

Eastern Caribbean Supreme Court

Electronic Filing Project

Instructions to Attorneys

May 22, 2014 (Revised)

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Introduction

The Eastern Caribbean Supreme Court has embarked on an initiative to have attorneys submit documents for filing electronically, as opposed to having them submitted physically for filing for Appeal matters.

The Court has taken the decision to commence the initiative using Google drive as its method for the exchange of electronic files submitted for electronic filing in accordance with Practice Direction PD 3 (B) No. 1 of 2014.

Attorneys are therefore advised to use the same in the manner outlined below.

In due course, as other methods for submission of documents for filing are evaluated attorneys will be advised.

SECTION I: General Instructions to Attorneys

1. Establish Escrow account with the Accounts Department of the ECSC. This can be done by making a wire transfer to the Court's Headquarters.

Wire Transfer Information

ECSC E-filing Project

A/c # 2007908

Bank of Nova Scotia

William Peter Boulevard

Transit # 60475

Swift Code - NOSCLCLC

2. Complete the E-Filing Application Header Form in relation to each document to be filed-ensure that the form is accurately completed
3. Documents filed must be in Adobe Acrobat portable document format.
4. Upload the documents to be filed along with the E-Filing Application Header Form onto the Google Drive in accordance with the instructions in Section 2
5. Documents filed must be shared with the following email addresses:

Central Registry - registry@eccourts.org

BVI Sub-registry - registrybvi@eccourts.org

6. If the document/s submitted for filing do not comply with the relevant practice directions and rules in terms of their formal requirements, an email to that effect will be sent to you and the document/s will have to be rectified and re-sent
7. Ensure that you have sufficient funds in your escrow account to facilitate the filing/s.
8. If you do not have sufficient funds, an email will be sent to alert you and you should make arrangements to increase your funds held in escrow to facilitate the filing
9. Once you have sufficient funds, the document/s will be processed, bates numbering applied and filed
10. Once filed, the document/s will be uploaded to the google drive and you will receive a notification that the filed document/s have been uploaded
11. Deposit the number of copies of the filed documents at the High Court Registry as required by the Practice Direction.

On filing your documents please ensure that your documents comply with the relevant rules and practice directions.

NB.: Documents for filing must:

- be headed with the full title of the proceedings
- be headed with the title of the document
- state the name, business address, reference (if any), telephone number and fax number (if any) of the person filing it
- dated
- be signed by the person filing it (if not an affidavit)
- be signed by the person who deposes (if an affidavit)
- state the name of the party on whose behalf it is filed
- state the full name of signatory legibly below the signature
- have the order or judgment being appealed attached
- (if it is a record or bundle of documents being filed) be properly indexed and paginated

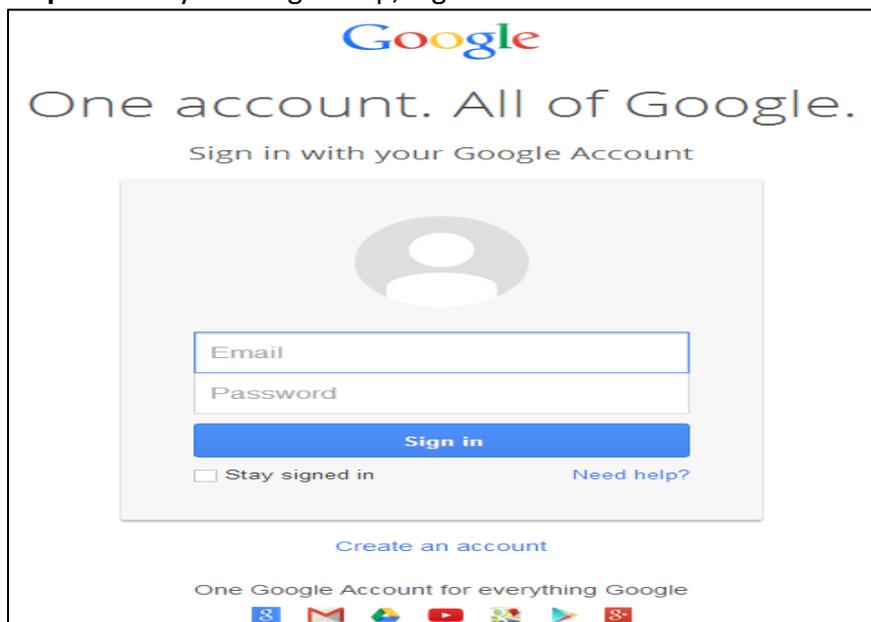
SECTION II: Electronic Filing of Documents using Google Drive

