

Registrars' & Court Administrators Conference 2013

Coco Palm Resort & Spa
Saint Lucia



J.E.I
Judicial Education Institute

Multidisciplinary Training: Civil Law,
Criminal Law, Public Administration,
Ethics and Judicial Independence,
Protocol, Human Resource
Management, Finance & Accounting



Course Title 1: **Multidisciplinary Training: Civil Law, Criminal Law, Public Administration, Ethics and Judicial Independence, Protocol, Human Resource Management, Finance & Accounting**


Participants: **Registrars, Deputy Registrars and Court Administrators**

Faculty: Her Ladyship the Hon. Dame Janice Pereira, Chief Justice
His Lordship Hon Davidson Baptiste, Court of Appeal Judge
Her Ladyship, Hon. Louise Blenman, Court of Appeal Judge
His Lordship Hon. Justice Francis Belle
His Lordship Hon. Justice Francis Cumberbatch
Her Ladyship Hon Justice Rosalyn Wilkinson
Her Ladyship Hon Justice Margaret Mohamed
Mr. Victor Poyotte
Mr. Wilbert King
Mrs. Kimberly Phulgence
Mr. Gregory Girard
Ms. Agnes Actie
Mr. Ruggles Ferguson
Mr. Andie George
Mrs. Cynthia Combie Martyr
Mrs. Andrea St. Rose
Mr. Mark Ernest
Miss. Cecille Hill
Mr. Anderson Henry
Miss. Myrtene Cenac
Mrs. Cynthia Ramjaewan
Mr. Benson Emile
Miss. Rochelle John

Objectives:

- To promote the Rule of law;
- To improve the efficiency of Registrars, Deputy Registrars and Court administrators in the execution of their duties.
- To foster improved communication among the Registrars, Court Administrators and their stakeholders



- 
- To facilitate discussion and debate between Registrars and Court administrators on ways they can eliminate the challenges of their respective registries;
 - To appreciate and better understand the needs and problems facing their stakeholders(judges, attorneys, staff and litigants)
 - To enhance their administrative functions as managers of their registries.

Day One – Tuesday June 18, 2013

Chairperson

Her Ladyship Hon. Justice Louise E. Blenman

- 8:30 - 8:45 **Registration**
- 8:45 - 9:00 **Seating of all invited guests and participants**
- 9:00 - 9:05 **Invocation**
Mrs. Michelle John-Theobalds, Executive Assistant to the Chief Justice
- 9:05 - 9:15 **Opening Remarks**
Her Ladyship Hon. Justice Louise Blenman, Justice of Appeal
- 9:15 - 9:25 **Welcome Address**
*Senator Hon. Victor P. La Corbiniere
Minister for Legal Affairs*
- 9:25 - 9:35 **Welcome Remarks**
*Mrs. Kim St. Rose
Hon. Attorney General, Saint Lucia*
- 9:35 - 9:50 **The Registry as the gateway to the Court**
By Her Ladyship the Hon. Chief Justice, Dame Janice Pereira
- Opening Ceremony Ends**
- 9:50 - 10:00 **Health Break**

Chairperson

Mrs. Tamara Marks

Registrar St. Vincent & the Grenadines

CIVIL LAW AND PROCEDURE

Leader

**His Lordship Hon. Davidson Baptiste
Justice of Appeal**

- 10:00 - 10:45 **The Rule of Law: Registrar and the Independence of the Judiciary**
His Lordship the Hon Davidson Baptiste, Justice of Appeal
- 10:45 - 11:00 **Discussion**



- 11:00 - 11:45 **Fixed Date Claims and Claims**
Mrs. Cynthia Combie Martyr
Attorney At Law, Saint Lucia
- 11:45 - 12:00 **Discussion**
- 12:00 - 12:30 **Default Judgments, Committals, Judicial Review**
Her Ladyship Hon. Justice Margaret Mohammed High Court
Judge, Grenada
- 12:30 - 1:00 **Ex Parte and Urgent Applications**
Her Ladyship Hon. Justice Margaret Mohammed, High Court
Judge, Grenada
- 1:00 - 1:15 **Discussion**
- 1:15 - 2:15 **LUNCH**
- 2:15 - 3:15 **Challenges faced in Administering CPR**
Leader His Lordship Hon. Justice Davidson Baptiste, Justice
of Appeal
- Panelists**
Mrs Kimberly Cenac-Phulgence, Chief Registrar, ECSC
Ms Vernetta Richardson, Registrar High Court Anguilla
- Each panelist will have at least 10 minutes to present on the*
topic after the presentations there will be overall discussion on
the topics.
- 3:15 - 4:00 **Assessment of Costs and Oral Examinations**
Mrs. Kimberly Cenac-Phulgence
Chief Registrar, ECSC
- 4:00 - 4:10 **Discussion**
- 4:10 - 4:50 **Admiralty jurisdiction including the arrests of vessels**
The Hon. Dame Janice Pereira, Chief Justice, ECSC
- 4:50 - 5:10 **Discussion**

