



The Supreme Court
Belize City
Belize C.A.
E-mail: parana@belizejudiciary.org

Telephone No. 227-7377
Fax No. 227-0181

NOTICE TO ATTORNEYS

In accordance with Statutory Instrument No. 54 of 2020, dated April 11, 2020, the General Registry Office will be closed with effect from April 14, 2020 until further notice. Considering that access to justice is of paramount importance, during the time of countrywide quarantine, the Judiciary will be implementing the measures listed below. These measures are put in place to safeguard the health and safety of judicial officers, officers of the court, staff members, and the general public, while at the same time maintaining a functioning judicial system, and access to justice.

The following measures will apply to the courts and offices countrywide of The Supreme Court, The Magistrate Court, The Family Courts, and the General Registry Office.

SUPREME COURT – CRIMINAL CASES

1. All jury trials are suspended with immediate effect until further notice, and all jurors are excused.
2. Video link conferencing will be utilized whenever possible for bail hearings and adjournments for persons on remand.
3. Where persons **must** attend court in person, the guidelines with regards to gatherings and social distancing will be enforced.

SUPREME COURT – CIVIL CASES

4. Urgent applications to the court will be addressed remotely or by written submissions.
5. Except for urgent applications to the court, hearings and trials for civil matters are suspended with immediate effect until further notice.
6. Where persons **must** attend court in person, the guidelines with regards to gatherings and social distancing will be enforced.

MAGISTRATE'S COURT

7. In Belize City, a Magistrate will be available if needed for the arraignment of persons on days to be determined by the Chief Magistrate.
8. In the Districts, Magistrates will be available on Mondays and Fridays for the arraignment of persons.
9. Adjournment dates for persons attending court may be given by telephone or email
10. Where persons **must** attend court in person, the guidelines with regards to gatherings and social distancing will be enforced.
11. Any queries or concerns can be addressed to magistratecourtbz@gmail.com or by calling 227-7164/227-7392

FAMILY COURT

12. Only urgent applications/cases in the family court will be addressed on days and times to be determined by the Family Court Director
13. The processing of maintenance payments will continue
14. Where persons **must** attend court in person, the guidelines with regards to gatherings and social distancing will be enforced.
15. Any queries or concerns can be addressed to famcourt@btl.net , or by calling 227-4107.

GENERAL REGISTRY

1. The General Registry Office will be closed to the General Public.
2. The Cashier will be open on Thursdays and Fridays between 9:00 A.M. – 11:00 A.M. to facilitate bail application and processing if necessary. Attorneys are encouraged to follow the guidelines for E-Filing and Payment as provided below.
3. Bail applications are to be submitted by Thursdays 10:00 A.M. via email e-filing@registry.gov.bz
4. The Law Library will be closed to the public until further notice. Inquiries can be emailed to erlyngrinage@yahoo.com .
5. Any queries or concerns can be addressed to info@belizejudiciary.gov, or by calling **615-8651/615-7299**
6. For urgent applications and bail applications, the Steps for E-Filing and Payment are as follows:

FILING

1. Documents can be filed by sending to email e-filing@registry.gov.bz . The email should clearly state the parties involved and nature of the document.
2. Court Office personnel are designated to receive the emails by instant notification.
3. The Data Entry Clerk will then upload the documents and price them as provided in the Case Management software system. An invoice will then be generated.
4. The invoice will be emailed back to the User, via the same email thread. The user will be required to verify the invoice and authorize payment from their account, where applicable.

5. Upon receiving the authorization from the User or receiving payment, an authorized person will release the invoice to the cashier, who will process the payment and issue a receipt. The receipt will be attached and emailed to the user.
6. The first page of the duly filed document will be printed, stamped, reviewed, verified, and approved.
7. The approved page will be rescanned and sent to case management to be attached and copied to the User.

PAYMENT

8. Payments can be made to the accounts listed below, or during cashier hours as listed above. Users are to notify the Court Office of payments/deposits to the bank accounts below.

GOVERNMENT OF BELIZE BANK ACCOUNTS

Bank	Account Number	SmartStream Code
Belize Bank - Main	1-299-070101-20001	76003/750122
Atlantic Bank - Main	10012-6445	76003/750142
Scotia Bank - Main	913-0974	76003/750132
Heritage Bank - Main	913-1018	76003/750133
Central Bank of Belize	311318	76003/750151

These measures are in effect from April 14, 2020 until further notice.

PATRICIA ARANA (Ms.)
REGISTRAR GENERAL(AG.)