PART A - Getting Started and Accessing Google Drive

Step 1: If you don't have a Gmail Account, first sign up at <https://accounts.google.com/SignUp?service=mail>. It's completely free, highly secure and will give you easy, synchronized access to all Google services.

NB. It is important when creating your email account to choose a strong password to deter would be hackers from easily accessing your account and ensuring the secure and confidential transmission of documents for filing.

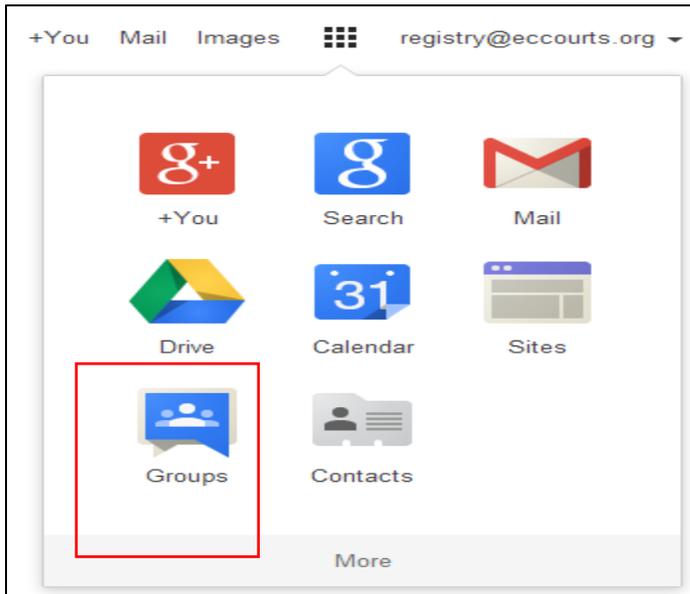
Step 2: Once you're signed up, login to see the services available to you.



