



**SUPREME COURT OF JUDICATURE
REGISTRAR'S CHAMBERS**

Hall of Justice, Knox Street, Port of Spain
Trinidad & Tobago
Tel: (868) 223-1060 ext. 2237
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October 20, 2017

Mr. Douglas Mendes S.C.
President of the Law Association
Of Trinidad and Tobago
2nd Floor, 95-97
Frederick Street
PORT OF SPAIN

Dear Senior,

Re: Introduction of a Probate Help Desk- San Fernando, Sub-Registry

The Judiciary is pleased to announce the implementation of the third phase of changes to the Probate Registry as we aim to bring about a more efficient service and product to the members of the public. This new phase will see the introduction of a Probate Help Desk located at the San Fernando Supreme Court and will begin operations on **October 30, 2017** on the 3rd Floor, San Fernando Supreme Court.

We wish to thank the members of the Law Association for their continued co-operation, patience and understanding and ask that when attending the Probate Help Desk that all the guidelines set out hereinafter are adhered to, to ensure the smooth transition, collection and processing of documents. We also kindly ask that members of the LATT comply with the instructions of our clerks in all matters, as our staff have been trained in the relevant procedures and documents they are allowed to accept and we have asked that they maintain these standards for the benefit of our customers and staff.

We ask that the members of the Law Association observe the services that are to be offered at the Probate Help Desk as well as the Documents which can be lodged.

Kindly note that documents are not to be filed at the Probate Help Desk at this time and ask that specific attention be paid to the documents being lodged and activities which can be conducted:

1. **Lodging of New searches** (i.e. for deaths between the period 1994-present). Searches falling within this period can be lodged and collected at the Probate Help Desk.
2. **Lodging of Old Searches** (i.e. for deaths prior to 1994). Due to the fact that searches falling within this category are not yet computerized, said searches cannot be conducted at the Probate Help Desk. In this regard, these searches will be sent to the Probate Registry, Port-of-Spain to facilitate their completion. Upon completion, the searches can be collected at the Probate Help Desk.
3. **Status Updates**-Members of the Law Association and the public will be able to obtain status updates at the Probate Help Desk. Persons are however reminded that query notices are usually emailed to attorneys at law and we ask that attorneys provide the Probate Registry, upon the filing of their documents, with their updated and correct email addresses, to ensure that query notices are received.
4. **Bonds**-The lodging and collection of Bonds will be facilitated at the Probate Help Desk. Attorneys are kindly asked to submit a filed copy of the general affidavit along with the Bond for approval.

We would like to reiterate that the Probate Help Desk **is not** intended to be a fully functional Probate Registry at this time but **only** a Help Desk for specified documentation. The Probate Help Desk **is not capable of accepting documents to be filed** and as a result the filing of all applications and related documents will remain with the Probate Registry at the Hall of Justice, Port of Spain. We therefore ask all attorneys and clerks to be vigilant when lodging documents as the Probate Help Desk.

The membership of the LATT is further reminded that all documents being lodged must be accompanied by the appropriate filing form.

Yours respectfully,



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Nirala Bansee-Sookhai
Registrar and Marshal, (Ag.)
Supreme Court

Nirala Bansee-Sookhai
Registrar and Marshal
Supreme Court of Trinidad and Tobago

c.c. Mr. Reshard Khan