



## CIRCULAR TO ALL CHAMBERS

20 June 2025

Circ. 6 of 2025

### **Email Communications with the Supreme Court**

The volume and scope of email correspondence received by the Supreme Court Registry have increased significantly. Although it has been common for parties to correspond directly with the Registrar on a wide range of matters, a substantial number of routine case-related emails are now being sent to him directly. In many instances, the Registrar is not in a position to action these promptly.

Accordingly, and to support the efficient management of court business, the following protocol is being introduced for all email communications with the Supreme Court Registry. This includes the introduction of dedicated email addresses to ensure that communications are directed appropriately.

#### **1. General Queries**

General queries in new and existing matters, such as those relating to fees payable, court orders or filing requirements, should be directed to the Registry Office using the dedicated email address below. Requests for procedural guidance, where appropriate, should also be directed to the Registry in the first instance.

**Email:** [registry@gcs.gov.gi](mailto:registry@gcs.gov.gi)

#### **2. Listing Queries and Emails for Judges**

The Listing Officer is the appropriate point of contact for listings, hearing arrangements, procedural matters concerning listed cases and correspondence intended for the presiding judge. Emails intended to be placed before the presiding judge must make this clear at the outset. All such emails should now be sent to the following dedicated email address:

**Email:** [listingofficer@gcs.gov.gi](mailto:listingofficer@gcs.gov.gi)

The Listing Officer should not be copied into emails concerning general queries under point 1 above. The Registrar should not be copied into emails falling under points 1 above or this point.



### **3. Legal Assistance**

All correspondence regarding Legal Aid and Legal Assistance, including applications for emergency assistance, should be directed only to Mr Maurice Turnock, Deputy Registrar. If Mr Turnock is away from the office (as indicated by an out-of-office reply) and the matter cannot await his return, the email may be forwarded to the Registrar for consideration.

### **4. Non-Contentious Probate**

Communications relating to existing applications, or to the Probate Registrar as envisaged by the Non-Contentious Probate Rules, should be addressed directly to the Registrar. For general queries and status updates on existing matters, the general queries address set out under point 1 above should be used.

### **5. Urgent Judicial Applications and Admiralty Marshal (Out of Hours)**

If a matter under points 1 or 2 arises outside court hours and is genuinely urgent (meaning it cannot await the reopening of the Registry) the Registrar may be copied. However, if the matter relates to proceedings over which the Registrar is presiding, the email should be directed to Mr Turnock.

Circular 6 of 2016 remains in force in relation to matters requiring urgent judicial intervention outside court hours, such as emergency applications to a judge and urgent instructions to the Admiralty Marshal for a ship arrest. In such cases, the following email address must still be used:

**Email:** [urgentcontact@gcs.gov.gh](mailto:urgentcontact@gcs.gov.gh)

### **6. Conduct of Email Correspondence**

Court users are reminded of the following:

**6.1** It is never appropriate to contact a judge directly by email. This includes the Registrar when presiding in a judicial capacity. All such correspondence must be routed through the Listing Officer using the prescribed email address.

**6.2** All emails relating to ongoing proceedings must copy all other parties or their legal representatives, except where the correspondence concerns purely administrative or procedural matters under point 1 above.

**6.3** It is not appropriate to argue contested issues or matters of substance by email. Where differing positions are to be communicated to the court, this should be done in a single, agreed communication setting out each party's position clearly, and not through a sequence of exchanges with the Registry in copy.

**6.4** The prescribed email addresses set out in this circular **must** be used at all times. Court users should avoid writing to individual officers' personal email accounts, as such messages may go unseen in the event of unexpected absence.



## **7. Court of Appeal**

This protocol does not apply to the Court of Appeal Registry. All correspondence in Court of Appeal matters should continue to be directed to the Registrar. The general principles set out in points 6.1 to 6.3 above are, however, applicable.

A handwritten signature in blue ink, appearing to read 'H Cumbo', with a long horizontal stroke extending to the right.

Ms H Cumbo MBE GMD  
Chief Executive