



**SUPREME COURT**

277 MAIN STREET

GIBRALTAR

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**CIRCULAR TO ALL CHAMBERS**

19 February 2015

Circ. 1 of 2015

**Receipt of documents at the Supreme Court Registry counter**

Having received representations from members of the Bar regarding the acknowledging receipt of documents and correspondence brought to the Registry, the following system will be put in place forthwith:

Any person who would like the Counter clerk at the Registry to acknowledge receipt of a document (in respect of which a fee is not payable) should present a photocopy of the first page of the document or letter being filed. This will be stamped at the counter with a Supreme Court Registry stamp - which will record the date and time of receipt. (In the case of a communication contained in a sealed envelope to be opened by the addressee only, a photocopy of the envelope can be presented.)

A handwritten signature in blue ink, appearing to be 'Liam Yeats', written over a horizontal line.

**Liam Yeats**  
**Registrar**