



JUDICIARY OF BRUNEI DARUSSALAM

SUBORDINATE COURTS, MAGISTRATES' COURT REGISTRY

MANUAL FILING METHODS DURING JCMS AND EFS DOWNTIME

SUBMISSION OF DOCUMENTS FOR NEW FILES AND EXISTING CASES AT THE REGISTRY

Please follow the steps outlined below:

1. Make Payment: go to the cashier counter to make payment.
2. File Document(s): Bring 2 copies of your documents to the Registry counter for processing.
3. Collection method: Processed documents can be collected from the Registry counter / pigeon hole.
4. Scan and email a copy of your processed document to the relevant Court Registries;

BRUNEI-MUARA DISTRICT AND BELAIT DISTRICT COURT: bsbsubordinate.civil@judicial.gov.bn

TUTONG DISTRICT COURT: tutong.court@judicial.gov.bn

5. Email subject matter: Please name the subject matter of the email with the following file reference;
Case number-document type-filing party (E.g. *MCCS/BSB/20/2025 - Affidavit - M/S ABC*)

EMAILING CORRESPONDENCES TO COURT

Please email your correspondences through the following email address:

BRUNEI-MUARA DISTRICT AND BELAIT DISTRICT COURT

Criminal Matter: bsbsubordinatecourt.criminal@judicial.gov.bn

Civil Matter: bsbsubordinate.civil@judicial.gov.bn

TUTONG DISTRICT COURT

Criminal & Civil Matter: tutong.court@judicial.gov.bn

***HARD COPY OF DOCUMENTS WILL NOT BE ACCEPTED.**

SERVICES NOT AVAILABLE DURING JCMS AND EFS DOWNTIME

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Please take note of services that are NOT available during the JCMS and EFS downtime:

1. File and Name searches (from year 2015 onwards).
2. Request for Notes of Proceedings.
3. Copies of Filed Documents.
4. Requests from Government Agencies regarding case related matters.