



COURT
ADMINISTRATION
DIVISION

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THE COURT NEWSLETTER

FAMILY AND PROBATE DIVISION OF SUPREME COURT ESTABLISHED



A new Division of the Supreme Court has been established in keeping with the thrust to enhance operational efficiency. The Family and Probate Division, which became operational on Thursday, September 16, 2021, hears matters in relation to divorce, division of property, child custody and maintenance.

Prior to the establishment of the Family and Probate Division, some of the aforementioned matters were heard in the High Court Civil Division of the Supreme Court.

Chief Justice, the Honourable Mr Justice Bryan Sykes, OJ, CD, said the new division of the Supreme Court is designed to improve efficiency and the rate of disposition of matters involving the family. He added that two judges will be assigned to the newly formed division of the Supreme Court.

Photo credit: Google Images

The newly established Family and Probate Division hears matters in relation to divorce, division of property, child custody and maintenance.



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“When you have dedicated judges dealing with these family and probate matters, what you will have is expertise building up over a period of time. As a result, these judges will begin to deal with these cases faster and more efficiently and so avoid unnecessary delays. Our time standard is actually 24 months and what we are aiming for is to have those cases completed within the 24-month time standard,” Chief Justice Sykes said.

The Honourable Mrs Justice Icolin Reid and the Honourable Miss Justice Audrey Lindo are assigned to the Family and Probate Division.

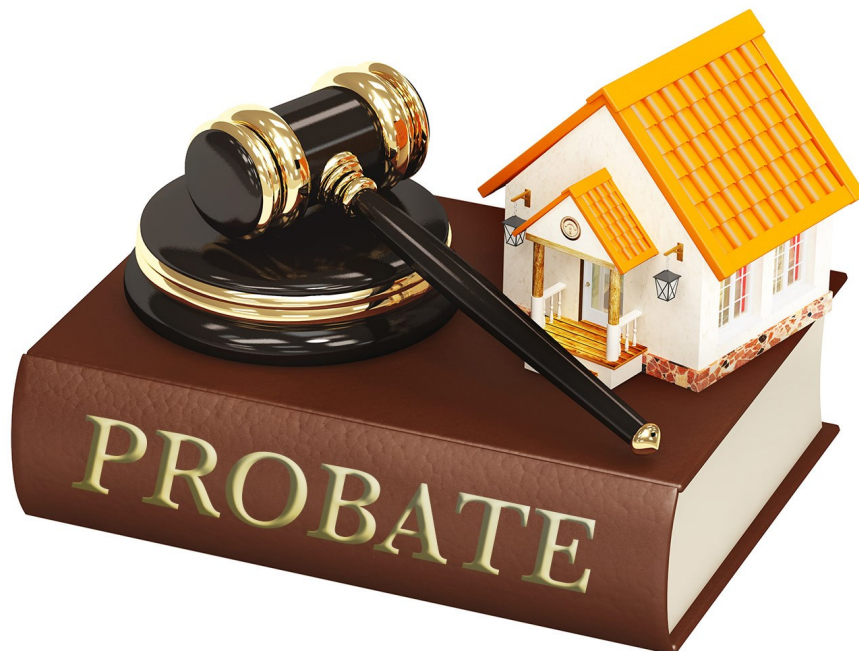
“These judges will have their own Court Clerks, courtrooms and chambers to deal with these types of cases. These cases will be taken out of the High Court Division listing where they tend to be and now place within resources dedicated exclusively to family and probate matters,” Chief Justices Sykes added.

The Chief Justice added that a specialized division is consistent with international best practice in having matters go through much faster. The other divisions of the Supreme Court are the Gun Court, the Commercial Court and the Revenue Court. He said the Family Division will aim to clear up matters expeditiously like the Gun Court and Revenue Court, which are almost backlog free.

“The Gun Court is the first court in Jamaica that is operating according to international standards, that is to say it has fewer than 10% of the caseload in backlog and fewer than 5% in net backlog. That is the experience we are now taking over in the Family and Probate Division. We have also seen it with the Revenue Court where the cases are almost completely disposed of. By October of this year, all the cases there should be heard and determined. We are also disposing of matters faster in the Commercial Division

where we have dedicated judges there,” Justice Sykes added.

