



Seychelles Legal Information Institute

## GUIDELINES

### Uploading judgments to SeyLII

A core object of SeyLII is to provide free and unrestricted online access to judgments of the superior courts of Seychelles (the Supreme Court and Court of Appeal).

#### Uploading judgments from the Court archives

Scanned judgments from the Court Library archives are to be uploaded as PDF attachments only in the first instance. Once all archived judgments have been uploaded in PDF, SeyLII staff can begin extracting the text of judgments and uploading the judgment text in HTML.

1. Prepare an index of judgments to be uploaded, in accordance with Annex 1, and make sure that each judgment has been allocated a unique and sequential judgment number.
2. Open each PDF judgment file and check that it matches the index entry and is complete and readable.
3. If multiple reasons for judgment have been delivered in any case, make sure that the reasons are combined in a single file, arranged with the majority judgment first, followed by any other judgments in order of seniority.
4. Rename each judgment file with its media neutral citation (refer Annex 2).
5. Go to [www.seyllii.org](http://www.seyllii.org) and log in at the bottom of the left hand sidebar using your SeyLII username and password.
6. A menu will appear under your name at the bottom of the sidebar. Click “Create content”.
7. From the options that appear, click “Caselaw”.
8. Complete the metadata fields as follows:
  - a. **Title:** Enter the name of the case accurately and as simply as possible, in accordance with the naming conventions in Annex 2.
  - b. **Court name:** Select Supreme Court, Court of Appeal, or Constitutional Court.
  - c. **Division:** Ignore.

- d. **Case No:** Enter the file number/s allocated by the Court, accurately and as simply as possible, in accordance with Annex 2.
  - e. **Judgment number:** Enter the number of the judgment from the index.
  - f. **Media neutral citation:** Enter the full media neutral citation, eg “[2000] SCSC 1”, in accordance with Annex 2.
  - g. **Judgment Date:** This is the date that the judgment was delivered. Type it in or select from the calendar pop-up.
  - h. **Judge:** Enter the name of the judge/s who wrote the judgment or the Justice/s of Appeal who heard the case, as accurately and as simply as possible, in accordance with Annex 2.
  - i. **Counsel for Plaintiff and Counsel for Defendant:** Enter the name of the lawyer/s who appeared in the case, accurately and as simply as possible, in accordance with Annex 2.
  - j. **File attachments:** Click to expand the hyperlink, then click “Choose File” to attach the PDF file of the judgment. Once you have selected the file and clicked “Choose” to return to the main page, make sure that you click “Attach” to upload the file.
  - k. **Body:** Leave this field blank.
9. Click “Save” at the bottom of the page to complete the process.
  10. Check the next page to make sure that the metadata and attachment are correct.

### **Uploading new Court of Appeal judgments**

New judgments delivered by the Court of Appeal in its three regular sessions are to be uploaded within **one week** of the end of the relevant session. Judgments delivered outside the regular sessions are to be uploaded within **one week** of receipt from the Court.

If the Court provides a scanned PDF copy of the judgment as delivered, both the PDF and Word versions of the judgment should be uploaded.

1. When you receive the judgments from the Court, save them to a folder on your PC.
2. Prepare an index of judgments, in accordance with Annex 1, and make sure that each judgment has been allocated a unique and sequential judgment number.
3. Apply the SeyLII Guidelines on “Selection of judgments for publication” and “Redaction of sensitive information in judgments” to identify any judgments which should not be uploaded and to make any necessary redactions.
4. If multiple reasons for judgment have been delivered in any case, make sure that the reasons are combined in a single Word file, arranged with the majority judgment first, followed by any other judgments in order of seniority.
5. Rename each judgment file with its media neutral citation.
6. Go to [www.seyllii.org](http://www.seyllii.org) and log in at the bottom of the left hand sidebar using your SeyLII username and password.

