



SUPPLEMENT No. 3
TO
THE SOVEREIGN BASE AREAS GAZETTE
No. 1706 of 19th July 2013
SUBSIDIARY LEGISLATION

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**PRACTICE DIRECTION UNDER THE COURTS
(CONSTITUTION AND JURISDICTION) ORDINANCE 2007**

HM COURT OF THE SOVEREIGN BASE AREAS OF AKROTIRI AND DHEKELIA

Practice Direction

Court Office Opening Hours

1. It has become necessary to emphasise to Court Users that the opening hours for the public for the Court Offices at Episkopi and Dhekelia are 08:00 – 12:30 from Monday to Friday, and additionally 15:00 to 16:30 on Monday only.
2. If a direction has been given that documents must be filed at Court by a particular date, Court Users must ensure that they allow sufficient time for filing those documents so that the Court Office can close punctually. That must include time for stamping and the production of certified copies. Failure to allow adequate time, or to provide the correct number of documents, may result in the Court staff refusing to accept the documents, and the party concerned will be responsible for any consequences. This will apply to all parties including the Crown.

Interim Orders: Area Office Cases

1. The applicant must provide a translation of all documents together with a sworn affidavit that the translation is true and accurate.
2. When Interim Orders are sought, the correct number of copies of each document to be served must be produced to the Court Office in sets, with the phrase “Certified True Copy” at the front of each set of documents. Again, this must be undertaken with sufficient time for the punctual closure of the Court Office.

Temporary absence of a Registrar

1. In the event of the temporary absence of either the Senior Registrar from Episkopi or the Registrar from Dhekelia, any party wishing for an action to be performed which requires the attention of a Registrar (for example the swearing of an affidavit) will have to take the matter to the court where a Registrar is available.
2. A party may not request a Registrar to travel to another Area to perform such an action.

Listing of Cases

1. Cases will be listed at 09:00 on each sitting day. Any application to have a case listed at a different time must be made in open court, other than in exceptional circumstances.
2. Subject to the overall discretion of the Judge, the order in which cases are called on in Court is the decision of the Court Registrar.

3. When a party wishes for a case to be given priority in the daily list they should normally make an informal application to the Registrar prior to the Court sitting, giving a valid reason.
4. It is not consistent with the efficient running of the Court to make such applications once the Court is sitting.

Dated this 15th day of July 2013.

The Hon Mr Justice J J Teare,
Presiding Judge,
HM Court,
Sovereign Base Areas.

(SBA/AG/2/CT/135/4)