Day Two - Wednesday June 19, 2013

Chairperson
Mr Ossie Walsh
Registrar, Dominica

Leader
Her Ladyship Hon. Rosalyn Wilkinson
High Court Judge

- 8:45 - 9:45 **Non Contentious Probate and Contentious Probate matters**
Mr. Andie George, President of the Saint Lucia Bar Association
- 9:45 - 10:30 **Role of the Registrar in Assizes**
His Lordship, Hon. Justice Francis Cumberbatch High Court Judge, Saint. Lucia
- 10:30 - 10:50 **Health Break**
- 10:50 - 11:30 **The Role of the Registrar in Implementing Judicial Reform**
Mr Victor Poyotte
Former Cabinet Secretary, Saint Lucia
- 11:30 - 12:30 **Human Resource Management**
 - Team Building
 - Empowering Staff
 - Customer Service*Mr Victor Poyotte*
Former Cabinet Secretary, Saint Lucia
- 12:30 - 12:45 **Discussion**
- 12:45 - 1:45 **LUNCH**
- 1:45 - 2:15 **Interacting with public officials, Liasing with Public Service**
Mr Wilbert King, Consultant
Former Permanent Secretary, Saint Lucia
- 2:15 - 2:30 **Discussion**



2:30 – 3:30

Protocol

His Lordship Hon. Justice Davidson Baptiste, Justice of Appeal, ECSC, Saint Lucia

His Lordship Hon. Justice Francis Belle, High Court Judge, ECSC, Saint Lucia

3:30 - 3:40

Discussion

3:40 - 3:50

Liquid Break

3:50 - 4:20

A user friendly Registry: Systemising and Streamlining the Court Records/Files

Mrs Cecille Hill, Registrar (A.g.),

High Court, Antigua & Barbuda

4:20 - 4:30

Discussion

4:30 - 5:30

Hot Button Issues

- **Challenges Facing the Registry/Court – The Way Forward**

Leaders

The Hon. Dame Janice Pereira, Chief Justice, ECSC

His Lordship Hon. Justice Davidson Baptiste, Court of Appeal Judge

Panelists

Mr. Ruggles Ferguson

President of the OECS Bar Association

Mr Andie George, President of the Saint Lucia Bar Association

5:30 - 5:50

Discussion

Day Three - Thursday June 20, 2013

Chairperson
Ms Janine Harris
Registrar, St. Kitts & Nevis

Leader
Her Ladyship Hon. Justice Louise E. Blenman
Justice of Appeal

- 9:00 - 9:30 **Appeals**
Ms. Agnes Actie, Deputy Chief Registrar, ECSC
- 9:30 - 9:40 **Discussion**
- 9:40 - 10:40 **Practical Exercise in the Preparation of Digests**
Ms Rochelle John
Judicial Clerk, ECSC
- 10:30 - 10:45 **HEALTH BREAK**
- 10:45 - 11:15 **Effective Communication between Registrars and Head Quarters**
Mr Gregory Girard, Court Administrator, ECSC
Ms Agnes Actie, Deputy Chief Registrar, ECSC
- 11:15 - 11:25 **Discussion**
- 11:25 - 12:00 **Registrar as Accounting Officer**
Mrs Andrea St. Rose, Attorney/Accountant
- 12:00 - 12:45 **Compliance with Financial Regulations – Procurement Stores**
Mr Benson Emile, Deputy Accountant General, Government of Saint Lucia
- 12:45 - 1:00 **Discussion**
- 1:00 - 2:00 **LUNCH**
- 2:00 - 2:20 **The Role of the Registrar in Court Connected Mediation**
Mrs Kimberly Cenac-Phulgence, Chief Registrar, ECSC
- 2:20 - 2:35 **Importance of Providing Data**
Ms. Myrtene Cenac, Statistician, ECSC



2:35 – 5:00

**The Use of Technology in the Court (civil and criminal)
Room**

Mr Mark Ernest, IT Manager, ECSC

Mr Anderson Henry, Systems Administrator

Mrs Cynthia Ramjeawan, Project Coordinator

5:00 - 5:15

Evaluation and Closing

Hon. Dame Janice M. Pereira



Dame Janice Messadis Pereira was born in Virgin Gorda, British Virgin Islands. She received her primary education at the North Sound Primary School, Virgin Gorda. She graduated from the British Virgin Islands High School in 1975 and was awarded trophy as Student of the Year and trophy in English.

