



THE JUDICIARY OF JAMAICA

MEDIA PROTOCOL



OUR VISION, MISSION AND CORE VALUES



Vision

To be the best
in the Caribbean
in three years
and one of the best
globally in six years.

Mission

To provide sound,
timely judgments and
efficient court services.



Core Values

Fairness, Accountability
Independence, Integrity,
Impartiality, Respect,
Commitment, Courtesy,
Accessibility, Responsiveness
& Empathy



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MEDIA PROTOCOL FOR THE JUDICIARY OF JAMAICA

The Media and the Court

1. The Judiciary of Jamaica recognizes the role of the media in facilitating greater access to justice thereby enhancing public confidence in the justice system. It has, therefore, established this media protocol and with it, an office to be comprised of a Media Liaison Officer and such other person or persons who may be assigned the role of an assistant to the Media Liaison Officer.

Role and Function of the Media Liaison Officer

2. The Media Liaison Officer is the official link between the Courts and members of the media. He or she will facilitate communication.

The Protocol

3. In Jamaica, court hearings are, with a few exceptions, open to the public and may be reported on. The court has the power to protect the integrity of its processes and to safeguard the interests of those who utilise its services. Consequently, while media coverage of court proceedings is welcomed, we ask that these protocols be observed.

Registration of Personnel

4. Media managers are advised to register, with the Media Liaison Officer, the personnel who will be assigned to cover court proceedings on a regular basis. For registration, the reporter's name and a copy of their authorisation identification must be submitted one week prior to the start of each court term (Michealmas: September – December; Hilary: January – April; and Easter: April - July).

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Reporter's operations in and outside the courtroom

5. Upon entering the precincts of the court, all equipment must be presented for search/inspection by security personnel.
6. Media personnel must use equipment that will not produce distracting sounds or light that will otherwise affect the court's proceedings.
7. All equipment must be placed, replaced, moved and removed before the start of court proceedings, after adjournment or during recess.
8. A press 'box' will be created inside each court room and media personnel are asked to use these designated spaces.
9. Members of the media may tape-record proceedings to verify their notes of what was said in court, **but not for broadcast**. Each registered reporter will be allowed one (1) recording device (audio, not video).
10. The television media will be permitted to record **audio only, for verification purposes only**. Each registered reporter will be allowed one (1) recording device (audio, not video).
11. All others, including attorneys-at-Law and members of the public must seek the permission of the presiding judge to record the proceedings. Such requests should be submitted in writing to the Media Liaison Officer, no less than two (2) days prior to the commencement of the hearing in court.
12. The presiding judge may, at any time, impose conditions on, or terminate media coverage. This may become necessary to protect the rights of the parties, the dignity of the court, matters of national security or for any other reason which the judge considers necessary in the interests of justice.
13. The media are prohibited from covering in-camera matters.

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14. There should be no recording or broadcast of dialogue which occurs in court between:
- a) Counsel and their clients;
 - b) Counsel of the same client;
 - c) Counsel of different clients,
 - d) Prosecutors and the police;
 - e) Defence counsel and the police; and
 - f) Prosecuting and defence counsel
15. A presiding judge reserves the right to stop the recording at any time during the proceedings.
16. Interviews may take place anywhere outside of the court building.
- Interviews are not to take place inside the courtroom. Any requests to conduct interviews on the court building other than inside the courtroom, or to record or photograph court facilities, must be done in writing to the Media Liaison Officer one day before it is intended for any such activity to take place.
17. A copy of any broadcast covering court proceedings should be provided to the Media Liaison Officer, within 2 days of the broadcast, upon request.

Retractions

18. Media Personnel are expected to publish retractions promptly, upon request from the presiding judge, (the request should only be made after consultation with the Chief Justice, President of the Court of Appeal or the Chief Judge of the Parish Courts), and is to be routed through the Media Liaison Officer.