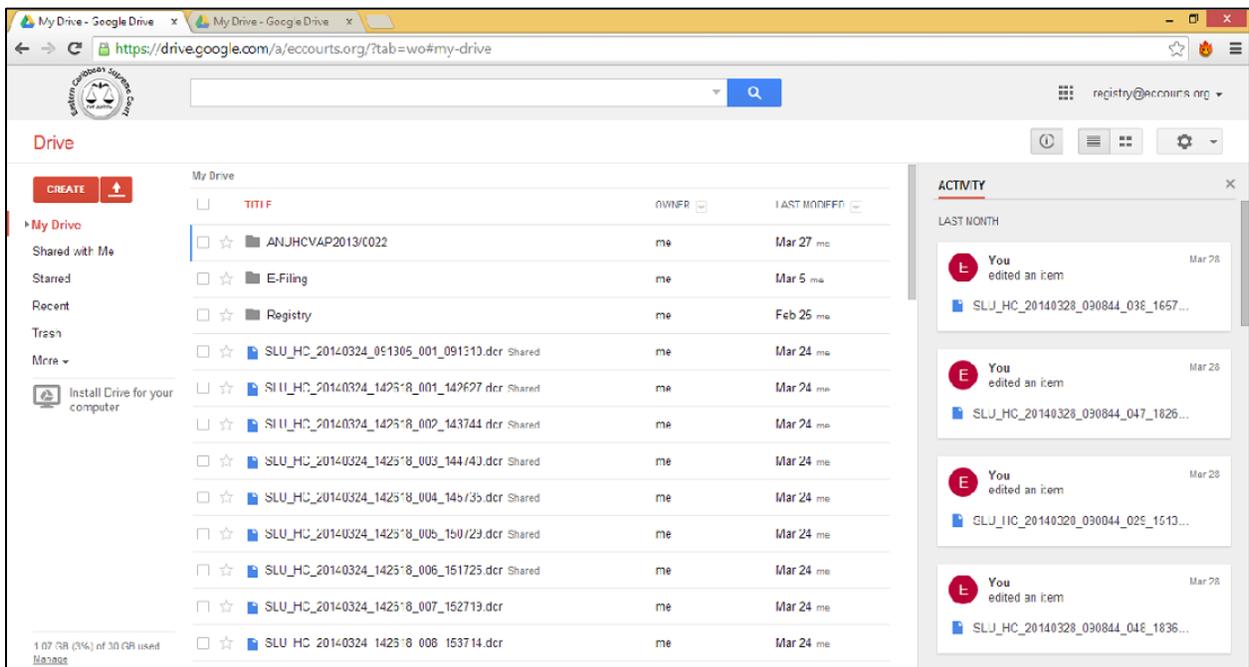
Your main menu bar will look like the snapshot shown below.



Step 3: Click on the  to access Google Apps available to you, including Google Drive.



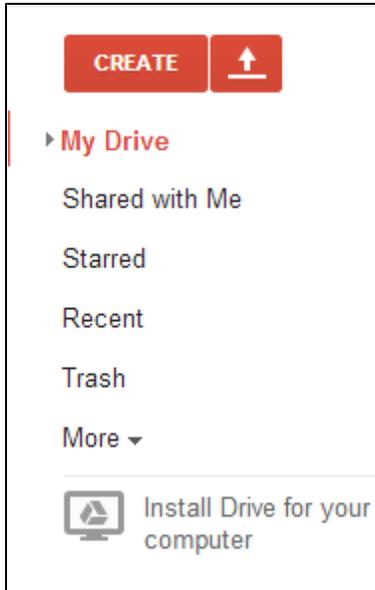
Click on the “Drive” icon, the following page will appear:



Please note that the actual folders and files which you see will depend on the documents which you have placed on your Google drive.

PART B - Understanding Google Drive

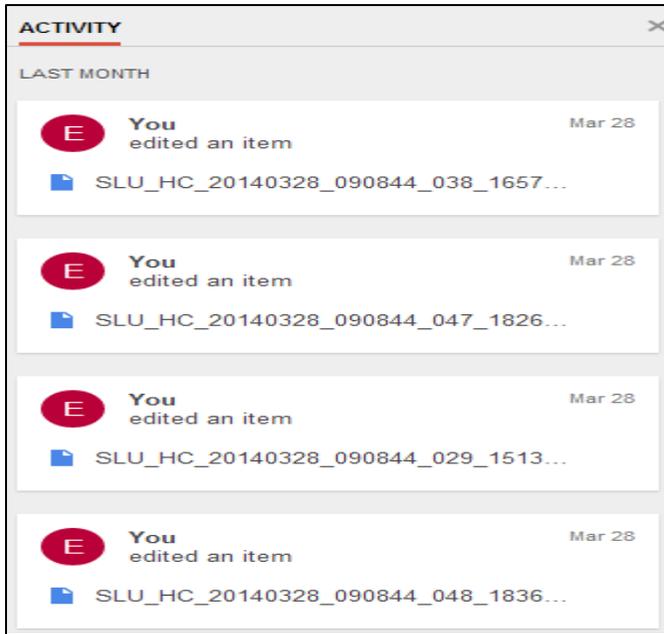
The Google Drive screen is divided into three sections which can be used to manage your “My Drive” cloud folder.