He noted that the Judiciary of Trinidad and Tobago has a dedicated court system for family matters. Chief Justice Sykes was speaking at the Opening of the Home Circuit Court for the Michaelmas Term at the Supreme Court in downtown, Kingston on September 16, 2021.



OUTSTANDING JUDGMENTS TO BE DELIVERED BY MARCH 2022

By the end of the last quarter in the 2021/22 financial year, the issue of outstanding judgments in the Court of Appeal and the Supreme Court should be a thing of the past as both courts are working assiduously to clear their backlogs.

Chief Justice Bryan Sykes made the announcement during the Opening of the Michaelmas Term of the Home Circuit Court on Wednesday, September 16, 2021 in Kingston.

“We have the Supreme Court improving in its rate of delivery of judgments, delivering 234 judgments for every 100 judgments reserved, and so we are on track for every outstanding judgment to be delivered by the latest March 2022,” he said.

Chief Justice Sykes added that the Court of Appeal had significantly improved its rate of delivery for judgments last year, “falling just about three judgments behind in terms of where the strategic plan is concerned”.

Meanwhile, the Gun Court and the Revenue Court have achieved international standards in performance deliverables on judgments and the clearing of caseload.

“The Gun Court has fewer than 10 per cent of the caseload in backlog and fewer than five per cent in net backlog,” Justice Sykes said.

He added that all cases at the Revenue Court should be heard and determined by October 2021.

The Chief Justice said the court system seemed to have had its most productive year in 2020 and thanked all the stakeholders for playing a vital role in helping the Judiciary to achieve this significant milestone.



SUSPENSION OF JURY TRIALS REMAINS IN EFFECT



File Photo: Jury box in Courtroom #14 at the Supreme Court in downtown, Kingston.

The Judiciary's COVID-19 Advisory Committee, chaired by Chief Justice the Honourable Mr Justice Bryan Sykes and stakeholders from across the justice sector, said the suspension of jury trials will remain in effect due to the spike in COVID-19 cases and the inability of the courts to facilitate the recommended physical distancing.

Chief Justice the Honourable Mr Justice Bryan Sykes said the members of the Judiciary's COVID-19 Advisory Committee had several discussions before deciding to postpone the resumption of jury trials for the term.

"We felt it was simply too risky, particularly at the point of jury

selection, where the jurors would have to certainly be in one space where they could see and hear what is happening and hear their names being called," the Chief Justice added.

Of the courts islandwide, only four jury boxes are equipped to operate within the recommended physical distancing guideline established by the Ministry of Health and Wellness without significant alterations. These are two facilities at the Home Circuit Court, and one each in Portland and Westmoreland.

The Chief Justice said the Committee is aware of the impact that the suspension of jury trials is having on accused persons, adding that the judicial system will have to modify its response to the COVID-19 crisis.

"We have to move, now, from 'response' to the crisis, to having more permanent and settled ways of managing within the COVID-19 pandemic or, indeed, to other pandemics that may come," he added.

The Chief Justice said redesigning jury boxes to accommodate the recommended physical distancing protocols made by the Ministry of Health and Wellness is on the agenda.

SUSPENSION OF JURY TRIALS REMAINS IN EFFECT



File Photo: Director of Public Prosecutions Paula Llewellyn, QC, CD

Bench Trials

In the meantime, Director of Public Prosecutions (DPP) Paula Llewellyn said members of the private Bar need to embrace bench trial.

“I am going to ask my friends at the defence Bar to consider – or reconsider, in light of the fact that we are having a recent surge in COVID-19 figures – that they liaise with their clients, especially clients in custody, to seek to prevail upon them that where trial dates have been set that though they may desire a jury trial, they seriously consider having a judge-alone trial,” DDP said.

Attorney-at-law Peter Champagnie, who represented the private Bar, also called on the Bar associations to sensitise their members about the benefits of the different types of trials available.

“We are here to counsel and that we are not to impose our personal preferences in terms of the modality of trial and we are to explain in great details the benefits and virtues of each process,” Mr Champagnie added.

They were speaking at the opening of the Michaelmas Term of the Home Circuit Court in downtown, Kingston on September 16, 2021.



