

## 1.1 COURT STRUCTURE

### 1.1.1 Court Ranks

SN	Court Rank ID	Court Rank
1.	01	Supreme Court
2.	02	Court of Appeal
3.	03	High Court
4.	04	Employment and Labour Relations
5.	05	Environment and Land
6.	06	Magistrate Court

## 2.1 COURT PROCESS

### 2.1.1 SUPREME COURT CASE PROCESS

### 2.1.2 PRESIDENTIAL PETITION

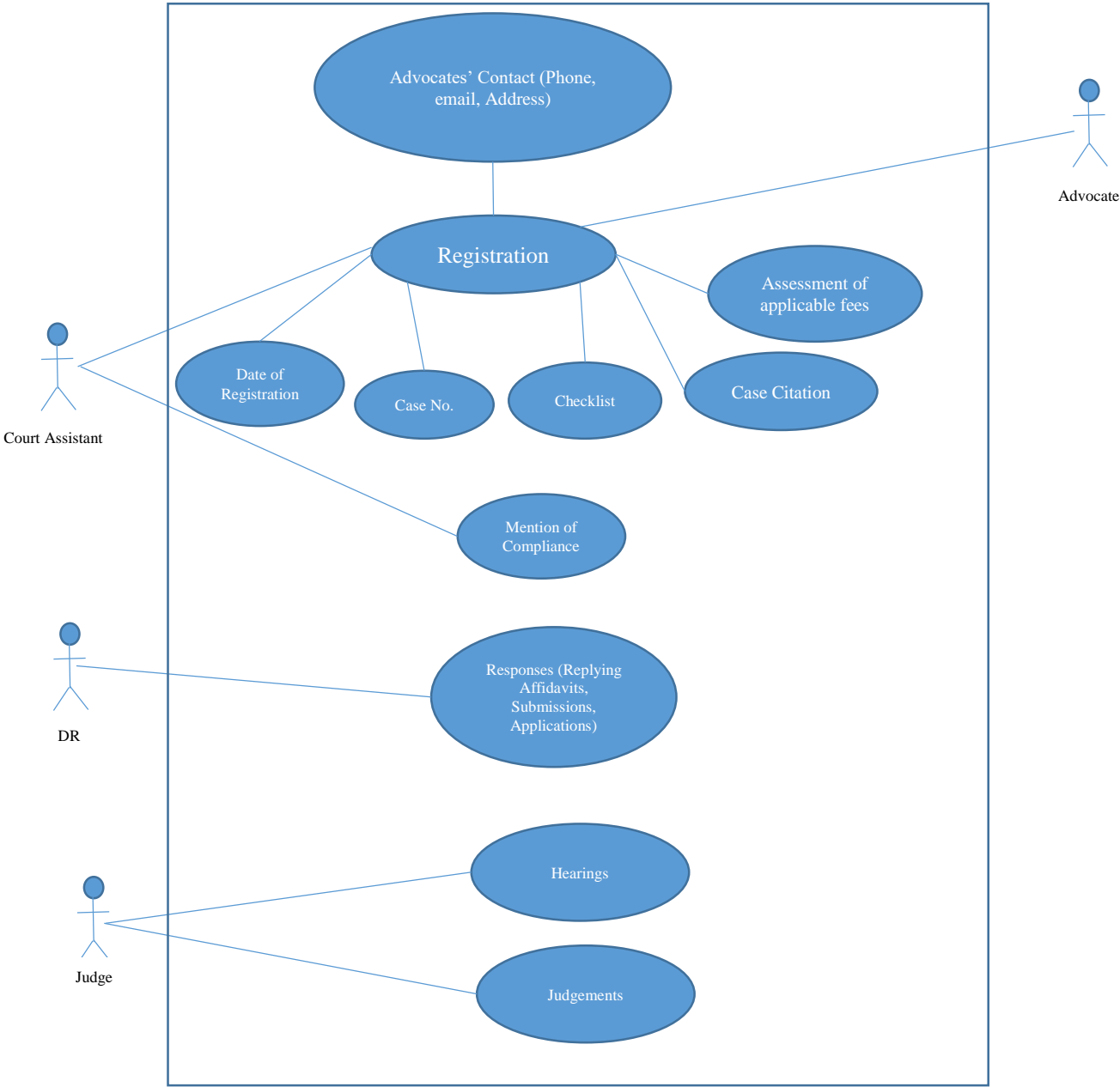
COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	PRESIDENTIAL PETITION	1. PETITIONER 2. RESPONDENT