The left most section allows you to create documents, upload documents, navigate the “My Drive” cloud folder, view shared document/s, download and install a Drive on your device among other options.

My Drive			
<input type="checkbox"/>	TITLE	OWNER	LAST MODIFIED
<input type="checkbox"/>	★ ANUHCVAP2013/0022	me	Mar 27 me
<input type="checkbox"/>	★ E-Filing	me	Mar 5 me
<input type="checkbox"/>	★ Registry	me	Feb 25 me
<input type="checkbox"/>	★ SLU_HC_20140324_091305_001_091310.dcr Shared	me	Mar 24 me
<input type="checkbox"/>	★ SLU_HC_20140324_142618_001_142627.dcr Shared	me	Mar 24 me
<input type="checkbox"/>	★ SLU_HC_20140324_142618_002_143744.dcr Shared	me	Mar 24 me
<input type="checkbox"/>	★ SLU_HC_20140324_142618_003_144740.dcr Shared	me	Mar 24 me
<input type="checkbox"/>	★ SLU_HC_20140324_142618_004_145735.dcr Shared	me	Mar 24 me

The middle section displays the contents of the folder you are currently in, allows you to select files and folders and perform additional functions on the selected items.

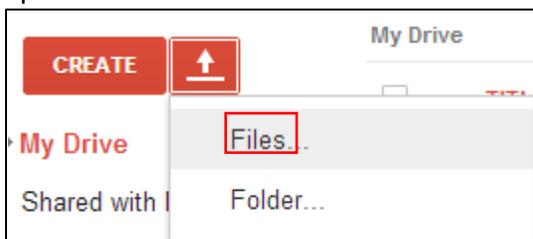


The right most section displays recent activity, however note that you may choose to close or hide this section to allow better access to the information on the first two sections.

