

BASICS OF A COURT CASE

A Resource for Litigants In Person

People come to Court to resolve disagreements or to respond to a criminal charge. While there are many different types of court cases, there are some basic steps that your court case may go through.

Swipe through to learn about the basic steps of a court case. Not all cases will go through these stages, and some cases may get resolved outside of Court.



This information has been brought to you through a joint project of the Judiciary of Trinidad and Tobago, the United States Department of State Bureau of International Narcotics and Law Enforcement Affairs, and the National Center for State Courts.

STEP 1:

FILE AN APPLICATION BEFORE THE COURT

To start a court case, you must inform the Court of the dispute or issue to be resolved. This is called *filing* a case.

Visit eservices.ttlawcourts.org to file your matter online.



STEP 2:

GIVE NOTICE TO THE OTHER PARTY

When you file a matter, the Court will notify the other parties involved in the matter.



STEP 3:

SUBMIT EVIDENCE OR SUPPORTING INFORMATION

Evidence is any information that must be provided to the Court so that an informed decision can be made.



STEP 4:

ATTEND THE CASE MANAGEMENT CONFERENCE

The Court may schedule a meeting called a *case management conference*. This helps make sure that everything is prepared for the hearing.

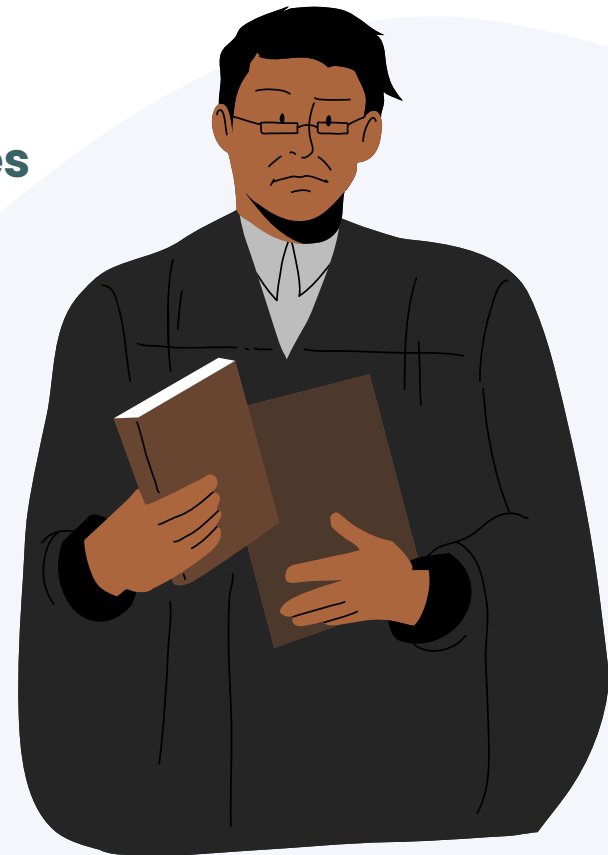


STEP 5:

ATTEND THE COURT HEARING

At a court hearing, the issues of the cases are discussed, and any evidence is presented so that the Judge, Master or Magistrate can make a decision.

Some cases require multiple hearings.



STEP 6:

THE JUDGMENT

The Judge, Master or Magistrate will decide the outcome of the case based on all the information shared. The final decision is called the *judgment*.

The judgment may also include *court orders* – additional steps or actions that a person must follow as part of the judgment.



STEP 7:

OPTIONAL: FILE AN APPEAL

Sometimes the persons involved in the court case will not agree with the decision of the Judge, Master or Magistrate.

For some cases, you can apply to another court – the Court of Appeal – to review the decision.



REMEMBER!

Not all cases will need to go through all of these stages.
Many times, cases are resolved outside of Court.



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For more information about the steps in a court case, call the Judiciary Contact Centre at 224-5182, 62-TTLAW (628-8529) or 23-LAWTT (235-2988) or visit www.ttlawcourts.org.



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