

Supreme & National Court Matters – CRS Codes

1. CRS Codes – *National Court Matters*

- When getting CRS Codes for Civil matters get the **first 2 letters** of the first name and **first 3 letters** of the last name / surname.
For example: Joe Blow - CRS Code: **JOBLO**
NB: Always skip the Middle name of a person when getting codes.
- As for the matters involving Companies get the first 3 letters.
For example: Mountain Green Limited - CRS Code: **MOU**
- When obtaining CRS Codes for Criminal matters get the **first 3 letters** of the first name and **first 2 letters** of the last name / surname.
For example: Joe Blow - CRS Code: **JOEBL**
NB: Always skip the Middle name of a person when getting codes.
- When obtaining CRS Codes for Juvenile matters get the **first 3 letters** of the first name and **first 2 letters** of the last name / surname. (*Similar to Criminal matters*)
For example: Joe Blow - CRS Code: **JOEBL**

*NB: The Party Name will be **JB** and not **Joe Blow**. (Consult Operations Supervisor for full details)*

2. CRS Codes – *Supreme Court Matters*

- When getting CRS Codes for Civil matters get the first 2 letters of the first name and **last 3 letters** of the last name / surname.
For example: Joe Blow - CRS Code: **JOLOW**
NB: Always skip the Middle name of a person when getting codes.
- As for the matters involving Companies get the **last 3 letters**.
For example: Mountain Green Limited - CRS Code: **AIN**
- When obtaining CRS Codes for Criminal matters get the **first 3 letters** of the first name and **last 2 letters** of the last name / surname.
For example: Joe Blow - CRS Code: **JOEOW**
NB: Always skip the Middle name of a person when getting codes.