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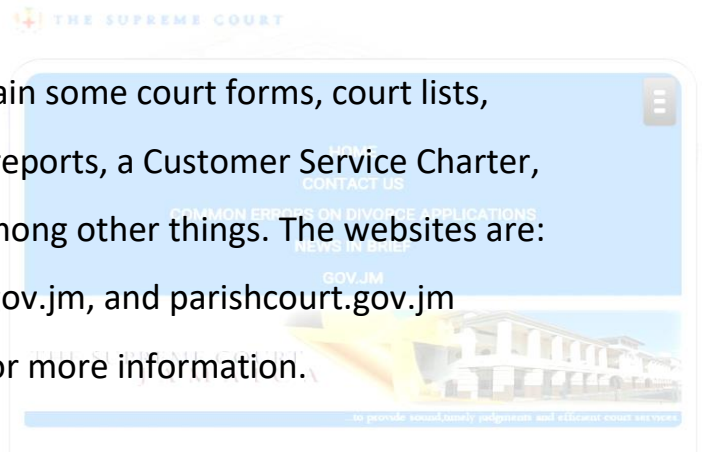
The Media and Court Documents

19. In general, all documents filed in court, for the purpose of proceedings in open court, form part of the public record of the court and are accessible. There are occasions where, by law or order of the court, public access is restricted. The court may, on the request of any party to the litigation, or in the exercise of its own discretion, order that certain information or documents should be sealed and/or not disclosed.
20. Hard copies of public documents may be obtained from the Registrar at the Court of Appeal, Supreme Court, or the Clerk of Court at the Parish Court, upon payment of the relevant fees.
21. Media personnel may contact the Media Liaison Officer for assistance to access documents filed in court.

Electronic Access

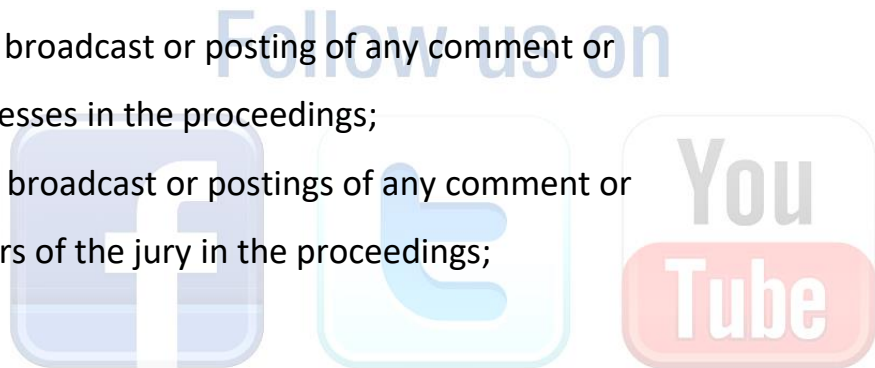
22. The Judiciary has websites which contain some court forms, court lists, information on jury service, statistical reports, a Customer Service Charter, Term dates, judgments of the court, among other things. The websites are: courtofappeal.gov.jm, supremecourt.gov.jm, and parishcourt.gov.jm

The Media Liaison Officer may be contacted for more information.



The Media and Social Media

23. While a Trial or Hearing is in progress:
 - a) there should be no public broadcast or posting of any comment or discussion about the witnesses in the proceedings;
 - (b) there should be no public broadcast or postings of any comment or discussion about members of the jury in the proceedings;



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(c) there should be no public broadcast or posting of any comment which may tend to prejudice a fair trial or which is calculated to hinder or obstruct the proceedings; and

a) (d) there should be no live streaming of the proceedings.

24. The court will make efforts to live stream proceedings, in so far as is considered necessary in the public interest, through its social media pages. Public speeches by the Chief Justice and the President of the Court of Appeal, Court of Appeal hearings and the Openings of Circuit will also be broadcast where possible.

25. At the completion of court proceedings:

- a) Mini videos, public education campaigns, responses to queries and questions may be published on the court's social media pages from time to time.
- b) Decisions of the court in selected cases will be posted on the court's social media pages.

The Media and Children

26. Under the Child Care and Protection Act section 44 (1a, b,) children are not to be identified by name or image in media reports.

Dress Code

27. Media personnel are encouraged to dress professionally at all times.

Please refer to the court's dress code on our websites:

www.supremecourt.gov.jm.

