



CHIEF REGISTRAR'S CIRCULAR

No 01 of 2026

Introduction of Rental for Lawyers' Letter Boxes (*Pigeonholes*)

The Office of the Chief Registrar of the Supreme Court wishes to inform the Law Society that the State Judiciary Department has introduced a revised rental fee structure for Lawyer Letter Boxes (*Pigeonholes*), effective immediately.

In accordance with the updated procedures, please be advised of the following:

1. Annual Rental Fee

The rental fee for a Lawyer Letter Box (*Pigeonhole*) is now set at BND 180.00 per annum per courthouse, which shall be paid upfront.

The rental shall take effect upon receipt of payment and shall be valid for a period of twelve (12) months from the date of payment.

2. Payment Procedure

Kindly complete the attached application form and submit it together with the payment receipt to the office supervisor of the courthouse where the respective letter box is located.

3. Consequences of Non-Payment

Please take note of the following regulations:

- Renewal may be made from the first day of the month in which the letter box was originally rented.
- If payment is not received within one month after the expiry date, the letter box will be temporarily closed.
- A re-opening fee of BND 10.00 will be imposed if the box is reopened during the temporary closure period.
- Failure to settle the annual fee beyond the one-month grace period will result in cancellation of the letter box number and termination of tenancy.

4. Key Replacement

The fee for replacing a lost or damaged key is BND 30.00.

5. Renewal Notifications

Please be informed that renewal reminders will not be issued. Firms are expected to ensure timely payment.

Attached is a copy of the application form and the guideline on the rental of Lawyer Letter Boxes for your perusal and reference.

Your cooperation in complying with this directive is greatly appreciated. Should you require further clarification, please contact the office supervisor at the relevant courthouses directly or email enquiry to courts@judicial.gov.bn.

Thank you.


HAJAH HAZARENA BINTI POKSIP HAJI HURAIRAH
Acting Chief Registrar
Supreme Court

Dated: 12 January 2026

Reference: SC/CRC/A14