7. A menu will appear under your name at the bottom of the sidebar. Click “Create content”.
8. From the options that appear, click “Caselaw”.
9. Complete the metadata fields as follows:
  - a. **Title:** Enter the name of the case accurately and as simply as possible, in accordance with the naming conventions in Annex 2.
  - b. **Court name:** Select Court of Appeal.
  - c. **Division:** Ignore.
  - d. **Case No:** Enter the file number/s allocated by the Court, accurately and as simply as possible, in accordance with Annex 2.
  - e. **Judgment number:** Enter the number of the judgment from the index.
  - f. **Media neutral citation:** Enter the full media neutral citation, eg “[2015] SCCA 1”, in accordance with Annex 2.
  - g. **Judgment Date:** This is the date that the judgment was delivered. Type it in or select from the calendar pop-up.
  - h. **Judge:** Enter the name of the Justices of Appeal who heard the case, in order of seniority and as accurately and as simply as possible, in accordance with Annex 2.
  - i. **Counsel for Plaintiff and Counsel for Defendant:** Enter the name of the lawyer/s who appeared in the case, accurately and as simply as possible, in accordance with Annex 2.
  - j. **File attachments:** Click to expand the hyperlink, then click “Choose File” to attach the Word file of the judgment. Once you have selected the file and clicked “Choose” to return to the main page, make sure that you click “Attach” to upload the file. If scanned PDF copies have been provided by the Court, repeat to upload the PDF file/s.
  - k. **Body:** Open the Word version of the judgment, select all (Ctrl+A), copy (Ctrl+C), and paste into the “Body” field on SeyLII (Ctrl+V). Select all again (Ctrl+A) and click the “Justify” button at the top of the field. Then scroll through the text carefully to check for and correct any conversion/formatting errors.
  - l. Below the Body field, click to expand the “Input format” hyperlink and then select “Full HTML”.
10. Click “Save” at the bottom of the page to complete the process.
11. Check the next page to make sure that the metadata, judgment text and attachments are correct.

### **Uploading new Supreme Court judgments**

New Supreme Court judgments are to be uploaded in accordance with the Supreme Court Judgments Protocol on a weekly basis. Only the Word copy of the judgment should be uploaded.

The Judgments Shared Folder maintained by Court staff is to be checked by SeyLII **once a week** to identify new judgments for uploading. If there is any mismatch between the Judgments Index Spreadsheet and the judgment files, or if files have not been saved in accordance with the Judgments Protocol, the Registrar of the Supreme Court should be notified immediately in an email copied to the Chair of SeyLII.

Judgments should be uploaded within **two weeks** after they are identified by SeyLII staff, except in the case of delay caused by non-compliance with the Judgments Protocol by Court staff, or consideration of anonymisation/non-publication in accordance with the SeyLII Guidelines.

1. Check the Judgments Index Spreadsheet to identify new judgments, and make sure that each new judgment has been allocated a unique and sequential judgment number. If any changes need to be made to the Spreadsheet, make sure that you save the changes directly into the Judgments Shared Folder, replacing the existing version.
2. Locate the relevant Word judgment files in the Judgments Shared Folder and copy them into a new folder on your PC.
3. Apply the SeyLII Guidelines on “Selection of judgments for publication” and “Redaction of sensitive information in judgments” to identify any judgments which should not be uploaded and to make any necessary redactions.
4. If multiple reasons for judgment have been delivered in any case, make sure that the reasons are combined in a single file, arranged with the majority judgment first, followed by any other judgments in order of seniority.
5. Check that each judgment file is named with its media neutral citation in accordance with the Judgments Protocol.
6. Go to [www.seylli.org](http://www.seylli.org) and log in at the bottom of the left hand sidebar using your SeyLII username and password.
7. A menu will appear under your name at the bottom of the sidebar. Click “Create content”.
8. From the options that appear, click “Caselaw”.
9. Complete the metadata fields as follows:
  - a. **Title:** Enter the name of the case accurately and as simply as possible, in accordance with the naming conventions in Annex 2.
  - b. **Court name:** Select Supreme Court.
  - c. **Division:** Select “Commercial List” if the case has a CC file number, otherwise ignore.
  - d. **Case No:** Enter the file number/s allocated by the Court, accurately and as simply as possible, in accordance with Annex 2.
  - e. **Judgment number:** Enter the number of the judgment from the Spreadsheet.
  - f. **Media neutral citation:** Enter the full media neutral citation, eg “[2015] SCSC 1”.
  - g. **Judgment Date:** This is the date that the judgment was delivered. Type it in or select from the calendar pop-up.

- h. **Judge:** Enter the name of the Judge/s who heard the case, in order of seniority and as accurately and as simply as possible, in accordance with Annex 2.
  - i. **Counsel for Plaintiff and Counsel for Defendant:** Enter the name of the lawyer/s who appeared in the case, accurately and as simply as possible, in accordance with Annex 2.
  - j. **File attachments:** Click to expand the hyperlink, then click “Choose File” to attach the Word file of the judgment. Once you have selected the file and clicked “Choose” to return to the main page, make sure that you click “Attach” to upload the file.
  - k. **Body:** Open the Word version of the judgment, select all (Ctrl+A), copy (Ctrl+C), and paste into the “Body” field on SeyLII (Ctrl+V). Select all again (Ctrl+A) and click the “Justify” button at the top of the field. Then scroll through the text carefully to check for and correct any conversion/formatting errors.
  - l. Below the Body field, click to expand the “Input format” hyperlink and then select “Full HTML”.
10. Click “Save” at the bottom of the page to complete the process.
  11. Check the next page to make sure that the metadata, judgment text and attachments are correct.

