

THE RULES OF THE SUPREME COURT 1985
APPLICATION FOR NOTARY PUBLIC CHECK LIST

COMMISSIONERS FOR OATHS AND NOTARIES PUBLIC RULES 1973
 COMMISSIONERS FOR OATHS AND NOTARIES PUBLIC ACT 1972

APPLICANT: _____
 CASE NUMBER: ____/____ CIV

PREPARED BY: _____ DATE: _____

There is a cover letter from attorney (optional)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is an original and 1 copy of documents filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All documents are time/date stamped & have a case number	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a Notice of Motion signed by applicant	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Notice of Motion has \$50 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is an Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Order has \$200 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The red ink seal is stamped on Order & the copy	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is an applicant affidavit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The affidavit has \$15 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Affidavit states when enrolled to practice (NOTE: confirm date of call stated therein – check the Call to Bar Roll Book or www.bermudabar.org)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a supporting affidavit (not required for in person applicant)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The affidavit has \$15 filing fee affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
There is a “blue note” to judge for signature of Order	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The “blue note” states to return to Registrar to date Notice of Motion	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The Order is dated & signed (administratively) by Chief Justice	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar has dated the Notice of Motion with the date the Order was signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name of applicant is entered in the black “Roll of Notaries Public in Bermuda” book (located under the reception counter)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The electronic register is updated (located on the shared "I" drive in the Notary Public Register folder)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The updated page of the electronic register is printed and placed in the plastic sleeve (kept in the roll book)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Print the letter to the applicant attorney/applicant in person advising to lodge a letter with their signature with the Parliamentary Registrar (should be signed by a Supervisor/ Manager/Registrar) (JEMS template)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Copy of letter is on file; signed copy on front of file (to keep with certificate)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Two copies of the Notary Public Certificate is printed on stock paper (JEMS template]	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Both copies have an embossed red seal affixed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
One copy is anchored to file & one copy to front of file for signature	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Registrar has signed and dated Notary Public Certificate	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contact the filing attorney /in person applicant to inform that the certificate ready for collection (photo ID must be provided)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
At collection the Roll Book is signed by the <u>applicant</u> (photo ID confirmed)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
In the collection envelope is the certificate, the letter and the return copies of documents filed	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NOTES:

- "Blue Note" & Order on front of file; Order and file copy of Order flagged for CJ/Judge signature. Clip copies of all other documents to inside of file.
- When file is returned, Notice of Motion, on front of file with other copies of documents under it. Flag Notice of Motion for Registrar signature.
- When Registrar returns file, return to the applicant/lawyer the executed copies of the Notice of Motion, and Order and the affidavit and supporting affidavit.
- File goes for updating in JEMS
- Stock paper is 8-1/2 x 14 printed with the crest & wording as below:



In the Supreme Court of Bermuda