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 – <u>registry@eccourts.o</u>rg

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 tittle 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 <u>https://accounts.google.com/SignUp?service=mail</u>. 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.

| Google | | | | |
|---|------------------------|-------------|--|--|
| One a | account. All | of Google. | | |
| | Sign in with your Goog | gle Account | | |
| | 8 | | | |
| | Email | | | |
| | Password | | | |
| | Sign in | | | |
| Stay signed in Need help? | | | | |
| Create an account | | | | |
| One Google Account for everything Google 8 M 🍐 🗈 🎇 ≽ 8 | | | | |

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:

| 🔥 My Drive - Google Drive 🛛 🗙 | 🔥 My Drive - Google Drive 🗙 📃 | | | - 🛛 🗙 |
|--------------------------------------|---|---------|--------------|----------------------------------|
| ← ⇒ C 🛗 https://driv | e.google.com/a/eccourts.org/?tab=wo#my-drive | | | ☆ 👲 🚍 |
| Company states | | Ţ | ۹ | registry@eccourts.org 👻 |
| Drive | | | | ⓒ ≡ ∷ ♀ - |
| | My Drive | | | ACTIVITY × |
| | LI ТПІ F | OWNER - | LAST MODIFED | LAST NONTH |
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| More - | SLU_HC_20140324_091305_001_091310.dcr Shared | me | Mar 24 me | You Mar 28 |
| Install Drive for your | □ ☆ SUU_HC_20140324_142618_001_142627 der Shared | me | Mar 24 me | edited an item |
| - computer | □ ☆ SUU_HC_20140324_142518_002_143744 der Shared | me | Mar 24 me | SLU_HC_20140328_090844_047_1826 |
| | □ ☆ SLU_HC_20140324_142518_003_144/40.dcr Shared | me | Mar 24 me | You Mar 28 |
| | □ ☆ SLU_HC_20140324_142518_004_145735.dcr Shared | me | Mar 24 me | edited an item |
| | □ ☆ SLU_HC_20140324_142518_005_150/29.dcr Shared | me | Mar 24 me | GLU_IIC_20140320_090044_025_1513 |
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| | □ ☆ 🎦 SLU_HC_20140324_142518_007_152719.dcr | me | Mar 24 me | edited an item |
| 1.07 GB (3%) of 30 GB used Nanage | □ ☆ 📔 SLU HC 20140324 142518 008 153714.der | me | Mar 24 me | SLU_HC_20140328_030844_048_1836 |

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.

| ▶ My Drive | | |
|---------------------------------|--|--|
| Shared with Me | | |
| Starred | | |
| Recent | | |
| Trash | | |
| More 👻 | | |
| Install Drive for your computer | | |

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 | | | |
|----------|--|---------|---------------|
| | TITLE | OWNER 🚽 | LAST MODIFIED |
| | ANUHCVAP2013/0022 | me | Mar 27 me |
| | E-Filing | me | Mar 5 me |
| | Registry | me | Feb 25 me |
| | SLU_HC_20140324_091305_001_091310.dcr Shared | me | Mar 24 me |
| | SLU_HC_20140324_142618_001_142627.dcr Shared | me | Mar 24 me |
| | SLU_HC_20140324_142618_002_143744.dcr Shared | me | Mar 24 me |
| 고☆ | SLU_HC_20140324_142618_003_144740.dcr Shared | me | Mar 24 me |
| | 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..."

| OPEATE | | My Drive | |
|---------------|--------|----------|--|
| CREATE | | | |
| My Drive | Files | | |
| Shared with I | Folder | | |

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.

| 0 | Open | | × |
|--|---|---|------------------|
| ⋲ 🌛 🝷 🕇 🕌 « Doc | uments → ECSC → E-Filing ~ | C Search E-Filing | م |
| Organize 👻 New folder | | | ≣ ▼ 🔲 @ |
| 🖳 Recent places \land | Name | Date modified | Туре |
| 🤣 Homegroup | ECSC E-Filing Instructions to Attorneys | 4/7/2014 12:33 PM | Microsoft Word D |
| | ECSC Stamp | 1/20/2014 10:55 AM | Adobe Acrobat D |
| 💻 This PC | E-Filing Application Form Password | 4/1/2014 12:49 PM | Adobe Acrobat D |
| Peskton | E-Filing Application Form Saveable | 4/1/2014 12:50 PM | Adobe Acrobat D |
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| Documents Downloads Music Pictures Videos Local Disk (C:) Seagate Backup F | instructions to attorneys | 4/7/2014 10:01 AM | Microsoft Word D |
| | c | | > |
| File nar | ne: E-Filing Application Form Password | ✓ All Files Open | ✓ Cancel: |