File Photo: Defence Attorney Peter Champagnie, QC, JP

DIFFERENTIATED CASE MANAGEMENT TO BE GAME CHANGER FOR PARISH COURTS



The Judiciary of Jamaica is taking steps to standardize the use of Differentiated Case Management (DCM) across Parish Courts. DCM is a technique courts use to tailor the case management process and the allocation of judicial resources to the needs of individual cases. This is to support the work of the DCM Committee to build an efficient court system by ensuring that matters are heard as scheduled, cases are disposed of within a timely manner and better utilization of judicial resources.

Members of the DCM Committee, consisting mainly of Senior Judges of the Parish Courts, participated in a three-day workshop held in July at the Couples San Sochi Hotel in St. Mary. Chief Judge of the Parish Courts, His Honour Mr Chester Crooks, said committee members have agreed to four case processing categories

(Left) Chief Judge of the Parish Courts His Honour Mr Chester Crooks, the Honourable Mrs Justice Sandria Wong-Small and Senior Parish Judge at Hanover Parish Court Her Honour Mrs Natiesha Fairclough-Hylton at the DCM Conference held at Couples San Sochi Hotel in St. Mary on July 17, 2021.

and have also proposed time standards for the disposal of each group of matters.

“So far, we have broken them down into different categories, where you have simple, standard, complex and highly complex. Shortly after a matter is filed in the court, it will be assigned to an applicable category. For example, gang trials would be categorized as a highly complex case because of the number of defendants and attorneys involved and security issues. Each category has a time standard. For the simple cases, we are looking at anywhere from three to six months. In relation to standard cases, we are suggesting six months. Furthermore, we are recommending at least one year for complex cases and a minimum of two years for highly complex cases,” Judge Crooks said.

Judge Crooks explained that the discussion on DCM focused on criminal cases before the Parish Courts; however, he said the principles with a little tweaking, are applicable to civil, family, traffic and other types of matters. Judge Crooks added that a document with the case processing categories and proposed time standards is being prepared, which will be disseminated to Parish Court Judges once completed to get their feedback on the matter.

Implementation

The DCM technique will be implemented next year and will be a major culture shift in terms of how matters are dealt with at the Parish Court level. Judge Crooks added that a series of training will be conducted by the

DIFFERENTIATED CASE MANAGEMENT TO BE GAME CHANGER FOR PARISH COURTS (CONT'D)

Judicial Education Institute of Jamaica (JEIJ) to sensitize judges on the DCM technique. Additionally, the Judiciary will engage external stakeholders including members of the private Bar to sensitize them about the DCM technique. Once the DCM technique is implemented, Judge Crooks said it will also improve public respect for judicial processes.

“We want to further enhance the confidence of the public that if a matter ends up in the court it will be dealt with swiftly, decisively and with certainty. They can be assured that their matters will be dealt with within a reasonable time,” Judge Crooks said.

Chief Justice the Honourable Mr Justice Bryan Sykes, OJ, CD welcomed the workshop and said DCM will go a far way in building a world class court system. Justice Sykes said that judges will have a significant role to play in ensuring that cases are disposed of within a timely manner.



Chief Justice the Honourable Mr Justice Bryan Sykes, OJ, CD was also in attendance at the DCM Conference held at Couples San Sochi Hotel in St. Mary on July 17, 2021.

“This is what has plagued some of the cases in the Parish Courts. They require a little bit more effort and time. What this will do is to focus the efforts of the prosecutors. For example, the Manchester Fraud Trial [R. v. Sanja Elliot et al] was in the system for four years without any good reason. Therefore, the impetus has to come from the judges because the parties do not have any vested interest to get the case started. This is why this process has to be judge-driven and judge-led,” Chief Justice Sykes said.

The DCM Committee was formed in March 2021 and is tasked with setting time standards for completing various types of cases in keeping with the push towards trial date certainty and effective courtroom utilization. It forms part of the Judiciary’s wider strategic goals of reducing backlog, eliminating delays

and adjournments among other targets as outlined in its strategic plan. The Parish Courts, which account for the bulk of cases, recorded a disposal rate of 83% in 2019.

The DCM workshop was sponsored by the Pan American Development Foundation (PADF), which is a non-governmental and non-political organization. The PADF aims to bring together stakeholders to create sustainable economic development, strengthen civil society and respond to natural disasters for the most disadvantaged people in Latin America and the Caribbean.