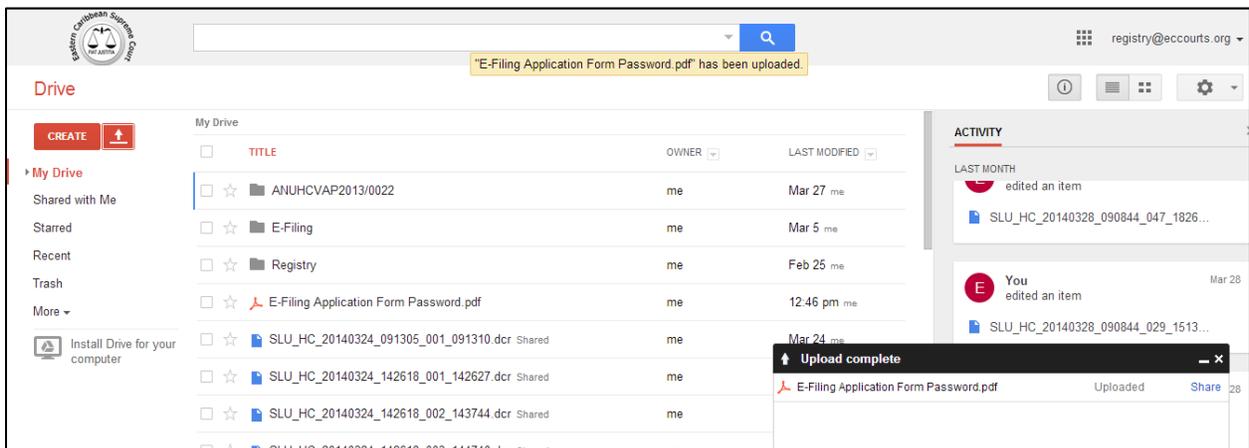
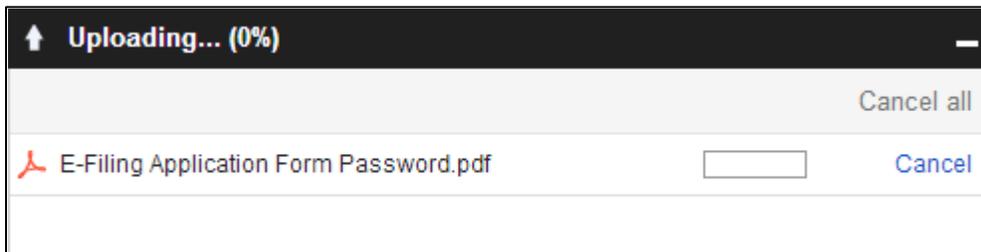
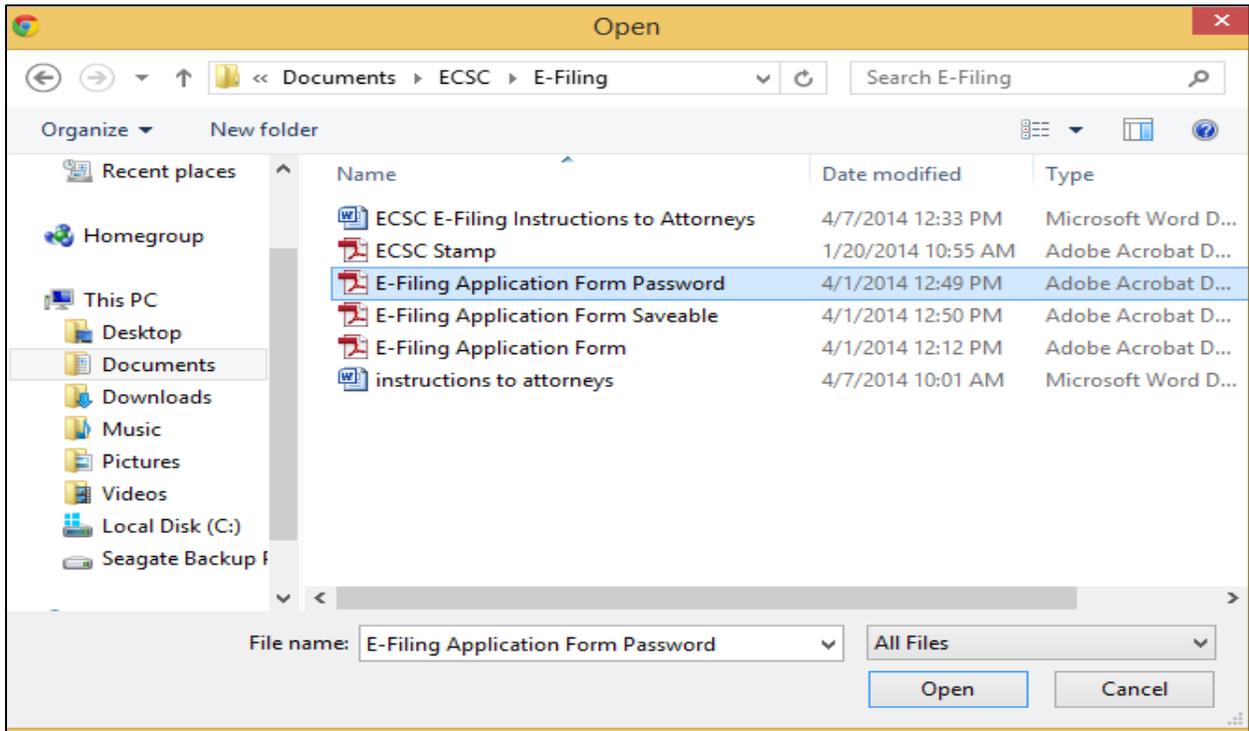
PART C - Uploading and Sharing Documents

Step 1: To upload a document to your Google Drive, click the “upload”  button next to the “Create” button.

Step 2: You will be given the option to upload “Files” or “Folder” as shown below. Select the option “Files...”