THIS PROTOCOL DOES NOT INTERFERE WITH THE OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTION OR THE JAMAICA CONSTABULARY FORCE; AND IS SUBJECT TO REVIEW.

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How to Address Judges

The formal mode of Address in writing:	Open Salutation	Closing Salutation	Verbal Address	On the bench
The Honourable Mr. Justice ..., OJ, CD Chief Justice	Dear Chief Justice/Mr. Justice .../Sir /Madam	Yours Faithfully,	“Chief Justice” or “Mr. Justice ...”	My Lord/Lady or Your Lordship/Ladyship
The Honourable Mr. Justice ..., OJ, CD President of the Court of Appeal	Dear Mr. Justice...	Yours Faithfully,	“President” or “Mr Justice...”	My Lord/Lady or Your Lordship/Ladyship
The Honourable Mr/Mrs Justice..... Judge of Appeal	Dear Mr/Mrs/Ms Justice....	Yours Faithfully,	“Mr/Mrs/Ms Justice...”	My Lord/Lady or Your Lordship/Ladyship
The Honourable Mrs. Justice... Senior Puisne Judge	Dear Mr/Mrs/Ms Justice...	Yours Faithfully,	“Mr/Mrs/Ms Justice...”	My Lord/Lady or Your Lordship/Ladyship
The Honourable Mr/Mrs Justice..... Puisne Judge	Dear Mr/Mrs/Ms Justice...	Yours Faithfully,	“Mr/Mrs/Ms Justice...”	My Lord/Lady or Your Lordship/Ladyship
Mr/Mrs./Miss ... Master-in-Chambers	Dear Mr/Mrs./Miss...	Yours Faithfully,	“Mr/Mrs./Miss...”	Master

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His/Her Mr/Mrs./Ms Honour.... Senior Parish Court Judge	Dear Mr/Mrs/Ms,	Yours Sincerely,	“Mr/Mrs/Ms Justice...”	Your Honour
His/Her Mr/Mrs./Ms Honour.... Parish Court Judge	Dear Mr/Mrs/Ms Justice,	Yours Sincerely,	“Mr/Mrs/Ms Justice...”	Your Honour
Mr/Mrs./Ms....JP	Dear Mr/Mrs./Ms	Yours Sincerely,	“Mr/Mrs./Ms...”	Your Worship

Please check for post-nominals



Glossary

The following list provides definitions of common terms used in court.

Accused

A person charged with committing a criminal offence. Other words for accused are “defendant” and “alleged offender”.

Acquit/Acquittal/Acquitted

When the Judge, jury or appeal court find that a person is not guilty of the crime.

Admissible

Used to describe evidence that is allowed to be given in court and taken into account in the proceedings. Not all evidence is admissible.

Affidavit

A statement on oath which is witnessed by a Justice of the Peace or Notary Public.

Balance of Probabilities

The test (or standard of proof) used by a court in civil proceedings. It states that something must be more likely to have happened than not to have happened.

Bench Warrant

An order of the court for the arrest of a person for failure to surrender to custody while on bail.

Beyond reasonable doubt

The test (or standard of proof) used by a court in criminal proceedings to decide if the accused or defendant is guilty or not guilty of each criminal charge. It must be proved beyond reasonable doubt (or to the extent that you are sure) that a person has committed an offence before they can be found guilty.

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Common Law

The law based on previous court decisions and customs as distinct from statute law created by Parliament.

Count

A count is a charge in a criminal matter, and is usually stated in an indictment. An indictment may contain several counts.

Coroner's Inquest

An inquiry by a **Coroner**, sometimes with the aid of a jury, into the cause of a **death** occurring under suspicious circumstances.

The Crown

In higher courts the prosecution may be referred to as 'the Crown', that is, representing the Queen in right of the Commonwealth.

Damage

A loss or harm resulting from injury to a person, property or reputation.

Damages

An award, typically of money, to be paid to a person as compensation for loss or injury.

Deliberations

The process taken by a jury to decide whether the accused is guilty or not guilty. The jury leaves the court and goes to a special room to deliberate the verdict.