| 🕈 Uploading (0%) | – |
|--|------------|
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| F-Filing Application Form Password.pdf | Cancel |
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| Carlibbean Sugar Cou | | ~ (| ٩ | | registry@eccourts.or | rg 👻 |
|------------------------|--|-----------------------------------|---|----------------|-------------------------|-------|
| 3 3 | "E-Filing Applicati | on Form Password.pdf' has been up | loaded. | | | |
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| | TITLE | OWNER - | LAST MODIFIED 👻 | | | |
| My Drive | | | | LAST MONTH | item | |
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| Install Drive for your | □ 📩 SLU_HC_20140324_091305_001_091310.dcr Shared | me | Mar 24 me | SLU_HC_20 | 0140328_090844_029_1513 | |
| - computer | □ ☆ SLU_HC_20140324_142618_001_142627.dcr Shared | me | E-Filing Application Form | n Password.pdf | Uploaded Share | 28 |
| | □ ☆ SLU_HC_20140324_142618_002_143744.dcr Shared | me | | | | |
| | | mo | | | | |

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.

|--|

| Drive | * + | More - | | |
|-----------------------|--------------|--|---------|-------------|
| | My Drive ♦ | 2014 > Civil > ANUHCVAP2013/0022 | | |
| | \checkmark | TITLE | OWNER 👻 | LAST MO 👻 |
| ▼My Drive | | | | |
| 2014 | | Chiltern Railway Co Ltd and another v Patel - Form of Document_cert.pdf Shared | me | Mar 27 me |
| Civil | ☑ ☆ | L-Filing Application Form Password.pdf | me | 12:46 pm me |
| ANUHCVAP2013/0022 | ✓ ☆ | L-Filing Application Glenroy Francis 3_cert.pdf Shared | me | Mar 27 me |
| Criminal | | | | |
| E-Filing | | Judgments Act, Cap-227_cert.pdf Shared | me | Mar 27 me |
| ▶ III Registry | ☑ ☆ | List of Authorities_CERT.pdf Shared | me | Mar 27 me |
| Shared with Me | ✓ ☆ | Keleton Argument for Respondent on Notice of Appeal - 20.2.14_cert.pdf Shared | me | Mar 27 me |
| Starred | | | | |

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 (<u>registry@eccourts.org</u>) and the sub-registry (<u>registrybvi@eccourts.org</u>) 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) | |

| htt | os://drive.google.com/a/eccourts.org/file/d/0Bwibl.loV- | |
|-----|---|---|
| nB | BfOTVHSVptZUxEUDQ/edit?usp=sharing | |
| htt | os://drive.google.com/a/eccourts.org/file/d/0BwjbUoV- | |
| Who | has access | |
| 0 | Briveta Only you can access | Change |
| | Private - Only you can access | Change |
| | | |
| Ť | ECSC Registry (you) registry@eccourts.org | Is owner |
| • | ECSC Registry (you) registry@eccourts.org | Is owner |
| In | ECSC Registry (you) registry@eccourts.org | Is owner |
| In | ECSC Registry (you) registry@eccourts.org | Can edit ▼ |
| In | ECSC Registry (you) registry@eccourts.org | Can edit ▼ ✓ Can edit |
| In | Vite people: andersonlh@hotmail.com. | Can edit ▼ ✓ Can edit Can comment |

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.

| http nBE http | s://drive.google.com/a/eccourts.org/file/d/0BwjbUoV GOTVHSVptZUxEUDQ/edit?usp=sharing s://drive.google.com/a/eccourts.org/file/d/0BwjbUoV | L L | |
|---------------------|---|------------|---|
| Who | has access | | |
| * | Shared with specific people - Only the people listed below can access | Change | |
| • | ECSC Registry (you) registry@eccourts.org | ls owner | |
| • | Anderson Henry ahenry@eccourts.org | Can view 🔻 | × |
| | | | |
| | | | |
| Inv | ite people: | | |
| E | Enter names, email addresses, or groups | | |
| Editors | will be allowed to add people and change the permissions. [] | Changel | |

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.