Dame Pereira obtained her Bachelor of Laws Degree (honours) from the University of the West Indies in 1979 and her Certificate of Legal Education in 1981 from the Norman Manley Law School. She received her Legal Internship Training with the firm Harney Westwood & Riegels, Chambers

in the BVI. Dame Pereira was called to the Bar in the Territory of the British Virgin Islands in 1981 and St. Christopher & Nevis in 2000.

She acted as Registrar of the Supreme Court & Registrar General of the Registry of Companies in the British Virgin Islands from 1981 to 1984. From 1984 to 1985 she held the position of Registrar, Registrar General of the Supreme Court and the Registry of Companies and International Business Companies. She served as an Additional Magistrate and acted as Magistrate during that period.

Between 1985 to 1986 she practiced as an Associate with Harney Westwood & Riegels. Following from 1989 to 1990 practiced with the firm McW. Todman & Co and then went on to make partner in the firm Farara George-Creque & Kerins between 1990 to 2003. Her concentrated areas of work were Commercial – Litigation/Non Litigation, conveyancing, Probate & Family, Corporate, and Admiralty. During this eighteen year span, she engaged in active practice at the bar in the conduct of matters at all levels of the Court.

In September, 2003 she was appointed Judge of the Eastern Caribbean Supreme Court and was assigned to serve the Territories of Anguilla and Montserrat. In January, 2009 Dame Pereira was elevated to the position of Justice of Appeal. In August, 2012 she was appointed to act as Chief Justice of the Eastern Caribbean Supreme Court and on 28th September, 2012 she was appointed Chief Justice. In May, 2013 Justice Pereira was awarded Dame Commander of the Order of the British Empire by Her Majesty, Queen Elizabeth II.

Dame Pereira serves as Chairman of the Judicial & Legal Services Commission [JLSC], Chairman, JLSC BVI and Chairman JLSC, Anguilla. She is also a Member of the Regional Judicial & Legal Services Commission for the Caribbean Court of Justice in Trinidad.

Dame Pereira has served as Chairman and Member on numerous Boards and Committees in Anguilla, Montserrat and BVI. She has received several awards during her career for dedicated service and contributions to the Administration of Justice.

Dame Pereira is married and enjoys reading, gardening, and music.

Honorable Justice Davidson Baptiste



Court of Appeal Judge

Place of Birth: Commonwealth of Dominica

Professional Qualification

1979 – 1982: University of the West Indies, LL.B. [Honours]

1982 – 1984: Hugh Wooding Law School, Legal Education Certificate

1989 – 1990: University of Wales, LL.M.

1984: Called to the Bar, Commonwealth of Dominica

1993: Called to the Bar, BVI

Career

1984 – 1986: State Attorney, Commonwealth of Dominica

1986 – 1989: Crown Counsel, BVI

1990 – 1993: Senior Crown Counsel, BVI Attorney General [Ag.], BVI Registrar [Ag.], High Court, BVI

1995: Director of Public Prosecutions, Commonwealth of Dominica

1994 – 1995: Private Practice

1995 – 1997: Solicitor General, Commonwealth of Dominica

1997 – 1998: High Court Judge [Ag.], St. Vincent & the Grenadines

1999 – 2001: Private Practice

2002 – 2009: High Court Judge, Eastern Caribbean Supreme Court

2009: Court of Appeal Judge, Eastern Caribbean Supreme Court

Honourable Justice Louise Blenman



Court of Appeal Judge
Place of Birth: Guyana

Professional Qualification

1986: University of the West Indies, LL.B [Honours, Upper Second Class]

1988: Hugh Wooding Law School, Legal Education Certificate

1988: Called to the Bar, Guyana

2000: Called to the Bar, Saint Lucia

2001: Called to the Bar, St Vincent and the Grenadines

2004: University of London, LL.M [Merit]

Career

1988: Magistrate [Ag.], Criminal Court, Georgetown, Guyana

1988 – 1991: State Counsel, Attorney General's Chambers, Guyana

1991 – 1993: Senior Legal Adviser, Attorney General's Chambers, Guyana

1993 – 1996: Principal Legal Adviser, Attorney General's Chambers, Guyana

1992 – 2000: Law Lecturer, University of Guyana

1994: Deputy Solicitor General [Ag.], Attorney General's Chambers, Guyana

1996 – 2000: Private practice, Guyana

2000 – 2003: Solicitor General, Attorney General's Chambers, St. Lucia

2003 – 2012: High Court Judge, Eastern Caribbean Supreme Court

2012: Court of Appeal Judge, Eastern Caribbean Supreme Court

Honorable Justice Margaret Mohammed

Justice Mohammed assumed the position of High Court Judge of the Eastern Caribbean Supreme Court on November 1, 2012. Prior to that she worked as a Master of the High Court of the Republic of Trinidad and Tobago for the period March 2011 to October 2012. One of her accomplishments as a Master was to reduce the waiting period for the trial of Assessment of Damages from 3 years to 3 months.