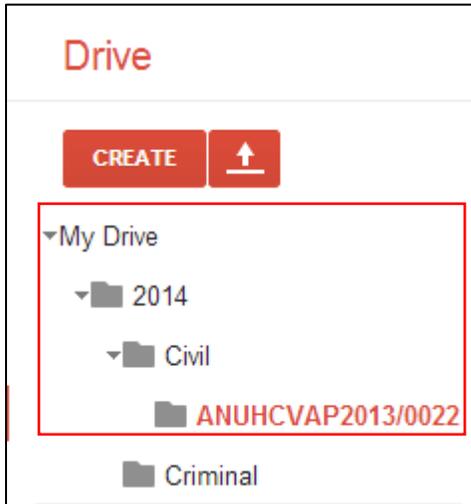


Step 3: Select the file/s you wish to upload from the “File Upload” window as shown below. Navigate to the location of your saved files, select a file/s and click the “Open” button. This will upload the file/s to Google Drive.



Step 4: You may choose to manage your case files by placing them in folders. Our recommendation, as a good practice, is that you do the following:

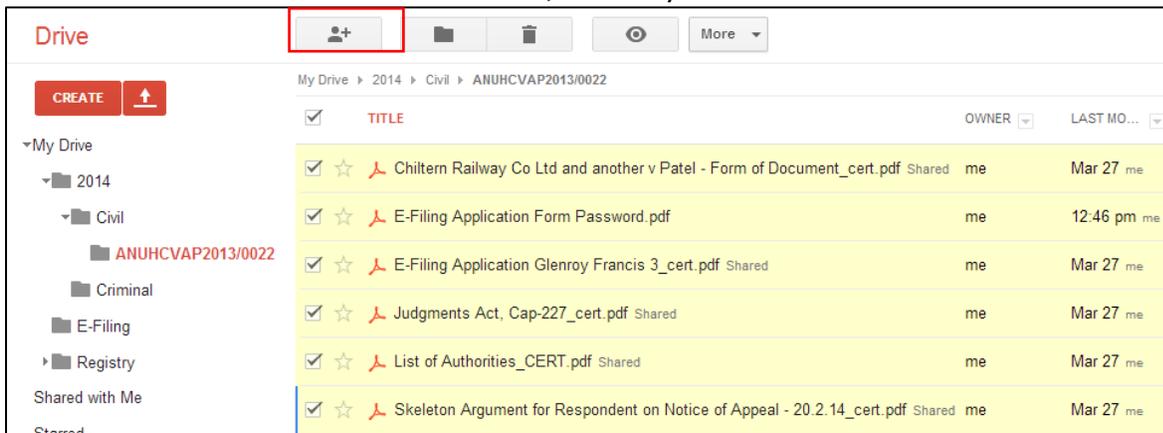
- i. Create a sub-folder in “My Drive” for the filing year of the case. E.g. “2014” for cases filed in 2014
- ii. Create sub-folders within the Year folder for type of case. E.g. “Civil”, “Criminal”
- iii. Create sub-folders within each case type sub-folder for the specific case. Where the filing is the first for an appeal case you may use a temporary folder name until you are issued a case number at which point you can rename the case folder.



Step 5: Once your files are uploaded, you will be required to give access to those files to the Registry of the Eastern Caribbean Supreme Court as well as the sub-registry.

To do this you will be required to share the files using the email address of the Registry and sub-registry.

Click in the check box to the left of the file/s which you wish to share in order to select them.

