



Ref. A/50

Tuesday, 17<sup>th</sup> November 2015

**CIRCULAR NO. 24 of 2015**

**TO ALL ATTORNEYS**

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

**Monday, 14<sup>th</sup> DECEMBER 2015 to Thursday, 31<sup>st</sup> December 2015**

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 documents of an urgent nature, arrangements may be made to have them accepted between 2:30 p.m. and 4:30 p.m. All other 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 to allow them to be secured in a timely manner.**

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: 15<sup>th</sup>, 17<sup>th</sup>, 22<sup>nd</sup>, 24<sup>th</sup>; 29<sup>th</sup> and 31<sup>st</sup> December 2015**

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: 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup> December 2015**

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., correspondence may be handed in at the Magistrates' Court Reception Desk located on the 3<sup>rd</sup> Floor of the building.

The Cashiers' Office will close at 2:00 p.m. on Thursday, 24<sup>th</sup> December and Thursday, 31<sup>st</sup> December 2015.

We apologize for any inconvenience this may cause.

This Direction does not affect cases already set down for a hearing.

**Note: All Courts will be closed on Friday, 25<sup>th</sup> and Monday, 28<sup>th</sup> December 2015.**

**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  
Registrar of Companies

CAS/mdw