

CHIEF REGISTRAR'S CIRCULAR 1 OF 2015

GUIDELINES FOR LEGAL FIRMS REGARDING e-FILING VIA SERVICE BUREAU

The advent of the e-Filing System (EFS) enables the Court Registries to move towards a paperless system. The Registry is now able to process documents electronically through the EFS whereby law firms may extract court documents online.

E-Filing can be done in 2 ways:

1. By way of online submission from your office. To start doing online submission, you need to apply for an account by registering through the Office of the Chief Registrar.
- 2.
3. Through the service bureau. If your firm does not have the necessary equipment, you may file documents using the Service Bureau at the Court premises. However, you still need to have internet access and an email address in order to extract court documents.

The Service Bureau currently provides free services. Certain charges may be imposed later.

Filing of new cases and all documents thereunder, including correspondence, after the implementation of e-filing have to be done by way of online submission or via the service bureau.

FILING OF DOCUMENTS VIA THE SERVICE BUREAU

Preparation At The Legal Firm:

1. Once your document has been prepared (e.g. Summons in Chambers in Microsoft Word), save it as a PDF file. For documents that require affirmations, the PDF should contain all the relevant signatures.
2. If you have to scan a document (e.g. affidavit which include exhibits), save the scanned document and save as a PDF file.
3. Parties are to bring only ONE COPY of the document to the service bureau. You may download and print your service copies of the sealed documents when you extract the same through EFS.

4. Do not staple or bind your documents to ensure easy scanning by the court staff at the Service Bureau. Please use ordinary A4 paper and do not use overly thin paper or very thick paper as separators for exhibits in the affidavits.
5. Documents are to be arranged properly. Make sure the print is clear and that you have endorsed your firm's name where appropriate. Pages must be correctly paginated and should not be upside down.
6. Law firms are encouraged to submit documents in softcopies via CD / DVD. Pen drive or memory stick is not accepted. PDF documents saved into CD/DVD, should have the correct file name or file number (if available) and document name attached therein, e.g. a file with parties as BIBD v. ABC Trading should contain the saved document labeled as "Writ Summons and Statement of Claim – BIBD v. ABD Trading" or "Affidavit of Service – BIBD v. ABC Trading/ICCS/1/2015".

What to do at the Service Bureau?

1. Submit your document or CD/DVD for scanning, you will receive a paper slip containing the Scanning Reference Number (SRN) and Extraction Code. You need to keep this SRN slip. Wait for data entry and preparation of the payment invoice slip to be completed by the court staff.
2. Collect your SRN slip together with the payment invoice slip.
3. Make payment at the cashier counter. Take your payment receipt.
4. Upon payment, return a copy of the endorsed payment invoice slip to the service bureau staff.

How to extract a document online?

1. You will receive an email from the EFS notifying you that the document is ready for extraction together with the extraction code.
2. Go to the EFS portal at <http://efiling.judiciary.gov.bn>. On the homepage type the extraction code. The EFS will display the approved document. You can download and print the document.

3. If you do not receive an email notification, you may still extract the document after an appropriate time has passed through the EFS portal using the extraction code printed on the SRN paper slip you received from the Service Bureau counter previously.

Further enquiries may be made by calling the e-filing Helpdesk at 2235841 or 2235842.

The above circular is to take effect from 1st day of April 2015.

(ORIGINAL SIGNED)

Chief Registrar

Supreme Court

Brunei Darussalam