## Annex 1 – Judgments Index

For new Supreme Court judgments, use the Judgments Index Spreadsheet created by the Court.

For archived Supreme Court judgments and for all Court of Appeal judgments, create and save an index file for the Court and year you are working on.

For each year, there should be a single index for all Supreme Court judgments (including civil and criminal, first instance and appeal), a separate index for Constitutional Court judgments, and another separate index for Court of Appeal judgments.

The example that follows is for Supreme Court judgments delivered in 1998.

<b>Judgment number</b> [allocate sequentially beginning at 1 for any year, omitting any numbers already used on SeyLII]	<b>Case name</b> [refer Annex 2]	<b>Case no.</b> [refer Annex 2]	<b>Date of delivery</b> [dd/mm/yyyy]	<b>Already on SeyLII?</b> [for archived judgments only]	<b>Comments</b> [eg file incomplete or unreadable / restricted publication order on first page]
1	Smith v Jones	CS 1/1997	01/02/1998	No	-
2	Ex parte Palmer	XP 2/1998	11/02/1998	No	Restricted publication order
3	Donald v R	CN 8/1997	12/02/1998	No	-
etc.					

## Annex 2 – Naming Conventions

### Media neutral citation

There are three forms of media neutral citation in Seychelles.

Court of Appeal:	SCCA	eg [2000] SCCA 1
Supreme Court:	SCSC	eg [2000] SCSC 1
Constitutional Court:	SCCC	eg [2000] SCCC 1

### Case names

Case names on SeyLII should be kept as simple and consistent as possible.

If a party to a case is an individual, use only their last name, with no title or honorific.

Eg Joseph Sinon → Sinon  
Dr Michael Payet → Payet

If a party is a company or other entity, abbreviate any standard words/phrases, without adding unnecessary punctuation.

Eg Marketing Company (Proprietary) Ltd → Marketing Co (Pty) Ltd  
Republic of Seychelles → R

If there is more than one party on one side of a case, just write “&Anor” (if there are two parties) or “&Ors” (for more than two parties) after the first party.

Eg Joseph Sinon and Dr Michael Payet → Sinon & Anor  
Joe Sinon and Michael Payet and Marketing Co Ltd → Sinon & Ors

If the case only has one party (or no parties), use “Ex parte” or “In re” before the name of the party and/or the entity in dispute. Do not write “in the matter of” and do not refer to the relevant law.

Eg An application by Josie Smith under the Mental Health Act → Ex parte Smith  
In the matter of appointment for executors of the estate of Mr Jackson → In re Jackson  
An application by Joseph Sinon regarding Mining Ltd (a company in liquidation) →  
Ex parte Sinon, in re Mining Ltd (in liq)

If the case is an appeal, put the name of the appellant first.

Eg Republic v Smith (prosecution in the Supreme Court): R v Smith  
When the defendant appeals to the Court of Appeal: Smith v R

## Case file numbers

Write the case file number/s assigned by the Court as simply and consistently as possible, using a standard prefix followed by a space, and then the file number and year of filing, separated by a slash.

Eg CS 1/2000  
Civ App 4/2004  
MC 123/2013  
MA 1/2012 (arising in CS 157/2011)

These are the standard abbreviations used by the Courts:

Court of Appeal: Civ App  
Crim App  
MA (Motion / Application – these are “cases within cases”; for these judgments there should also be a Court file number for the main case)

Constitutional Court: CP (Constitutional Petition)  
MA (Motion / Application – these are “cases within cases”; for these judgments there should also be a Court file number for the main case)

Supreme Court: CS (Civil Suit / Civil Side)  
CC (Commercial Case – for matters on the Commercial List)  
CA (Civil Appeal)  
DC (Divorce Case)  
CO (Criminal Case / Criminal Side)  
CN (Criminal Appeal)  
CV (Criminal Revision)  
XP (Ex Parte)  
MC (Miscellaneous Cause)  
MA (Motion / Application – these are “cases within cases”; for these judgments there should also be a Court file number for the main case)  
Criminal Case



### **Judicial officers**

Write the names of Judges and Justices of Appeal using the following standard abbreviations. Where there are multiple Judges or Justices of Appeal involved in the case, write their names in order of seniority, separated by commas or “and”.

Eg     Robinson J  
       McGregor P and Domah JA  
       Karunakaran ACJ, Dodin and McKee JJ

### **Attorneys**

Write the names of attorneys as simply and consistently as possible, using their full first and last names with no title or honorific except for SC (Senior Counsel) and Attorney General.

Eg     Mrs Amesbury            → Alexia Amesbury  
       Dr Shelton Jolicoeur    → Shelton Jolicoeur  
       R.Govinden                → Ronny Govinden, Attorney General  
       Mr. Kieran Shah         → Kieran Shah SC

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