SUPREME COURT OF BRUNEI DARUSSALAM

CHIEF REGISTRAR'S CIRCULAR NO. 3 OF 2026

REQUESTS FOR NOTES OF PROCEEDINGS AND PAYMENT OF COURT FEES

1. All Advocates and Solicitors and court users are reminded that requests for Notes of Proceedings must be made at the court where the proceedings were originally heard, and the prescribed fees paid at that court.

2. For example, where an appeal is made from the Magistrates' Court to the High Court, requests for Notes of Proceedings relating to the proceedings before the Magistrates' Court must be made and paid for at the Magistrates' Court. Where such Notes are requested from or issued by the High Court, the prescribed High Court fees will apply, notwithstanding that the proceedings were heard in the Magistrates' Court. This may result in additional fees being payable.

3. The transcribed Notes of Proceedings shall be treated as the final and official record of the proceedings, subject to any corrections directed by the Court.

4. Where a party identifies a specific and material discrepancy in the Notes of Proceedings, a written request may be submitted to the Registry, clearly identifying the relevant passage and the nature of the alleged discrepancy. Such requests will be considered by the Registrar and may be referred to the presiding Judge/Registrar/Magistrate where appropriate.

5. Parties are reminded that any request for review should be confined to specific and material discrepancies, rather than matters of general verification or routine checking.

6. All Advocates and Solicitors and court users are requested to comply with the above procedures.

ACTING CHIEF REGISTRAR
Supreme Court of Brunei Darussalam

Date: 4th November 2026