Deposition

A typed copy of the evidence recorded in court.

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Dock

An enclosure in a court where an accused usually sits during trial. Civil Courts do not use the dock.

Empanel a Jury

The process of selecting a jury from a larger group that have been called to perform jury duty.

Evidence

Information provided to the court that is used to prove or disprove a fact in issue in court proceedings.

Evidence-in-Chief/Examination-in-Chief

The evidence a witness gives before he is cross-examined.

Exhibits

All the other evidence (apart from evidence from witnesses) needed to help present the case to the court, for example items such as documents, photographs, clothing or other items relevant to the case.

Hearing Date

Any court date which is not a mention date.

Hung Jury

An outcome where the people on a jury cannot agree whether the accused is guilty or not guilty.

In Camera

A hearing which is conducted privately in a closed court or the Judge's private room or chambers. Sexual offences, gun court matters, matters involving minors, matrimonial and custody matters are all held in camera.

Indictable Offence

A serious criminal offence that is tried on indictment.

Indictment

A formal written accusation charging a person with an offence. It is usually used for more serious offences.

Information

A formal document charging an offender. It is usually used for lesser offences.

Interested Party

A **person** or **legal** entity with a right, claim or other **interest** in a particular matter.

Juror

A member of the jury. See also “Jury”.

Jury

A group of people chosen at random from the general community who are tasked with the responsibility of determining whether the accused is guilty or not guilty, on the evidence presented in a criminal trial. The jury determines the verdict (that is, whether the accused is Guilty or Not Guilty).

Matter

A prosecution or a proceeding in a court (a “case”) may be referred to as a “matter”.

Mention Date

A court date other than trial date.

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Nolle Prosequi

A decision made not to proceed with a charge or charges that have already been presented to the court. The decision is usually made by the Director of Public Prosecutions.

Part Heard

A matter is part heard when court proceedings have begun but are not completed and have to be continued at a later date.

Plea

The response by an accused defendant to each charge. Pleas normally are "not guilty," or "guilty,"

Prima Facie

A Prima Facie case is one which 'on the face of it' is arguable.

Quash

When a higher court discharges or sets aside a decision previously made by a lower court (for example, in the case of wrongful conviction).

R

The letter R commonly represents Regina, the latin term for the Queen. When a King is on the throne it stands for 'Rex'.

Statement

A signed document that sets out the intended evidence of a witness.

Subpoena

A court order to summon (make) a witness come to court to give evidence and/or bring documents to court.

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Sub judice

Under judicial consideration and therefore prohibited from public discussion elsewhere

Summary Offence

A less serious criminal offence that may be dealt with by a lower court. These offences are tried on information.

Summing Up

A judge's review of the evidence and explanation of the law for a jury.

Summons

An order from a court requiring the accused to come to court to answer a charge or for a witness to attend court to give evidence.

Transcript

A typed copy of what was said in the court. See also "Deposition".

Trial

A hearing in a court where all evidence is heard and a final decision is made. In some courts the trial is conducted before a Judge and jury.

Unanimous (verdict/decision)

A decision where all members of the Jury agree that the accused is guilty or not guilty of an offence.

Verdict

The decision of a jury after a trial, which must be accepted by the trial judge to be final. In a trial by Judge alone, the verdict is the decision of the Judge.

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Voir dire

A trial within a trial. Sometimes it is necessary for the Judge to hear legal arguments in the absence of the jury.