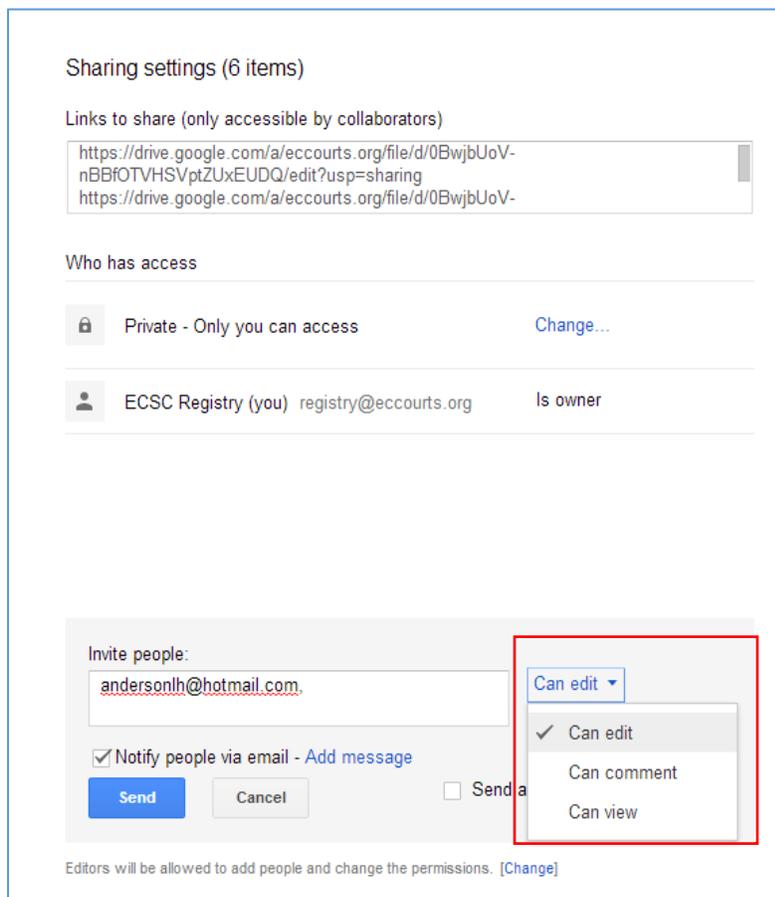


Once a document/s is selected, the drive menu offers additional options.

Click  on the share button to share the selected document/s.

A window pops up which allows you to enter the e-mail address of the person/s with whom you wish to share the document/s. Please share document/s with the Central Registry (registry@eccourts.org) and the sub-registry (registrybvi@eccourts.org) by including their email addresses in the “Invite people” section. See table below for a list (to be completed) of email addresses of the various sub-registries.

Country	Sub-Registry Email Address
Anguilla	
Antigua and Barbuda	
Commonwealth of Dominica	
Grenada	
Montserrat	
Saint Kitts and Nevis	
Saint Lucia	
Saint Vincent and the Grenadines	
Territory of the Virgin Islands (British)	

