



E-CIRCULARS

JUDICIARY BRUNEI DARUSSALAM

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1. Chief Justice Circulars

1.1) Court of Appeal Hearing time Estimation (16 of 1999)

CIRCULAR NO. 16 OF 1999

TO ALL MEMBERS OF THE LEGAL PROFESSION

COURT OF APPEAL HEARING

At present, while the length of a trial is estimated at the hearing of the Summons for Directions, there is no estimate of the length of time which may be taken on the hearing of an appeal.

Would practitioners please, at the time when a petition of appeal is filed, indicate the likely length of the appeal itself?

This will be of assistance in preparing the Court of Appeal's list of cases for a sitting and give an indication of how long the Court of Appeal may be required to sit.

When the list of cases is sent to you, would you please get in touch with the Registrar who has prepared it, if the time allowed for an appeal appears to be insufficient?

2nd November, 1999.

(ORIGINAL SIGNED)
DATO SIR DENYS ROBERT
Chief Justice

Copies: Prime Minister's Office (Dato Haji Hazair)
Attorney-General
Chief Registrar
Legal Adviser, BSP

1.2) Death and Personal Injury Claims (14 of 1999)

CIRCULAR NO. 14 OF 1999

TO ALL MEMBERS OF LEGAL PROFESSION

DEATH AND PERSONAL INJURY CLAIMS

It may be useful to practitioners involved in fatal accident and personal injury claims to know the guidelines which are normally applied by the Courts in assessing the multiplier to be used.

These figures are taken from Chan Choi Fook v Spennex Stainless Steel Industries Sdn. Bhd. (1994) JCBD 208 at p. 221/222.

<u>Number of Years Lost</u> (i.e. years to retiring age)	<u>Multiplier</u>
1 and 2	2
3	3
4	4
5	5
6	6
7,8,9,	7
10	8
11,12	9
13,14	10
15,16	11
17, 18,19	12
20,21	13
22,23,24	14
25,26,27,28,29	15
30,31,32,33,34	16
35,36,37,38,39	17
40 and above	18

Retiring age will depend on the work of the "victim".

28th September 1999

(ORIGINAL SIGNED)
DATO SIR DENYS ROBERTS
Chief Justice

Copies : Attorney General
: Chief Registrar
: Legal Adviser, BSP

CIRCULAR NO. 13 OF 1999

TO ALL MEMBERS OF THE LEGAL PROFESSIONS

DIRECTORSHIPS

In circular No. 3 of 1997, I expressed the opinion that there was no objection to an advocate and solicitor practising in Brunei Darussalam also becoming a Director of a Company.

I was, in that circular, only dealing with the professional aspect of the matter.

I am informed, however, that non- Bruneians, who are permitted to enter legal practice here, are usually restricted, by their labour permits, to such practice alone.

My earlier circular should not be regarded as suggesting that an advocate/solicitor should become a Director if this is not permitted by his labour permit.

21st September 1999.

(ORIGINAL SIGNED)
DATO SIR DENYS ROBERT
Chief Justice

Copies : A.G.
: C.R.
: Legal Adviser, BSP
: Prime Minister's Office

1.4) Acceptance of Instructions (7 of 1999)

CIRCULAR NO. 7 OF 1999

TO ALL MEMBERS OF THE LEGAL PROFESSIONS

Copies AG
 CR
 Legal Adviser BSP

ACCEPTANCE OF INSTRUCTIOS

The general principles are set out in Part II of the Advocates (Practice and Etiquette) Rules, which were published as GN No. S27 on 7th November 1999.

This Part is in these terms:-

PART II

ACCEPTANCE OF BRIEF

4. (1) An advocate is not obliged to act as adviser or advocate for every person who may wish to become his client.

Advocate obliged to act for every person

(2) An advocate may accept any brief in the courts in which he professes to practise, at a proper professional fee, dependant on the length and difficulty of the case and upon his own skill and experience.