During the period December 2001 to March 2011, Justice Mohammed worked as an Assistant Registrar and later as the Deputy Registrar of the Supreme Court of Trinidad and Tobago. As a Registrar she was also responsible for the Central Listing Unit which scheduled matters before 13 High Court Judges, she was the co-ordinator for the ADR/Mediation pilot project for the period March 2010 to December 2010. She led a team which prepared a desk manual for paralegal staff on the CPR and worked with the IT Department on revising and implementing codes used in JEMS. She also conducted orientation for new Assistant Registrars and training courses for paralegal staff.

She was the representative for the Masters on the Board of the Trinidad and Tobago Judicial Education Institute. She was an Associate Tutor of the Hugh Wooding Law School in the Courses of Civil Practice and Procedure II and Ethics for the period October 2006 to January 2012.

Mrs. Kimberly Cenac Phulgence



Mrs Kimberly Cenac-Phulgence joined the Eastern Caribbean Supreme Court in December 2006 as Chief Registrar and currently holds that position. She holds a Bachelor of Laws, Upper Second class honours from the University of the West Indies, Certificate of Legal Education from the Hugh Wooding Law School and a Master of Laws with merit from the University of the West Indies. Mrs. Phulgence was admitted as an attorney of the Eastern Caribbean Supreme Court in Saint Lucia in 1996. Prior to the position of Chief Registrar, Mrs. Phulgence held the positions of Deputy Registrar, Registrar of the High Court and Registrar of Companies Saint Lucia.

Mr. Gregory Girard



Gregory Girard is the Court Executive Administrator for the Eastern Caribbean Supreme Court which is headquartered in Saint Lucia. He has served in that capacity for approximately eleven years having served previously for a little over two years as the Courts' Information Technology Manager with responsibility for the computerization and implementation of case management software in the nine different countries which are part of the Court.

As the Court Executive Administrator, Mr. Girard is responsible for the supervision of the Finance, Office Management, Information Services, and Information Technology

Departments. The responsibilities extend to the direction and coordination of all administrative functions of the Court including the development, implementation, and maintenance of the strategic plan of the court. He is also the Accounting Officer for the administration of the funds of the court under the direction of the Chief Justice.

Mr. Girard holds a Masters of Business Administration, a Bachelor of Laws degree, and a Bachelor of Mathematics majoring in Computer Science.

Prior to serving the Eastern Caribbean Supreme Court, Mr. Girard worked for over ten (10) years in the Financial Sector managing the information systems department.

Mr. Andie George



Andie George was admitted to practise as an Attorney of the Eastern Caribbean Supreme Court in 1994. He has been in private practice from the year of his call to date. Mr. George is the head of the Chambers, George and Co.

He holds a Bachelor of Laws Degree (Honours) from the University of East London and attained his certificate of Legal Education from Hugh Wooding Law School. Mr. George is also a Transport Engineer. He is currently the President of the Bar Association of Saint Lucia, a position which he held since 2007. He is also a member of The Allied Health Council.

Mr. George has varied interests, he is part owner of Good Eats Ltd, the company that operates the Subway Franchise in Saint Lucia and serves as a Director on the Boards of many companies. He is a past member of the Constitutional Reform Commission, as well as a past member of the Board of The Hospitality Credit Union. Mr. George is an avid player and supporter of football.

Cynthia Combie Martyr

Cynthia Combie Martyr is a graduate of the University of the West Indies Mona Jamaica with a Bachelors of Science Degree and a Bachelor of Laws Degree from the University of London, England;

Ms Combie Martyr was admitted to practice at the Bar of England and Wales, Honourable Society of Grays Inn, London, England and the Eastern Caribbean Supreme Court;

She served as temporary Magistrate, Magistrates Court Saint Lucia; is a trained Mediator on the panel of Mediators for the Eastern Caribbean Supreme Court and is a member of the Chartered Institute of Arbitrators;

Ms Combie Martyr sat as an Acting High Court Judge, Eastern Caribbean Supreme Court assigned to Anguilla;

Ms Combie Martyr has been in private practice in Saint Lucia as Attorney-at-Law and Notary Royal for over 24 years with main areas of practice including Civil Litigation, Succession, Wills, Probate and Administration of Estates, Land, Divorce and Family matters, Conveyancing and Real Estate, Corporate Law, Contract Law /Construction contracts, Mediation and Arbitration.