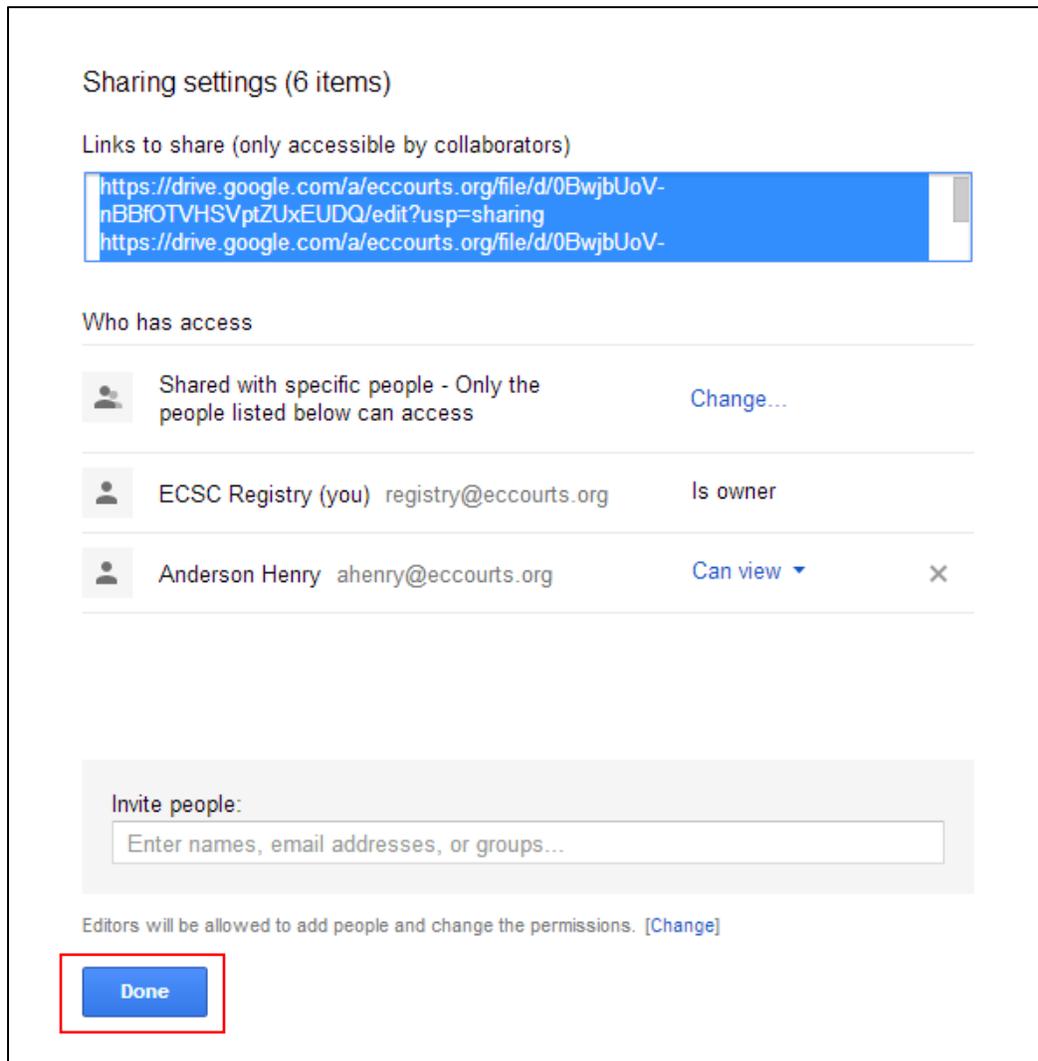


NB: Only persons who have access to the email account you have shared the document/s with, will be able to access these document/s.

If you select a folder instead of a file the person you shared the folder with will be able to see all the files in the folder.

Ensure “Notify people via email” is ticked.

Click the “Can Edit” button and change to “Can View” then click “Send” to share your document/s.



Click “Done” to close the “Sharing Settings” Window and complete sharing the document/s. An email message will be sent to the email addresses specified notifying them that you have shared document/s.

NB: The date time of receipt of this email will be treated as the date and time the document/s was filed.

PART D - Additional Instructions

[1] **Sharing a file**

When you share a file, only the person you share the file/s with has access to that file. The person will not be able to see the other file/s in your drive unless you share the file/s with them.

[2] **Share many files at the same time**

While one can share a folder and all its current and future content with a person, we recommend explicitly checking each file you wish to share.

[3] **Share permissions**

Do not revoke share permission to a file you wish to be filed unless you have received confirmation that it has been processed. This confirmation will take the form of an email from the ECSC Registry notifying you that your documents have been filed with a link to access the processed files.

[4] **E-Filing Application Header Form**

The ECSC has designed an E-Filing Application header form. A copy of this document must be completed and shared with each batch of document/s being filed.

[5] **Automatic Confirmation of Receipt**

The ECSC Registry's email account is configured to automatically generate a receipt confirmation once your email of notification of having shared a file/s is received. This receipt confirmation does not indicate that your document has been filed. You will receive a separate e-mail confirmation later when your document has actually been processed by the Court of Appeal Registry.

[6] **File format**

All files shared for filing should be in portable document format (PDF) and where possible with text recognizable (OCR). File/s should not be restricted from modification by the ECSC Registry.