12 JUDICIAL OFFICERS SWORN IN



Chief Justice, The Honourable Bryan Sykes engages His Excellency Sir Patrick Allen, Governor General, in conversation following the Swearing-In Ceremony for the Judges and Masters of the High Court.

Ten judges and two Masters-in-Chambers were sworn in by Governor-General, His Excellency, the Most Honourable Sir Patrick Allen, during a ceremony at King's House in St. Andrew on September 15, 2021

The Honourable Mrs Justice Marcia Dunbar Green was sworn in as Judge of Appeal, while the Honourable Mr Justice Evan Brown will act as a Judge of the Court of Appeal, effective September 20, 2021.

Additionally, the Honourable Mrs Justice Cresencia Brown Beckford and the Honourable Mrs Justice Georgiana Fraser will act as Judges of the Court of Appeal for the period September 20, 2021 to December 20, 2021.

Their appointments were recommended, following vacation leave being granted to the

Honourable Mrs Justice Marva McDonald-Bishop and the Honourable Mr Justice David Fraser.

Also taking the Oath to be appointed Puisne Judge were Master Natalie Hart Hines; Her Honour Mrs. Icolin Reid; His Honour Mr. Vaughn Smith, and Her Honour Mrs. Tara Carr, effective September 16, 2021.

Master Tania Mott Tulloch-Reid and Her Honour Mrs Sandria Wong Small will both assume office as Acting Puisne Judges for the period of September 16, 2021 to December 20, 2021.

Their appointments were recommended by the Judicial Service Commission after the Hon. Mrs. Justice Sarah Thompson-James and the Hon. Mr. Justice Courtney Day were granted vacation leave.

Meanwhile, Her Honour Miss Stephany Orr took the oath as Master-in-Chambers, while Miss Heather Carnegie was sworn in as Acting Master-in-Chambers.

In his address, the Governor-General said Judges should always apply the principle of proportionality, balancing the severity of criminal sentencing while at the same time ensuring that it is not so excessive that human and constitutional rights are violated, nor so sparing that it is not worth being presented to the court," he said.

He said the rule of law is the foundation of the country's democracy and it should not be swayed by politics or expediency.

12 JUDICIAL OFFICERS SWORN IN



President of the Court of Appeal, The Honourable Mr. Justice Patrick Brooks brings remarks at the Swearing-In Ceremony for Judges and Masters-in-Chambers for the 2021 Michaelmas term.

“It is, therefore, your responsibility to assure the public that your discharge and administration of justice are robust, effective and impartial,” the Governor-General said.

He argued that when citizens feel that justice has been served it reduces trauma and adds to their peace of mind. The Governor-General said that judges are expected to protect, guard, defend and uphold the Constitution as an independent body, “unfettered by any other branch of Government”.

Meanwhile, President of the Court of Appeal, Honourable Mr Justice Brooks, extended congratulations to the judges, adding that their hard work must continue in the office in which they have been sworn.

For his part, Chief Justice, Honourable Mr Justice Bryan Sykes, said the judges have demonstrated that the confidence placed in them was not misplaced.



His Excellency The Most Honourable Sir Patrick Allen, Governor General (centre), The Honourable Mr. Justice Bryan Sykes, Chief Justice (Governor General's left) and The Honourable Mr Justice Patrick Brooks, President of the Court of Appeal (Governor General's right) pose alongside the newly appointed Judicial Officers for the Michaelmas Term from the Court of Appeal and Supreme Court at a Swearing-in Ceremony held at King's House in on September 15, 2021.

PHOTO HIGHLIGHTS - SWEARING-IN CEREMONY



The Honourable Mrs. Justice Marcia Dunbar Green takes the Judicial Oath of Office at the Swearing-in Ceremony held at King's House on September 15, 2021. Looking on is Governor General, His Excellency The Most Honourable Sir Patrick Allen, ON, GCMG, CD, KSt.J.



The Honourable Mr. Justice Evan Brown receives his Instrument of Appointment from His Excellency Sir Patrick Allen on September 15, 2021 after being sworn in.