(3) Special circumstances may justify the refusal, at his discretion, of an advocate to accept a particular brief, even if the conditions set out in these rules are otherwise met.

5. (1) An advocate shall not accept a brief if he is or might be embarrassed thereby.

Advocate not to accept brief if embarrassed.

(2) An embarrassment arises:-

(a) Where the advocate finds he is in possession of confidential information as a result of having previously advised another person in regard to the same matter; or

(b) Where there is some personal relationship between him and a party or a witness in the proceedings.

6. An advocate shall refuse a brief in a case in which he knows , or has reason to believe, that his own professional conduct is likely to be impugned.

When
advocate
Impugned.

7. (1) An advocate shall not accept a brief if such acceptance renders, or would render, it difficult for him to maintain his professional independence or it incompatible with the best interests of the administration of justice.

Professional
independence.

(2) An advocate who has at any time advised or drawn pleadings or acted for a party in connection with the institution or prosecution or defence of any suit, or other proceedings connected therewith shall not act, appear or plead for the opposite party in the suit, or such other proceedings.

8. (1) An advocate shall not accept any brief unless he is reasonably certain of being able to appear and represent the client on the required day.

When an
advocate shall
not accept brief

(2) An advocate shall not ordinarily withdraw from engagement once accepted, without sufficient cause and unless reasonable and sufficient notice is given to the client.

9. Subject to any other law, an advocate assigned as counsel in any from civil or criminal matter shall only ask to be excused in exceptional circumstances.

Release
assignment.

These general principles are subject to Rules 27 and 28, which are in these terms:-

27. (1) An advocate shall not appear as such in court or in chambers in any case in which he has reason to believe that he will be a witness on any disputed question of fact. If while appearing in a case it becomes that he will be such a witness, he shall retire from it if he can do so without jeopardising his client's interests.

Advocate not to
appear as
such if he is apparent
a witness.

(2) An advocate shall not appear before an appellate tribunal if in the case under appeal he has been witness on a material and disputed question of fact in the court below.

3) This rule does not prevent an advocate from swearing or affirming an affidavit as to formal or undisputed facts in matters in which he acts or appears.

4) This rule does not apply to the case of an advocate appearing himself to tax his own costs.

28. Except when essential to the ends of justice or as to merely formal matters, an advocate appearing in any cause shall not testify in court on behalf of his client in that cause.

Advocate not to testify.

I have been asked to send out circular about the principles involved.

If any advocate and solicitor is in doubt as to whether or not he should accept instructions, he should refer the matter to me, in the absence of a Law Society.

24th May, 1999.

(ORIGINAL SIGNED)
[DATO SIR DENYS ROBERT]
Chief Justice

1.5) Examination in Chief (6 of 1999)

CIRCULAR NO. 6 OF 1999

TO ALL MEMBERS OF THE LEGAL PROFESSION

EXAMINATION IN CHIEF

At present, Order 38 rule 2(1) of the Rules of the Supreme Court provides that, at the trial of an action begun with writ, "evidence in chief of a witness may be given by affidavit".

In such an event, the witness concerned must attend trial for cross-examination, unless the Court otherwise orders or parties to the action otherwise agree.

There is, however, a general restriction that the deponent to an affidavit may not give any oral evidence in chief at the trial of a matter, save in relation to matters which have arisen after the filing of the affidavit.

So far, little use has been made of the above provisions, with the exception of a small number of firms which employ them regularly.

The object of this circular is to urge all members of the legal profession to make use of these provisions in any civil trial in the High Court or Intermediate Court. It makes examination in chief much simpler than calling the witness.

It should be observed that, in Singapore, the examination in chief of all witnesses at a trial must be by affidavit. If better use is not made of the present provisions, it may become necessary to withdraw the existing discretion and oblige members of the legal profession to make use of them.

15th May, 1999.

(ORIGINAL SIGNED)

DATO SIR DENYS ROBERT
Chief Justice

Copies to : Attorney General
Chief Registrar
Legal Adviser BSP

CIRCULAR NO.2 OF 1999

TO ALL MEMBERS OF THE LEGAL PROFESSION.

