



**SUPREME COURT OF BRUNEI DARUSSALAM
CHIEF REGISTRAR'S CIRCULAR**

CIRCULAR 1 of 2025

Date: 17th June 2025

TEMPORARY FILING PROTOCOL DURING JCMS DOWNTIME

This Circular is issued in light of the current unavailability of the Judiciary Case Management System (JCMS), and the need to maintain accurate and complete records of court filings during this period.

Rationale

These temporary measures are issued to:

- Ensure that court records remain complete and up-to-date despite the system outage;
- Avoid disputes or uncertainty over whether a document has been filed;
- Facilitate effective tracking and accountability for all case-related materials;
- Maintain public confidence in the integrity and reliability of the court's administrative processes.

To ensure that the Registry retains a reliable record of all documents filed in court and that our databases are properly updated for tracking and case management purposes, the following directives are to be observed:

1. Submission of Court Documents

During the period of JCMS downtime, all court documents must be submitted directly to the Court Registry either in:

- Physical copy (hardcopy documents), or

- Electronic copy (via email to designated registry email addresses), unless otherwise directed by the Registry or the Court. This is to ensure that the Registry maintains a complete and verifiable record of all filings.

2. Filing Deadline

To facilitate the daily updating of manual and digital filing logs, the Registry will only accept filings until **4.00pm each working day**.

Any submission after 4.00pm will not be accepted, unless leave is expressly granted by the Court. This measure is necessary to ensure accuracy and timeliness in recordkeeping, and to allow sufficient time for Registry staff to process and record filings received that day.

3. Judgment in Default Applications

Practitioners are reminded to comply with the attached Guideline on Entering Judgment in Default During JCMS Downtime, which outlines the necessary steps, documentation, and verification procedures that must be followed to obtain a Judgment in Default in the absence of system access.

Your cooperation in adhering to these directions is appreciated. Should you require clarification or encounter exceptional circumstances, please contact the Registry directly.



Hazarena bte POKSJ DP Hj Hurairah
Acting Chief Registrar

Supreme Court of Brunei Darussalam



Temporary Guideline for Entering Judgment in Default (JID) During JCMS Downtime and Procedure for Setting Aside

Issued by: Office of the Chief Registrar

Date: 17th June 2025

Applies to: All Advocates and Solicitors

BACKGROUND

Due to the temporary unavailability of the Judiciary Case Management System (JCMS), the Judiciary has implemented a temporary manual process to ensure continuity in the filing of applications for Judgment in Default (JID) under Order 13 of the Rules of the Supreme Court (RSC).

GUIDELINE FOR LEGAL PRACTITIONERS

A. Filing for Judgment in Default During System Outage

1. Affidavit of Non-Appearence

- Must confirm that no Memorandum of Appearance (MOA) or Defence has been filed and served within the prescribed time.
- Include proof of service of originating process.
- Must be sworn by the solicitor or authorised officer of the plaintiff.

2. Manual Verification

- The Court Registry will manually inspect physical or local electronic files to confirm the absence of any MOA or defence.
- A Registry Certificate will be issued and signed by a Legal Assistant.

3. Judicial Endorsement

- The Judge/Registrar will only consider JID applications once all procedural safeguards have been met.
- Any uncertainty may result in the matter being fixed for hearing by Summons in Chambers.

B. If MOA is Later Discovered

1. Types of JID and Setting Aside

- **Irregular JID** (MOA filed before JID): Can be set aside as of right.
- **Regular JID** (MOA filed after JID or not filed): May be set aside at the Court's discretion.

2. Application to Set Aside JID

- Must be filed by Summons in Chambers under Order 13 rule 8 RSC.
- Supported by affidavit with:
 - Timeline of MOA filing.
 - Explanation for the delay or oversight.
 - Evidence of system failure or clerical error.
 - Meritorious defence (preferably with draft statement of defence).

- Proof that application was made promptly.

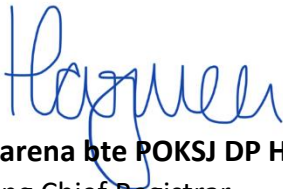
3. Court's Discretion

- The Court may impose terms including costs or timeline for defence.

REMINDER

Legal Practitioners are advised to cooperate with Registry Officers and verify documentation carefully before filing. This measure is temporary and aims to ensure procedural fairness during digital system disruption.

For queries, contact the Supreme Court Registry.



Hazarena bte POKSJ DP Hj Hurairah
Acting Chief Registrar
Supreme Court of Brunei Darussalam