His Excellency Sir Patrick Allen looks on as the Honourable Mrs. Justice Cresencia Brown Beckford takes the Oath of Allegiance at the Swearing-in Ceremony held at King's House.



The Honourable Mrs. Justice Georgiana Fraser receives her Instrument of Appointment from His Excellency Sir Patrick Allen after being sworn in to act as a Judge of Appeal for the 2021 Michaelmas term.

PHOTO HIGHLIGHTS - SWEARING-IN CEREMONY



The Honourable Mrs. Justice Natalie Hart Hines takes the Judicial Oath of Office at the Swearing-in Ceremony for Judges and Masters of the High Court. Looking on is Governor General, His Excellency Sir Patrick Allen.



The Honourable Mrs. Justice Icolin Reid recites the Oath of Allegiance at the Swearing-in Ceremony on September 15, 2021 as His Excellency Sir Patrick Allen looks on.



The Honourable Mr. Justice Vaughn Smith signs his Instrument of Appointment after taking the Judicial Oath as His Excellency Sir Patrick Allen looks on.



His Excellency Sir Patrick Allen observes as The Honourable Mrs Justice Tara Carr recites the Judicial Oath at the Swearing-in Ceremony held at King's House.

PHOTO HIGHLIGHTS - SWEARING-IN CEREMONY



The Honourable Mrs. Justice Tania Mott Tulloch-Reid receives her Instrument of Appointment from His Excellency Sir Patrick Allen after being sworn in to act as a Puisne Judge for the 2021 Michaelmas term that runs from September to December.



The Honourable Mrs. Justice Sandria Wong-Small signs her Instrument of Appointment, after taking the Oath of Allegiance, as His Excellency Sir Patrick Allen looks on.



Governor General, Sir Patrick Allen presents Master-in-Chambers Miss Stephany Orr with her Instrument of Appointment at the swearing-in ceremony.



Master-in-Chambers Miss Heather Carnegie takes the Judicial Oath of Office as His Excellency Sir Patrick Allen observes.

CAD CONTINUES PUBLIC EDUCATION DRIVE



(From left): Senior Public Relations Officer at CAD Mr Shannick Dawkins and Clerk of Court at St. James Parish Court Mrs Sherneika Jackson at the SDC's Community Market and Business Fair at the Dumfries Community Centre in St. James.

The Judiciary of Jamaica through the Court Administration Division (CAD) continues its thrust towards increasing access to justice by making information about the services offered by the courts widely available to the Jamaican public.

The CAD in collaboration with the St. James Parish Court participated in the Social Development Corporation's (SDC) Community Market and Business Fair held at the Dumfries Community Centre in St. James on Friday, July 16, 2021.

The team distributed more than 300 brochures to participants at the event who live in St. James and neighbouring parishes. The participants sought information on various subject matters including probate, divorce, child custody, as well as child maintenance and jury duty.

One of the participants, Adelta Murray-Humphrey, heaped high praises on the CAD and the St. James

Parish Court for making justice accessible.

"I was seeking information on Probate and the courteous staff broke down the information for me. They also handed me a brochure with the process that I need to follow. The information is very useful. I also got a tote bag from them," Mrs. Murray-Humphrey said.

Another participant, Newton Barton, said he feels empowered by the information he received on the operations of the courts.

"It was extremely informative. These are some of the problems that exist within my community. I can now tell persons in my community that they can come to the court to sort out child maintenance and take out a protection order against an abusive partner," Mr. Barton said.

This is the third SDC's Community Market and Business Fair that the CAD and the courts have participated in since the start of the new financial year. In May, the CAD and the courts participated in two Community Markets and Business Fairs held in Trelawny and St. Mary. The initiative by the SDC is aimed at keeping community businesses in operation during this period of economic downturn caused by COVID-19.

STRATEGIC RETREAT: BUILDING A STRONGER AND MORE COMMITTED CAD

Directors and middle managers at the Court Administration Division (CAD) participated in a three-day management retreat in July at the Terra Nova All-Suite Hotel in St. Andrew. The aim of the retreat was to build stronger teams in an effort to create a cohesive work environment and to meet the strategic priorities of the Judiciary as outlined in its strategic plan launched more than a year ago.

Director of Court Administration, Mrs. Tricia Cameron-Anglin, said it is paramount for the CAD to build a team that is ready, alert and responsive to the needs of court staff and court users.