FORMS OF ADDRESS

Now that two Intermediate Court Judges have been appointed as Commissioners of the High Court, it would be appropriate to remind members of the correct form of address.

Court Of Appeal

(1) Formal address out of Court:-

“The President”

Or

“Justice of Appeal X”;

(2) In Court:-

Address as “President” or “Justice of Appeal X” or “My Lord”.

(3) In Judgment:-

“President”

Or

“X, J.A.”

High Court

(1) Formal address –

“The Chief Justice”

Or

“Mr Justice X”

“Mrs Justice X”

(2) In court:-

“My Lord or
My Lady”

(3) In judgements:-

“Roberts C.J.
X - J.”

Intermediate Court

(1) Formal address -

“Judge X”

(2) In Court -

“Your Honour”

(3) In judgments -

“Judge X”

Magistrates’ Courts

(1) Formal address -

“Mr X, or
Mrs X.”

(2) In Court –

“Your Honour”

(3) In Judgments –

“Mr X, Magistrate or
Mrs X, Magistrate”

Registrars

(1) Formal address -

“Mr X (Registrar) or
Mrs X (Registrar)”.

(2) In Chambers -

“Sir” or “Madam”.

(3) In judgments -

“X, Registrar”.

11th February, 1999

(ORIGINAL SIGNED)
(DATO SIR DENYS ROBERTS)
Chief Justice

Copies to: Attorney-General
Chief Registrar
Legal Adviser BSP

CIRCULAR NO.6 OF 1998

TO ALL MEMBERS OF THE LEGAL PROFESSION

PAYMENT INTO COURT

Several practitioners have experienced some difficulty over the payment out to them of a sum paid into the High Court Registry by the opposing party in civil claim.

The present system has sometimes resulted in considerable delay, in obtaining this sum, which is also not invested as it should be, with interest accruing.

At present Order 22 requires a defendant in a civil action to pay money into Court. Until this Order can be suitably amended, the following practice may be adopted forthwith, although a solicitor may continue to make payments into court under Order 22 if he prefers –

- (a) A payment into his clients' account shall be invested and such interest credited to the depositor;
- (b) Such a payment into the clients' account shall be invested and such interest credited to the depositor;
- (c) The payment shall be expressed to be in relation to the civil action specified;
- (d) The solicitor shall notify the other party, or the latter's solicitor, of such payment and received his acknowledgement of this,
- (e) Payment out of this sum to the opposing party shall be with the leave of the court.

I hope that this system will be simpler and speedier than the old.

June 11th, 1998.

(ORIGINAL SIGNED)
DATO SIR DENYS ROBERTS
Chief Justice

Copies: Attorney General
Chief Registrar
Legal Adviser, BSP

CIRCULAR NO.5 OF 1998

TO ALL MEMBERS OF THE LEGAL PROFESSION

COSTS

There seems to be some confusion about the question of costs in a civil trial before the High Court.

If counsel wish to make any representations about costs, they should (if judgement is reserved as it usually will be) do so in the course of their final submissions whether or not invited to do so.

If no such representations are made, the court will assume that the question of costs has been left to its discretion.

As an alternative, counsel may ask that an order nisi be made as to costs, in order that counsel may then decide whether or not he wishes to argue on this matter.

It will, of course, remain in the discretion of the court as to whether or not an order nisi as to costs will be made.

6th June, 1998.

[ORIGINAL SIGNED]
DATO SIR DENYS ROBERTS
Chief Justice

Copies : Attorney General
 Chief Registrar
 Legal Adviser, BSP

CIRCULAR NO. 11 OF 1997

TO ALL MEMBERS OF THE LEGAL PROFESSION

DIVORCE PETITIONS

In future, all divorce petitions which have been put on the Special Procedure List will be dealt with in Chambers.

I do not consider that an essentially private matter needs to be conducted in open court.

