



IN THE SUPREME COURT OF BERMUDA

PRACTICE DIRECTION

ISSUED BY THE REGISTRAR

Ref. A/50

Thursday 2<sup>nd</sup> June 2017

CIRCULAR No. #9 of 2017

PROBATE DIVISION

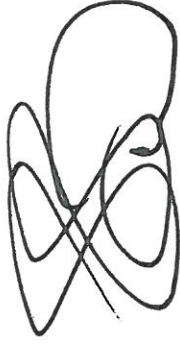
The purpose of this Circular is to provide practitioners dealing with all probate applications with an update in relation to the current status of applications and the procedure moving forward.

1. Throughout in 2016, the Probate Division of the Supreme Court Registry experienced a backlog of applications as a result of staff shortages and then the relocation of the Registry in the Fall of 2016.
2. In December 2016, the Registrar identified the urgent need to design a system to clear the backlog of applications, and alleviate the delay in processing probate applications. The system was implemented by the Assistant Registrar (Relief) with a view to clearing the backlog of 2016 by the end of March 2017.
3. With the assistance of Ms. Dee Nelson-Stovell and Ms. Sharon Swan, the Assistant Registrar (Relief) was able to process all applications filed on or before September 2016 by the end of March 2017. Given the volume of applications, this was a monumental undertaking and these members of the Probate Division are to be commended for their efforts.
4. As at beginning of May 2017, the 2016 backlog was cleared and all applications filed on or before 30 April 2017 have received at least an initial response from the Probate Division with the applications either being granted or pending further information from the applicants.
5. In the event that practitioners are aware of an application that was filed before the 30 April 2017 which has not received an initial response from the Assistant Registrar (Relief), they are invited to forward follow up correspondence to the Assistant Registrar (Relief) at [rsbarritt@gov.bm](mailto:rsbarritt@gov.bm) and she will ensure that the application is brought forward for processing on an urgent basis.
6. Moving forward, there will be a dedicated Probate Administrative Assistant as a new post has been created within the Probate Division of the Supreme

Court Registry. It is anticipated that the post will be filled in the upcoming weeks with the new staff member undergoing training and supervision for a period of time. Even during the training period, it is hoped that all applications will be processed within 2 to 3 weeks of filing, unless they are identified as urgent in which case the processing time will be expedited. Practitioners are thanked in advance for their continued patience during this training period and invited to raise any issues or concerns with the Assistant Registrar (Relief).

7. Effective immediately, all probate application inquiries should be directed to the Assistant Registrar (Relief) with follow up enquires either sent by hand to the Registry located at the Dame Lois Brown Evans Building or sent by email correspondence to [supremecourt@gov.bm](mailto:supremecourt@gov.bm) copied to the Assistant Registrar (Relief) at [rsbarritt@gov.bm](mailto:rsbarritt@gov.bm)

Dated this 2nd day of June 2017



**REGISTRAR**