“It is my hope that at the end of these sessions we will advance as a stronger CAD, a more committed CAD. A CAD which understands its purpose and impact. A CAD committed to meeting the needs of the people. Let us recognize that while we all have different skills and abilities, the unique contributions of each individual can and should be used for the greater good, and the benefit of the people we serve,” Mrs. Cameron-Anglin said.

She urged the Directors and middle managers to bury the hatchets and focus on building united teams that focus on achieving the goals of the organization.

“We must let go of past hurts and disappointments and begin to build an administrative arm that will see to the successful operations of our courts. There are so many Jamaicans that interact with our courts and the little things that we get right each day, helps the court to serve each court user in a better and more professional way,” Mrs. Cameron-Anglin added.

Chief Justice, the Honourable Mr. Justice Bryan Sykes, OJ, CD said this year’s Retreat is aimed at greater co-ordination and cohesion; and that we are ‘one’ Judiciary but at different levels, expected to deliver judicial services.

For his part, Justice Minister the Honourable Delroy Chuck said employees should change the way they think in order to achieve the vision of the Judiciary and create a first-world justice system.

“We cannot have third world thinking if we desire to have a first-class justice system. Individually, we can achieve so much and no more. But we can achieve exponentially, if we work as a team,” Mr. Chuck said.

The team was presented with a wealth of information from diverse speakers on team building, change management, leadership, brand personality and networking, financial management and physical fitness. One of the speakers Justice Carole Barnaby spoke to the team about journey to awesomeness.

“In order to thrive, we ought to be open to change; look at our roles and responsibilities as service providers –

STRATEGIC RETREAT: BUILDING A STRONGER AND MORE COMMITTED CAD

be wired for growth and change; and be characterized by awesomeness,” Justice Barnaby said.

The other speaker, Director of Public Prosecution Paula Llewellyn, spoke about the importance of leadership. She encouraged managers to go into the ‘trenches’ with their team members and reminded them that “leadership is not for the faint at heart and that leaders must have rhinoceros skin.”

Meanwhile, Financial Adviser at Sagicor Shamar Clarke encouraged staff to better manage their finances and plan for retirement. Then, Change Management Consultant Mr. Fabian Thomas delivered an energizing presentation about planning and managing change in order for the organization to remain relevant to the needs of staff and its clients. Additionally, entrepreneur Yanique Page told team members that they must build their brand and protect its reputation.

Activities

Perhaps, the most unforgettable moments of the Retreat were the fun-filled activities that not only entertained staff but also taught them life-lessons about teamwork, efficiency, accuracy and trust.

Directors and middle managers also engaged in an activity called “The Speed of Trust” where blindfolded Directors were led through a maze of obstacles by one of their staff members and had to do so in quick time. The Human Resource Management and Information, Communication and Technology Divisions copped the prize for that activity.

There was a scavenger hunt, in which employees were placed in groups of two to search for hidden items around the hotel’s property.

Then, there was the Math Relay where team members were required to solve four problems (addition, subtraction, multiplication and division). The Client Services, Communications and Information Division was declared the winner after its team completed the race in a record finishing time of 2:24.

Team members were surprised after they found out that “Jeans Day” was not a beauty pageant but rather a day to get their hands dirty and foreheads sweaty. Trainers from JYM Training sensitized staff about the importance of physical fitness for living longer and healthier lives. They made staff flexed their muscles and worked as a team to push a minibus. Transport Manager Mr. Clinton Floyd and Audit Manager Latoya Spence won a one-month gym membership from JYM after they were able to plank and squat respectively for the longest.

STRATEGIC RETREAT SNAPSHOTS— SPEED OF TRUST



Transport Manager Clinton Floyd removing the blind fold from Director, Procurement Ms. Philisha Talbert after speeding through the maze filled with obstacles at day two of the Strategic Retreat held at the Terra Nova All-Suite Hotel in St. Andrew on July 21, 2021.



Customer Service Coordinator Mrs. Janet Duffus-Beale holding on to Acting Director, Client Services, Communications and Information Mrs. Kadiesh Fletcher as she prepares to guide her through the maze. They had the second fastest time.