Contested petitions, and those not on the special procedure list, will continue to be heard in Court since it is necessary, in such an event, to swear in witnesses.

18th October, 1997.

[ORIGINAL SIGNED]
(DATO SIR DENYS ROBERTS)
Chief Justice

C.C : Attorney General
Legal Adviser, BSP
Chief Registrar

CIRCULAR NO. 7 OF 1997

TO ALL MEMBERS OF THE LEGAL PROFESSION

PROCESS SERVERS

There still seems to be some confusion, among legal practitioners, as to the need to obtain authorization from the High Court Registry.

Order 62 r. 2 (1) of the Brunei Rules of the High Court, 1990, reads –

‘2(1) Personal service must be effected by a process server of the Supreme Court;

Provided that the Registrar may either generally or in a particular cause or matter, allow personal service to be effected by any other named person’.

The object of the amendments to this Order in 1992 was to enable practitioners to obtain a general authority from the Registrar.

This authority would entitle all those named in it to serve process in any case, without further reference to the Registry.

For example, a firm might seek the Registrar’s authority for personal service in any case to be effected by –

Mr A.B.C. (a solicitor partner)

Mr C.D.E. (a salaried solicitor)

Mr F. (a clerk)

Mr G. (a messenger)

If any firm has sought the Registrar’s authority, it is urged to do so.

Only if the firm intends to employ a process server who has not been authorized, is it necessary to seek the Registrar’s authority.

This circular does not affect service by the Supreme Court process server, who can serve when so requested.

19th May, 1997.

(ORIGINAL SIGNED)

DATO SIR DENYS ROBERTS

Chief Justice

Copies : A.G.
 C.R.
 Legal Adviser BSP

CIRCULAR NO.4 OF 1997

TO ALL MEMBERS OF THE LEGAL PROFESSION

I enclosed my notes of the meeting held with the members of the legal profession 16/4/97.

I have raised –

- (a) With the Chief Magistrate the right of defendants to be supplied with copies of certain documents.
- (b) With the A.G. –
 - (i) The amendment of the list of Commissioners for Oaths;
 - (ii) The delays in furnishing information at the Business Names and Companies Registries;
 - (iii) The lowering of the stamp duty on collateral security documents;
 - (iv) The execution of warrants of arrest by police officers;
 - (v) The question of whether he has any objection to legal aid clinic being provided, without charge, by members of the legal profession;
 - (vi) Whether or not those who receive free legal advice at the clinic should be referred to the A.G's chambers for legal aid to be furnished there.
- (c) With the C.R. –
 - (i) Service in the High Court Registry;
 - (ii) The revival of the Committee on Contingency Fees;
- (d) With the magistrate concerned, the judgement outstanding since September 1995.

Conflict of Interest

There was agreement that a Circular on this subject should be issued (and is hereby issued) in these terms –

“CONFLICT OF INTEREST

A solicitor should not accept instructions to act for two or more clients when, to his knowledge, a dispute has arisen between those clients.

Nor should he continue to act for two or more clients when, to his knowledge, a dispute has arisen between those clients.

Subject to the above principles, this will not prevent the same solicitor from acting for the vendor and the purchaser, or for a land owner, developer and lender/borrower of money on the same land.

When a solicitor knows that a dispute has arisen between any of his clients, he should cease to act for any of them, since he may well be in possession of confidential information, which came to him when he was representing one of the parties who are now in dispute.”

21st April, 1997.

(ORIGINAL SIGNED)

(DATO SIR DENYS ROBERTS)

Chief Justice

Copies to - Attorney General
Chief Registrar
Legal Adviser, BSP

Encs.

2. Chief Registrar Circulars

2.1) Attendance of Members of the Bar during the Opening of the Legal Year (4 of 15)

Chief Registrar's Circular 4 of 2015

RE: ATTENDANCE OF MEMBERS OF THE BAR DURING THE OPENING OF THE LEGAL YEAR

The opening of the legal year is an annual event commemorating the fundamental principles of defending the rule of law and access to justice. It is important for all those involved within the legal system to uphold these fundamental principles for the benefit of the nation and society as a whole.

