Service of Lists of Authorities and Electronic Bundles of Authorities*, parties must, within the time prescribed by the Court for the filing of their written submissions, file and serve a bundle of authorities containing every authority that is mentioned in the parties' written submissions.

## **V. FILING AND SERVICE OF THE WRITTEN SUBMISSIONS**

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