Senior Director, Human Resource Management and Administration Mrs. Bobette Dawkins being guided through the Speed of Trust challenge by Senior Human Resource Officer Mrs. Kemaula Bennett-Brae.



Property Officer Ms. Kerry-Ann Samms guiding the Director of Building and Property Management Mr. Terry Smith through the maze filled with obstacles at the Strategic Retreat held at the Terra Nova All-Suite Hotel in St. Andrew.

STRATEGIC RETREAT SNAPSHOTS— SPEED OF TRUST



Principal Finance Officer Mrs. Ann-Marie Cummings taking mousey steps as she is guided by Payables and Disbursement Manager Mrs. Jill Weller at the Strategic Retreat for the CAD's management and leadership team.



We got this brother! Software Manager Mr. Paul Davis guiding Network Coordinator Mr. Dean Bowley holding hands as they make their way through the maze in quick time. ICT team tied with Human Resource Management and Administration as winners of the Speed of Trust challenge.



Chief Internal Auditor Mr. Wayne Grant, who is the Director of Internal Audit, is being led by Audit Manager Latoya Spence as they compete in the Speed of Trust challenge at the Strategic Retreat.

Nothing is as fast as the speed of trust.
Nothing is as fulfilling as a relationship of trust. Nothing is as inspiring as an offering of trust. Nothing is as profitable as the economics of trust. Nothing has more influence than a reputation of trust.

— Stephen Covey —

AZ QUOTES

PHOTO HIGHLIGHTS -GRATITUDE IS A MUST!



Principal Finance Officer Mrs. Ann-Marie Cummings presenting a basket to Puisne Judge The Honourable Miss Justice Carole Barnaby who encouraged staff to work towards awesomeness.



ICT Infrastructure Services Manager Mr. Evrol Bell releasing Director of Public Prosecutions Ms. Paula Llewellyn who was sentenced to be our guest speaker for two days at our Strategic Retreat held at the Terra Nova All-Suite Hotel in St. Andrew in July 2021.



Senior Public Relations Officer Mr. Shannick Dawkins presented Change Management Consultant Mr. Fabian Thomas with a book as a token of appreciation on behalf of the CAD.



STRATEGIC RETREAT— OUT AND STUNTING!



Team members of the Internal Audit Division at the Court Administration Division holding a vibes at the Strategic Retreat.



Team members of the Human Resource Management and Administration did not only brighten the place with their yellow but also with their electrifying energy like the sun.



Members of the Information, Technology and Communications Division showing us that they are more than computer geeks at the Strategic Retreat. They are socialites.



Members of the Building and Planning Division at Court Administration Division on Day Three of the Strategic Retreat held at the Terra Nova All-Suite Hotel.

STRATEGIC RETREAT— OUT AND STUNTING!



The love is real for members of the Client Services, Communications and Information Division at the Court Administration Division.



Team members of Finance and Accounts at the Court Administration Division giving the Strategic Retreat the thumbs up; except for Budget Director Andre Williams who doesn't know how to make the thumbs-up signal. Let's pray for him!



(In front) Director of Court Administration Mrs. Tricia Cameron-Anglin, Senior Director of Strategic Planning, Reform & Performance Monitoring Mr. Shaun Cameron, (At back) Legal Officer Ms. Tressa West and Administrative Assistant Ms. Audrina Martin are members of the Executive Unit.

CAREERS IN OUR COURTS

This feature will focus on careers within the courts and will also examine how these careers are aligned with the Judiciary's strategic objectives as outlined in its Strategic Plan – "Benchmarking the Future: Courting Success." The strategic objectives for the courts are: significant reduction in backlogs; automation of court processes and reducing delays and multiple adjournments by 2023.

For this quarterly newsletter, we will be looking at the roles and responsibilities of a Court Administrator. The Court Newsletter spoke with Court Administrator at the Supreme Court Miss Deborah Rance.

The Court's Newsletter: What are the job functions of a Court Administrator?

Deborah Rance: The job functions of a Court Administrator include:

1. Supervising the preparation and dissemination of court list and details pertaining to hearings.
2. Monitoring orders from court hearings.
3. Establishing a system to identify and monitor the signing of urgent Orders.
4. Supervising Court Clerks and ensure all hearings have a court clerk assigned.
5. Monitoring performance in accordance with work plans.
6. Assisting Judges by contacting external parties where necessary
7. Assigning court dates to applications filed into court, upon the adjourned hearing as necessary.