The attendance of those concerned is essential in representing and supporting the legal society in promoting the highest professional standards and the rule of law.

Unless there are exceptional reasons, it is incumbent on all members of the legal profession to attend this event. Therefore, in order to ensure the attendance of all members of the bar, an attendance list will be drawn up and distributed after the event.

Due to notices of this event being circulated in advance, reasons for non-attendance that are vague and dismissible or reasons that regard clashes in timetable will be deemed unacceptable. Your attendance will be very much appreciated in light of the significant nature of such an event.

(ORIGINAL SIGNED)

**Chief Registrar
Supreme Court
Brunei Darussalam**

Chief Registrar's Circular 3 of 2015

RE: REJECTION OF DOCUMENTS THROUGH E-FILING

This circular is to be used as a guide for documents that have been rejected by the respective registries for documents filed through the e-filing portal either on-line or through the service bureau.

1. New Cases

Example: In a High Court Civil Suit a Writ and Statement of Claim has been filed. However, the Writ has not been signed by the law firm but the Statement of Claim is correct (signed).

- 1) When filing a new case on-line through the e-filing portal or service bureau, where a document has been wrongly submitted, and is subsequently rejected by the Registry, parties are to take note of the following:
 - a. Parties will receive an email with reasons for rejecting the document from Court;
 - b. Parties should then file the amended document (In this case the writ) together with the supporting documents (in this case the Statement of Claim);
 - c. Parties will then receive a new payment notice together with a new case number and new extraction code either through email or in the respective pigeon hole;
 - d. Payment should be made as if filing afresh (in this case payment for the Writ and Statement of Claim);
 - e. A refund may only be sought for the document that was correct (In this case, the Statement of Claim);
 - f. No refund will be given for the document that was incorrectly submitted (in this case, the Writ).
- 2) When filing a new document that has been submitted and incorrectly been accepted by the Court, i.e where the fault lies with the court, parties will:
 - a. Receive an e-mail with reasons for rejecting the document from court;
 - b. The court will re-submit the documents on behalf of the parties or contact parties to re-submit the documents required;
 - c. Parties will then receive a new payment notice together with a new case number and new extraction code either through email or in the respective pigeon hole;

- d. The receipt number and filing date will be based on the original date of filing and receipt;
- e. No further payment of filing fees shall be sought.

2. EXISTING CASES

Example: A summons in chambers is filed together with an affidavit in support. The affidavit is submitted for filing and is subsequently rejected as it has not been signed by the deponent. The summons in chambers is correct.

- 1) When filing on-line through the e-filing portal or service bureau, where the fault lies with the party that has filed the document (i.e the filer), parties are to take note of the following:
 - a. Parties will receive an email with reasons for rejecting the document from Court;
 - b. Parties should then file the amended document (In this case a signed affidavit);
 - c. Parties will then receive a new payment notice together with a new extraction code either through email or in the respective pigeon hole;
 - d. Payment should be made as if filing afresh (payment for both the summons in chambers and affidavit in support);
 - e. A refund may only be sought for the document that was correct (in this case the summons in chambers);
 - f. No refund will be given for the document that was incorrectly submitted (in this case, the affidavit in support).
- 2) When filing a new document that has been submitted and incorrectly been accepted by the Court, i.e where the fault lies with the Court. Parties will:
 - a. Receive an email with reasons for rejecting the document from Court;
 - b. The Court will re-submit the documents on behalf of the parties or contact parties to re-submit the required documents;
 - c. Parties will then receive a new payment notice together with a new extraction code either through email or in the respective pigeon hole;
 - d. The receipt number and the filing date will be based on the original date of filing and receipt;
 - e. No further payment of filing fees shall be sought.

