

4. Contact information to be provided in cause papers and documents filed in the Family Justice Courts Registry

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- (3) To facilitate the contacting of lawyers having conduct of an action or charge of a matter by members of the staff of the Family Justice Courts, the following information shall be inserted on backing sheets of all cause papers and documents filed in the Registry in the format set out:

“(Name of lawyer(s) having conduct of action or charge of matter.)

(Name of law firm.)

(Address of law firm.)

Tel: (Contact telephone number.)

~~Fax: (Contact facsimile number.)~~ Email: (Email address.)

Ref: (File reference of law firm.)”

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96. Waiting time for the hearing of matters

The **average** waiting time between the filing of certain processes or other steps in the proceedings and the date for the hearing of the matter are as set out below. Solicitors are directed to take note of these waiting times and must be ready to proceed at the end of the relevant period. **The average waiting times set out below do not apply to special date fixings.**

WAITING TIME FOR TRIALS OR HEARINGS IN THE FAMILY JUSTICE COURTS

S/N	TYPE OF CAUSES OR MATTERS	WAITING TIME
Family Courts		
1.	Family Courts Trials	2 to 4 weeks from the last case conference / court mentions
2.	Family Courts Maintenance Cases	3 to 4 weeks from the last court mentions
3.	Summons [#]	4 to 6 weeks from the last case conference
4.	Summary Judgment	6 weeks (statutory) from filing date
5.	Summons for Directions	4 to 6 weeks from filing date
6.	Assessment of Damages	2 to 4 weeks from the last case conference
7.	Examination of Judgment Debtor	4 weeks from Request for Examination
8.	Non-contentious Probate applications	3 to 4 weeks from filing date
9.	Adoption cases	4 weeks from filing date
10.	Taxation and review of taxation	3 to 4 weeks from filing date
11.	Writs of Execution	4 to 8 weeks from filing date
12.	Appeal against the Registrar's decision	2 to 4 weeks from filing date
Youth Courts		
13.	Youth Arrest Cases	4 to 6 weeks from last court mentions
14.	Youth Court Trials	4 to 6 weeks from last court mentions
Family Division of the High Court		
15.	Case Conferences in Suits: a) where the writ has not been served b) where the writ has been served or memorandum of appearance has been entered	a) 10 weeks from date of writ b) 7 weeks from date of service of writ/memorandum of appearance

16.	Trials	8 weeks from the date of setting down
17.	Non-contentious Probate Applications	4 weeks from filing date
18.	Originating Summons a) Inter partes Originating Summons b) Ex parte Originating Summons	a) 6 weeks from filing date b) 3 weeks from filing date
19.	Appeals from Family Courts	4 weeks from receipt of record of proceedings
20.	Magistrate's Appeals	8 weeks from receipt of record of proceedings

The waiting period for applications for discovery or interrogatories against a network service provider under Paragraph 82 of these Practice Directions is 5 days from the date of filing of the Originating Summons.

(*) *"Waiting Time" is defined as follows:*

For trials, it is the period from the last court mentions/case conference (when parties indicate they are ready) to the date of hearing. For interlocutory matters, the waiting time is usually calculated from the date of filing. In the majority of cases, the matter should be heard within the time frames as indicated above. It is only in exceptional circumstances that the time frame is departed from.

104. Use of electronic and other devices

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(2) Additionally, ~~all communications with external parties and~~ audio recording during a hearing ~~or session are~~ is strictly prohibited without prior approval of the Judge or Registrar hearing the matter or the person presiding over the session.

~~(3) Court users are permitted to use notebooks, tablets and other electronic devices to take notes of evidence and for other purposes pertaining to the proceedings during hearings or sessions, provided that such use does not in any way disrupt or trivialise the proceedings.~~

(3) Court users are permitted to use notebooks, tablets, mobile phones and other electronic devices to:

(a) take notes of evidence and for other purposes pertaining to the proceedings in Court or Chambers; or

(b) communicate with external parties in all hearings in Court,

provided that such use does not in any way disrupt or trivialise the proceedings.

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169. Request for court interpreters

Family Division of the High Court

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- (6) In the event that the services of the interpreter are for any reason not required on any of the scheduled days specified in the Request, the requesting party shall immediately notify the appropriate Head Interpreter either by letter, ~~facsimile transmission~~ or email. This shall serve as a notice of cancellation.

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