The Court's Newsletter: What are the educational requirements for a Court Administrator?

Deborah Rance: The Public Services Commission requires a degree to qualify for the post.

The Court's Newsletter: What is the link between your job and the strategic priorities of the Judiciary as outlined in its Strategic Plan for 2019 -2023?

Deborah Rance: I see the importance of aligning my mind and vision with those of the Judiciary's strategic plans in order to be a part of the team effort and desired outcome. The court has been in need of a common goal, which has now come to us by way of the Chief Justice's Vision and Mission of the Judiciary. The role and function of the Court Administrator will play a vital and pivotal part between the Judges, the staff and the public and achievement of the strategic objectives.

The Court's Newsletter: How have your job functions changed in the past few years in light of technological advancement within the Judiciary?

The Court Administrators' list of duties at the Supreme Court has evolved over the last nineteen years. To this extent; however, the date scheduling function has remained consistent but with various challenges throughout the years. In years gone by, the scheduling of dates for hearing on Applications were noted in five physical diaries before we had the usage of the Judicial Enforcement Management System (JEMS). These diaries would

CAREERS IN OUR COURTS

represent the resources to which a Judge would be assigned each week as designated. The number of matters that are now being filed into the Civil Registry have greatly increased and the paperwork in order to obtain an order has also increased significantly.



Court Administrator at Supreme Court Miss Deborah Rance

The Court's Newsletter: How did you discover that you have an interest in working with the court system?

Deborah Rance: I discovered my interest in working for the court after working in my earlier years as a legal secretary and paralegal officer. I accompanied my then boss Constitutional lawyer Mr. Lloyd Barnett who was representing a client with a matter before the court. I was impressed with his conduct and professionalism. It was that situation that greatly stimulated my interest in the court system.

The Court's Newsletter: What do you like the most about your job?

Deborah Rance: I like the fact that I am in a constant teaching and learning environment which serves to stimulate my appreciation for learning especially when challenges are presented. Our Judges in the High Court usually act as a source of information and there are supervisors who aid in the efficient flow of the work process within the registry. I do appreciate and feel privilege that I can play even a small role in the service to my fellow Jamaicans. I do obtain a deep sense of satisfaction at the resolution of difficult matters and after arriving at the end of a demanding day of work with my

faculties intact.

The Court's Newsletter: What keeps you motivated in the job?

Deborah Rance: My sense of motivation is fuelled by the one small voice who may have expressed

CAREERS IN OUR COURTS

appreciation for the service that I would have rendered throughout the day. Also, when I can register external and internal customer satisfaction on seeing where a request or a solution was found to meet the needs of a problem or challenge.

The Court's Newsletter: How do you manage your day?

Deborah Rance: In taking care that I perform my duties effectively, I try to take care of myself by keeping a forgiving and thankful mind-set. I try to arrive at the office early each day and to attend to the most urgent matters. I maintain the reality that prioritization is key to managing the various urgent matters which usually arise. Challenges that I would normally encounter on the job would include miscommunication and misconduct issues among personnel, whether these originate within or without the court. Also, staff absenteeism, dysfunctional equipment such as telephones or computers, adjusting to various changes and expectations in leadership, among other things, must be dealt with so as to get the work done. I try to address these challenging issues as best I can and in short order while being mindful to apply kindness and whatever other special graces and tactics I can employ.

The Court's Newsletter: Thank you very much for speaking with us!

Wash your hands with Soap & Water!

Having clean hands
reduces the spread
of diseases like
COVID-19

BE AWARE. PREPARE. ACT.
www.paho.org/coronavirus

PAHO



Pan American
Health
Organization



World Health
Organization
REGIONAL OFFICE FOR THE AMERICAS

PROVEN SAFE AND EFFECTIVE

DOUBLE DOSE A *Dweet* with

AstraZeneca 
Vaccine

**Head to the
nearest
vaccine site
TODAY!**



For more information contact the Ministry of Health and Wellness at 888-ONE-LOVE (888-5683) or Visit <https://www.moh.gov.jm>



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