Should parties have any further questions regarding the rejection of documents parties may approach either the:

- i. JCMS Helpdesk or;

- ii. The registry concerned by seeing the Legal Assistant/ Probate Officer/ Assistant Official Receiver or;
- iii. Making an appointment with the Duty Registrar

This Circular is to take effect from 1st June 2015

(ORIGINAL SIGNED)

**Chief Registrar
Supreme Court
Brunei Darussalam**

Chief Registrar's Circular 4 of 2015

RE: ATTENDANCE OF MEMBERS OF THE BAR DURING THE OPENING OF THE LEGAL YEAR

The opening of the legal year is an annual event commemorating the fundamental principles of defending the rule of law and access to justice. It is important for all those involved within the legal system to uphold these fundamental principles for the benefit of the nation and society as a whole.

The attendance of those concerned is essential in representing and supporting the legal society in promoting the highest professional standards and the rule of law.

Unless there are exceptional reasons, it is incumbent on all members of the legal profession to attend this event. Therefore, in order to ensure the attendance of all members of the bar, an attendance list will be drawn up and distributed after the event.

Due to notices of this event being circulated in advance, reasons for non-attendance that are vague and dismissible or reasons that regard clashes in timetable will be deemed unacceptable.

Your attendance will be very much appreciated in light of the significant nature of such an event.

(ORIGINAL SIGNED)
Chief Registrar
Supreme Court
Brunei Darussalam

**CHIEF REGISTRAR'S CIRCULAR
JUDICIAL DEPARTMENT
BRUNEI DARUSSALAM
BIL.7/1998**

To all Advocates & Solicitors

LOCKED BOXES

For some time, the Judiciary has been fully aware of the shortcomings of the pigeon-holes in the Supreme Court and Subordinate Courts. We have since ordered custom-made locked boxes which have just been delivered to the court on the 12th September, 1998.

As cost is incurred in having the locked boxes made, we think it is reasonable that each legal firm who will have a key to each locker pay a small fee towards the cost of the said facility.

The fee payable is \$100.00 for both the Supreme Court and the Subordinate Court and on payment of the fee, a key will be issued to the firm. The judiciary will retain the second key.

As opposed to previous arrangement where the pigeon-holes are labeled with the firm's name, each locked box will instead be **numbered**.

Please send your payment before **Saturday, 19th September, 1998** to the cashier and collect your key from Dk Rahaiyah Bte Pg Haji Mohd Yassin, the Confidential Clerk, 2nd Floor, Supreme Court as the locked boxes will be in use by **Saturday, 19th September, 1998**.

(ORIGINAL SIGNED)
HAYATI BTE POKS DSP HAJI MOHD SALLEH
Acting Chief Registrar Supreme Court

Ref: SC/CR/A/14

Date: 15th September, 1998

2.5) Duty Registrar (4 of 1998)

**CHIEF REGISTRAR'S CIRCULAR
JUDICIAL DEPARTMENT
BRUNEI DARUSSALAM
BIL. 4/1998**

To all Advocates & Solicitors.

With effect from September 14th 1998 the Supreme Court Registry will have a **Duty Registrar**.

1. The duties of the Duty Registrar are:
 - a. Hearing urgent applications made ex-parte or by consent (except probate matters) provided that the summons has been entered in the Summonses-in Chambers book;
 - b. Granting approval for any matter pertaining to the administration of the Registry, including requests for early or urgent dates for hearing before a Judge or a Registrar and allowing inspection of files;
 - c. Signing and certifying documents;
2. A "**Duty Registrar**" sign will be displayed outside the Duty Registrar's Chamber to indicate that he or she is on duty.
3. The duty hours shall be:

Mondays to Thursdays and Saturdays -	9am to 11.45am
	2pm to 4 pm
4. Only advocates and solicitors shall appear before the Duty Registrar.
5. Filing fees must be paid before documents are used in any application before a **Duty Registrar**.

