



Ref. A/50

Tuesday, 3rd December 2013

CIRCULAR NO. 16 of 2013

TO ALL ATTORNEYS

SUPREME COURT REGISTRY WINTER OPENING HOURS
113 Front Street, Hamilton HM 12

9th DECEMBER 2013 to 3rd January 2014

For the period shown above, the Supreme Court Registry will close to the public at 1:00 p.m. each day. **Attorneys must arrange to file papers in the Registry between 8:30 a.m. and 1:00 p.m.**

Thereafter, in respect of filing papers of an urgent nature, arrangements may be made to have them accepted between **2:15 p.m. and 4:30 p.m.** Any correspondence may be dropped off in the afternoon by way of the letterbox located in the rear door of the Registry building, i.e. the door leading from the car park for Court #3.

Please be reminded that Court sessions finish at 4:30 p.m. or thereabouts. Therefore, kindly exit the Courtrooms as soon as possible.

This Direction does not affect cases already set down.

MAGISTRATES' COURT WINTER OPENING HOURS
Dame Lois Browne-Evans Building, 58 Court Street, Hamilton HM 12

FAMILY SUPPORT OFFICE: 10th, 12th, 17th, 19th, 24th, 27th and 31st December 2013; 2nd and 3rd January 2014

For the period shown above, the Family Support Office will close to the public at 1:00 p.m. on **Tuesdays and Thursdays.**

CIVIL DEPARTMENT: 11th & 18th December 2013

For the period shown above, the Civil Department will close to the public at 1:00 pm on **Wednesdays.**

Save for the lunch hour which is from 1:00 p.m. to 2:15 p.m., any other correspondence may be handed in to the Magistrates Court Reception Desk located on the 3rd Floor of the building.

The Cashier's Office will close at **3:00 p.m. on Tuesday, 24th December and Tuesday, 31st December 2013.**

We apologize for any inconvenience this may cause.

This Direction does not affect cases already set down.



REGISTRAR / TAXING MASTER OF THE COURTS

cc: The Attorney-General's Chambers
Commissioner of Corrections
Commissioner of Police
Director of Public Prosecutions
Hamilton Police Station
Legal Aid

CAS/rmdw