

**Practice Direction 4 of 2015**

**Duty Registrar/Duty Magistrate and Urgent Applications**

1. This practice direction shall come into effect on 1<sup>st</sup> April 2015.
2. This practice direction is to apply to all Advocates and Solicitors for Civil and Criminal matters heard before:
  - a. Court of Appeal
  - b. High Court
  - c. Intermediate Court
  - d. Magistrate's Court
  - e. Juvenile Court
3. Duty Registrar
  - a. A duty registrar shall be assigned on a weekly basis for matters pertaining to:
    - i. Urgent ex-parte (e.g. Injunctions – for the purpose of referring the matter to a judge) or consent applications
    - ii. Consider any matter pertaining to the administration of the Legal Registry of the Supreme Court, including giving early or urgent dates and allowing inspection of files
    - iii. Sign and certify documents (e.g. Apostille, subpoena, commissioner for oaths, bail bonds, warrants)
  - b. On Mondays to Thursday and Saturdays (excluding public holidays), the hours shall be from 9.00am to 12.00 pm and from 2.00 pm to 4.00 pm.
  - c. Only Advocates and Solicitors (or where a party is not represented, a litigant in person) shall appear before the Duty Registrar.
  - d. Before the presentation of any documents to the Duty Registrar for his or her signature and/or decision, all Court fees for filing of documents should be paid.
  - e. An advocate or solicitor must attend before the Duty Registrar when:
    - i. He/She is requesting an early or urgent date for a hearing before a Registrar or Judge.
    - ii. When his/her attendance is required by any provision of law.
  - f. In order to expedite matters, an advocate or solicitor may attend before the Duty Registrar even though his or her attendance is not ordinarily required.
  - g. An advocate or solicitor who wishes to attend before a Duty Registrar and refer him or her to documents filed must either:

- i. Ensure that the documents are filed at least one hour before attending before the Duty Registrar; or
- ii. Attend before the Duty Registrar with the unfiled documents. The Duty Registrar will require the person to give an expressed undertaking to file all the documents by the next working day before dealing with the matter.

4. Duty Magistrate

- a. A duty magistrate shall be assigned on a weekly basis for matters pertaining to:
  - i. Fresh cases
  - ii. Signing as Notary Public
  - iii. Search Warrants
  - iv. Sign and certify urgent documents
- b. On Mondays to Thursday and Saturdays (excluding public holidays), the hours shall be from 9.00am to 12.00 pm and from 2.00 pm to 4.00 pm.



**DATU SERI PADUKA HAJI KIFRAWI BIN DATU PADUKA HAJI KIFLI**  
**Chief Justice**  
**Supreme Court**  
**Brunei Darussalam**