(ORIGINAL SIGNED)
HAYATI BTE POKS DSP HAJI MOHD SALLEH
Acting Chief Registrar, Supreme Court

Ref.: SC/CR/A/142
Date: 21 Jamadilawal 1419,
12th September, 1998

2.6) Working Hours during Fasting Month (5 of 1984)

MEMORANDUM

DARIPADA: Chief Registrar Supreme Court

KEPADA: All members of the Staff

Tarikh: 10th May 1984

Bil Kamu:

Bil Kami: SC/CR/C/A/14

CIRCULAR NO.5/1984

WORKING HOURS DURING FASTING MONTH

Your attention is kindly drawn to the Prime Minister's Office Circular No.7/1984 date 25th April, 1984 on working hours (from 8.00 a.m. to 2.00 p.m.) during the fasting month.

It is emphasized that all members of the staff, Muslims or non-Muslims not to go out/back home for lunch or drinks at noon during the fasting month. Non-Muslims are encouraged to make their own provisions to fill their requirements throughout the working hours.

(ORIGINAL SIGNED)

(Dato Mohd. Ali bin Salleh)

Chief Registrar

3. Chief Magistrate Circulars

3.1) Commencement of Civil Actions (Section 12 Chapter Rule 3) (1 of 2008)

CHIEF MAGISTRATE
CIRCULAR NO: 1/2008

All Practising Advocates & Solicitors,
Negara Brunei Darussalam

Date: 17th January 2008

RE: Commencement of Civil Actions (Section 12 Chapter 6 Rule 3)

You are reminded that all Civil Proceedings shall be commenced in the nearest Court within the district where the Defendants/Judgement Debtors resides. (Section 12 Chapter 6 Rule 3)

This is applicable to all except for those Defendants/ Judgement Debtors who reside in Temburong District, whose venue for filing the Civil Suits will be in in the Subordinate Court Registry of Bandar Seri Begawan.

(ORIGINAL SIGNED)
PG HJH ROSTAINA PG HJ DURAMAN
CHIEF MAGISTRATE

3.2) Solicitors Attendance in Magistrates Civil Court (2 of 1992)

CIRCULAR NO. 2 OF 1992

To All Legal Practitioners

The Honourable Chief Justice has consented to Solicitors' attendances in the Magistrates' Courts being dispensed with in the following applications:

1. A fresh mention date when a summons (inc JDS) has not be served on the defendant. Solicitors will be informed of non-service at least 3 days before the mention dat. Similarly, where service is through a special process-server, the Magistrate is to be given prior notice of non-service.

Solicitors will be required to attend Court where the summons has been served unless a letter of admission is obtained from the defendant prior to the mention date.

2. Judgement Debtor Summons
3. Warrant of Arrest
4. Warrant of Committal
5. Warrant for Attachment and Sale
6. Garnishee Order Nisi
7. Extension of time to any Warrants
8. Third Party Proceedings
9. Amendment of Pleadings
10. Substituted Service
11. Authorisation to any person to effect service of documents

With effect from 3rd, August 1992 the aforesaid applications may be made in writing to the Magistrate and the necessary papers filed with affidavits where relevant.

(ORIGINAL SIGNED)

STEVEN CHONG WAN OON

Chief Magistrate

23rd July, 1992

4. Acknowledgement

Special thanks to:

- Hj Abdullah Soefri bin POKSMDSP Hj Abidin
- Pg Masni bin Pg Hj Bahar
- Pg Hjh Norismayanti binti Pg Hj Ismail
- Shahrezawati binti Ahmad
- Hjh Hazarena binti POKSJDJ Hj Hurairah
- Hjh Azrimah bte Hj Abdul Rahman
- Hj Badaruddin Hj Abdul Karim
- Jazmi bin Mohammad Kamel
- Hjh Norzalinawati binti Hj Razali
- Ak Adirani Sufian binPg Hj Yussop
- Nurrul Hafizah binti Awg Arrifin
- Mohd Hafizuddin bin Hj Muhammad
- Fairuz Madinah binti Hj Alias
- Nur' Afifah Basyirah bte Ibrahim

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