Ms. Agnes Actie



Agnes Actie is currently the Deputy Chief Registrar of the Eastern Caribbean Supreme Court headquartered in Saint Lucia a position she has held since 2007. In the past year Ms. Actie has acted as a Master of the Eastern Caribbean Supreme Court in St. Kitts and Nevis, Dominica, Montserrat and Saint Vincent and the Grenadines. Ms. Actie also acted as Registrar of the High Court in Montserrat for the period of November 2011- April 2012. Before her appointment as the Deputy Chief Registrar, Ms. Actie worked as the Registrar of Lands for the Government of Saint Lucia, as a Legal Officer for the Commonwealth Secretariat on assignment in the

Republic of Trinidad and Tobago where she worked on the Accelerated Land Distribution Programme. She also worked as Legal Officer in the Ministry of Finance and Crown Counsel in the Attorney General Chambers for the Government of Saint Lucia.

Ms. Actie holds a Bachelor of Laws degree (Honours) from the University of the West Indies, Cave Hill Campus, Certificate of Legal Education from the Hugh Wooding Law School in Trinidad. Ms. Actie was called to the Bar in October of 1999. Her interests include reading, exploring and travelling.

Mr. Mark Ernest



Mr. Mark Ernest is the Information Technology (IT) Manager at the Eastern Caribbean Supreme Court (ECSC), a post he has held for almost 10 years. Prior to joining the Court he served as Information Technology Specialist at the Organisation of Eastern Caribbean States (OECS) Education Reform Unit for six years.

Mr. Ernest holds a Master's Degree in Management Information System (MIS) and a Bachelor of Science Degree in Mathematics and Computer Science.

His responsibilities include: managing and coordinating the development, on-going operation and maintenance of the organization's information systems, including the case management software - Judicial Enforcement Management System (JEMS) and the Virtual Private Network (VPN) Solution for connectivity of all Courts in the Sub-region.

He also advises and coordinates the establishment of standards, policies and procedures relating to computers, information technology, telecommunication systems and information processing for the Court; and is responsible for the implementation and coordination of Digital Technology projects undertaken within the judiciary.

Ms. Myrtene Cenac



Ms. Myrtene Cenac commenced her professional career as a Teacher of Mathematics, Biology, Integrated Science and Geography at the St. Joseph's Convent (1995 to 1997) and as the Head of the Mathematics Department at the Corinth Secondary school (2000-2002 and part of 2004). During this period she pursued and obtained her BSC (First Class Honors) in two areas: Mathematics and Biology (1997-2000), followed by a Master of Philosophy in Mathematics - Statistics (2002-2004).

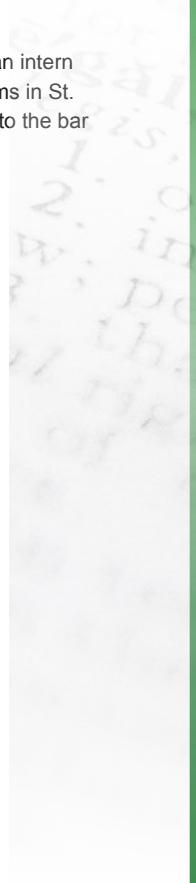
With an inclination towards Mathematics and Statistics she moved to the Data Management Section of the Corporate Planning Unit in the Ministry of Education in 2005. She acted as the Head of the Data Management Section for approximately one year, during the period 2006 to 2007, and soon after became permanently appointed to the post. She describes her experience at the Ministry of Education as invaluable. Ms. Cenac joined the team at the Eastern Caribbean Supreme Court in the capacity of statistician on November 24th 2008.

Ms. Rochelle John



Ms. Rochelle R. John is a Vincentian national who joined the ECSC family in January of 2012 as a judicial clerk. Ms. John comes to the ECSC with a Bachelors of Law degree from the University of the West Indies, Cave Hill and a Legal Education Certificate from the Hugh Wooding Law School in Trinidad and Tobago where she graduated on the Principal's Honour Roll.

Prior to working at the Court, Ms. John served as an intern with the prestigious law firm of Williams and Williams in St. Vincent and the Grenadines, which firm called her to the bar of SVG in 2011.





J.E.I
Judicial Education Institute