SUPREME COURT OF BRUNEI DARUSSALAM

HIGH COURT REGISTRY CIRCULAR NO. 4 OF 2026

SUBMISSION AND HANDLING OF COURT DOCUMENTS DURING THE MANUAL FILING PROCESS

Following the suspension of the electronic Judicial Case Management System (JCMS), the High Court Registry has reverted to manual processing of court documents.

To facilitate the efficient processing of documents and minimise administrative delays, the cooperation of all Advocates and Solicitors is sought in observing the following procedures:

1. Submission of Documents

All documents intended for filing, sealing or signature by the Court shall be submitted to the High Court Registry in **two (2) copies**, unless otherwise directed or specified.

2. Follow-up and Reminder Letters

Where Advocates and Solicitors wish to enquire about the status of a document previously submitted to the Registry for filing, sealing or signature, they need only submit a reminder letter identifying the document concerned. **There is no need to enclose another copy of the document already submitted.**

Submitting additional copies of the same document may cause confusion as to which copy is to be processed, sealed or signed, and may result in unnecessary delays.

3. Electronic Copies of Sealed Documents

Upon receipt of a sealed document from the Court, Advocates and Solicitors are requested to email a scanned copy of the complete sealed document back to the High Court Registry.

This will assist the Registry in maintaining electronic records, facilitating retrieval of documents and reducing the administrative burden of scanning documents during the manual filing process.

The cooperation and assistance of all Advocates and Solicitors in complying with these procedures are greatly appreciated.

This Circular takes effect immediately and shall remain applicable until further notice

ACTING CHIEF REGISTRAR
Supreme Court of Brunei Darussalam

Date: 4th November 2026