

## **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 1<sup>st</sup> June 2015

**(ORIGINAL SIGNED)**  
**Chief Registrar**  
**Supreme Court**  
**Brunei Darussalam**