VISION	To be the best in the Caribbean in three years and one of the best globally in six years.		
MISSION	To provide sound, timely judgments and efficient court services.		
STRATEGIC DRIVER	Court Leadership and Management		
STRATEGIC PILLARS	Court Planning and Policies	Court Resources	Court Proceedings and Processes
STRATEGIC RESULTS	Constantly use accurate and reliable data to engage judges, staff and court users in developing initiatives for improved court performance.	Utilize all available resources (human, material and financial) effectively and proactively to enable optimal performance of all courts	Frequently review court proceedings and processes to identify areas for improvement and implement change.
STRATEGIC OBJECTIVES AND STRATEGY MAP	STRATEGIC MEASURES	STRATEGIC TARGETS	STRATEGIC INITIATIVES
<p>Customer/Stakeholder</p> <p>1. Improve Public Trust and Confidence</p> <p>2. Satisfy Clients' Needs</p> <p>3. Ensure Affordability and Access to Court Services</p> <p>4. Optimise use of Financial and Material Resources</p> <p>4(a) Repaired and maintained Plant and ICT infrastructure</p> <p>5. Improve Work Processes</p> <p>6. Strengthen Court Leadership and Management</p> <p>7. Improve ICT Infrastructure</p> <p>7. Improve Talent Management</p>	<p>1 2 3</p> <p>2 Increased Case Clearance</p> <p>2 3 Trial/Hearing/Event date certainty</p> <p>3 Reduced case backlog</p> <p>2 Reduced wait time for records</p> <p>2 Increased public awareness of court services and processes</p>	<p>1 2 3</p> <p>2 ↑ to 130%</p> <p>2 3 ↑ to 95%</p> <p>3 ↑ to 95% number of cases disposed within 24 months of entry in particular court</p> <p>2 ↓ delays to 21 days</p> <p>2 ↓ 80%</p>	<p>1 2 3</p> <p>Implement:</p> <p>Scheduling</p> <p>Differentiated Case Management Programme</p> <p>Updated Record Keeping and Retrieval System</p> <p>Internal and public education on court services and processes</p>
	<p>4</p> <p>4(a) Repaired and maintained Plant and ICT infrastructure</p> <p>4(b) Financial accountability</p> <p>4(c) Effective management of Assets</p> <p>4(d) Timely budget requests</p> <p>4(e) Operating within budget</p>	<p>4</p> <p>4(a) ↑ to 100%</p> <p>4(b) ↑ to 100% compliance with Laws/GOJ Policies and Guidelines</p> <p>4(c) ↑ to 100% compliance with GOJ Policies</p> <p>4(d) 100% on time requests</p> <p>4(e) ↑ to 100% of courts and CMS operating within budget</p>	<p>4</p> <p>4(a) Active Court Maintenance Plan</p> <p>4(b) Training in Laws, GOJ Policies and Guidelines</p> <p>4(c) Implement Asset Management System</p> <p>4(d) Internal training on Budget and Payment Cycles</p> <p>4(e) Internal training on Budget Preparation</p>
	<p>5</p> <p>5(a) Efficient Work processes</p> <p>5(b) Case flow management</p> <p>5(c) Timely, safe and efficient monetary transactions</p> <p>5(d) Effective Internal Communication</p>	<p>5</p> <p>5(a) 100% of courts by 2021</p> <p>5(b) 100% of courts by June 2020</p> <p>5(c) 100% of courts by 2022</p> <p>5(d) Complete and implement Communication Protocol by June 2020</p>	<p>5</p> <p>5(a) Map efficient work flow processes</p> <p>5(b) Implement formal Case flow Management</p> <p>5(c) Automate payment and collection systems</p> <p>5(d) Develop and Implement Communication Protocol</p>
	<p>6</p> <p>6(a) Improved Knowledge, Skills and Abilities</p> <p>6(b) Efficient Organizational Structure determined</p> <p>6(c) Improved Welfare</p> <p>6(d) Effective Talent Management</p>	<p>6</p> <p>6(a) 25% annually</p> <p>6(b) 100% by December 2020</p> <p>6(c) ↑ in health and security complaints</p> <p>6(d) ↑ 100% in one time evaluations</p>	<p>6</p> <p>6(a) Training for judges and Staff</p> <p>6(b) Structure Review of Courts</p> <p>6(c) Develop and Implement Health, Security and Anti-Sexual Harrassment Policies</p> <p>6(d) Develop and Implement Evaluation, and Rewards and Recognition Programmes</p>
<p>7. Infrastructure expansion</p> <p>7. Infrastructure expansion</p> <p>7. Infrastructure expansion</p>			
<p>CORE VALUES: • Fairness • Accountability • Independence, Integrity, Impartiality • Respect • Commitment, Courtesy • Accessibility • Responsiveness • Empathy</p>			