SCPET

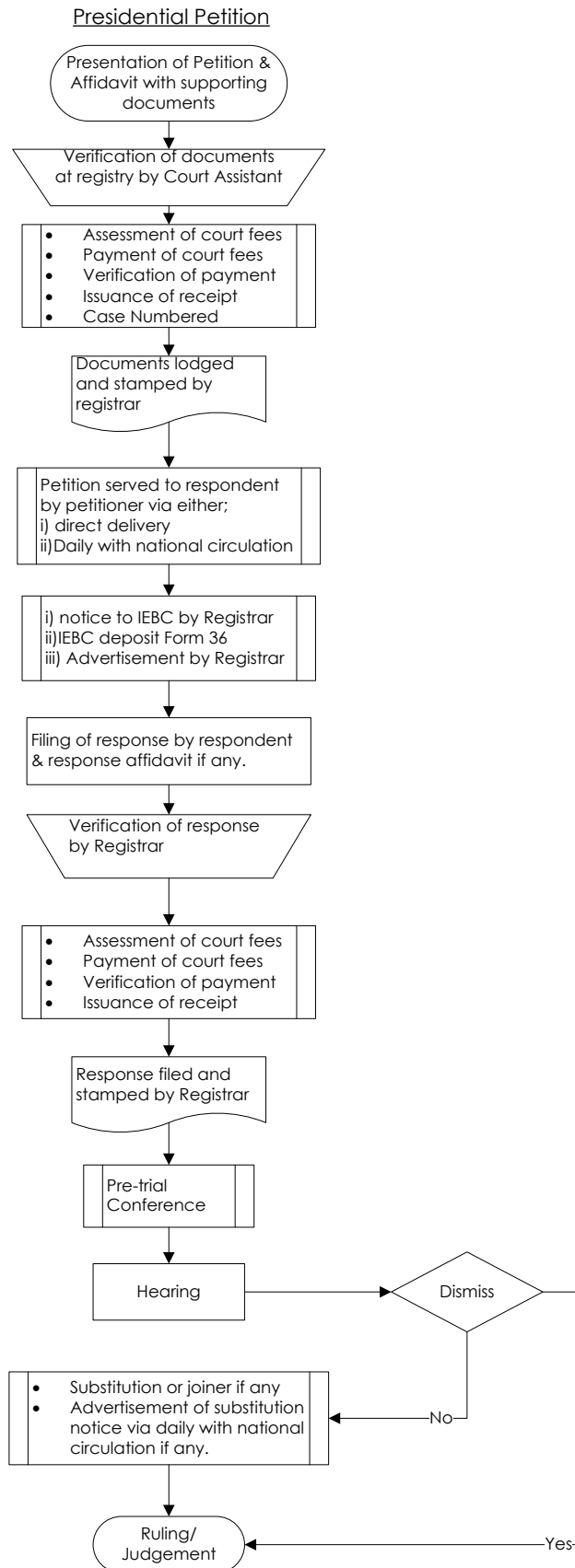
CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"><li>• Date of Registration</li><li>• Case no.</li><li>• Checklist</li><li>• Case citation</li><li>• Assessment of applicable Fees</li></ul> Advocates' contact (Phone, email, physical address)	Court Assistant	Case Registered
Responses (Replying affidavit, Submissions, Applications)	DR	Replying Affidavit, Submission & Applications filed
Mention for compliance	Court Assistant	Directions issued or Hearing date given

Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

2.1.3 PRESIDENTIAL PETITION CASE DIAGRAM



#### **2.1.3.1 PRESIDENTIAL PETITION CASE FLOW**

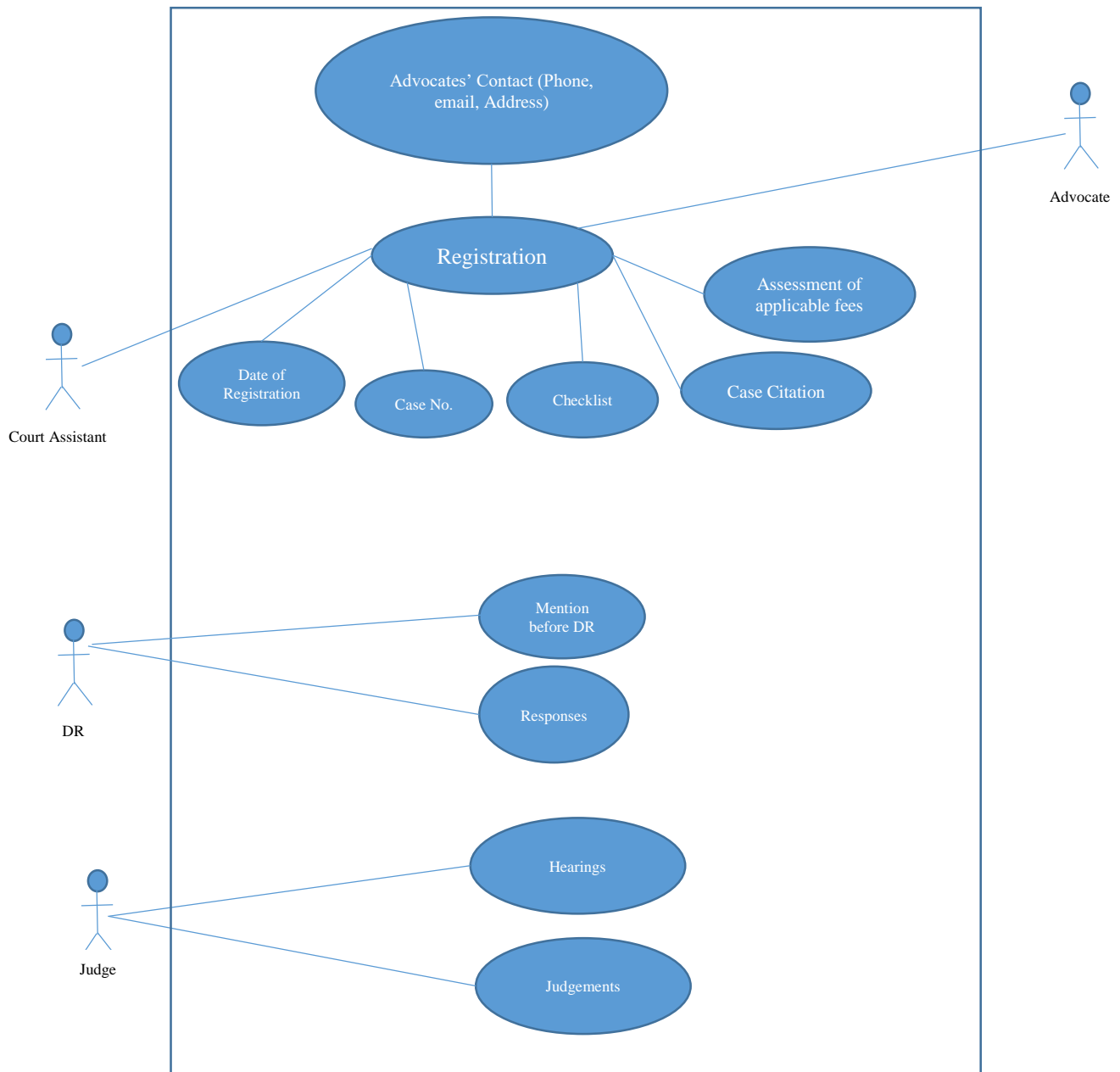


#### 2.1.4 ADVISORY OPINION PROCESS

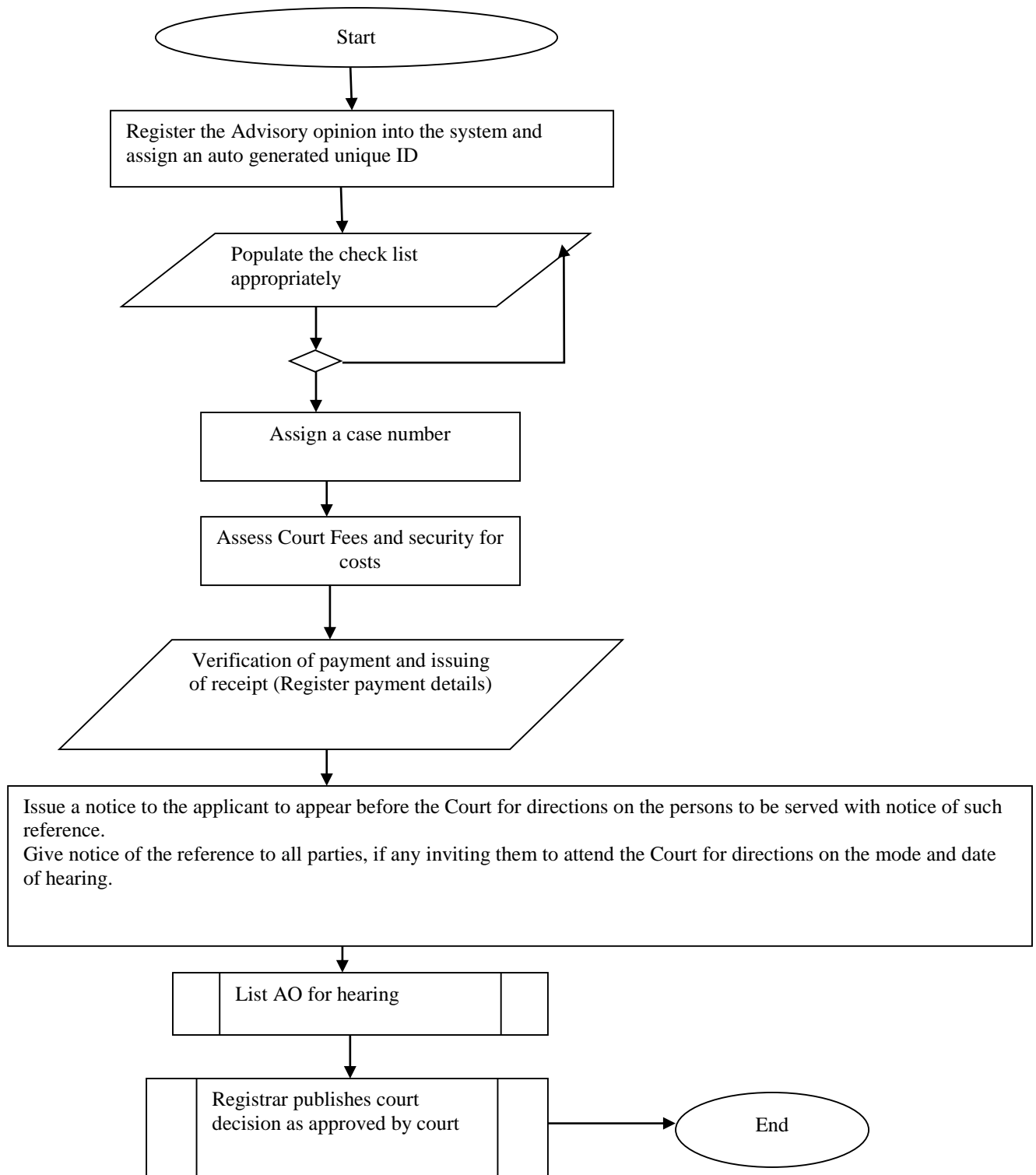
COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	ADVISORY OPINION	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"><li>• Date of Registration</li><li>• Case no.</li><li>• Checklist</li><li>• Case citation</li></ul> Assessment of applicable Fees      Advocates' contact (Phone, email, physical address)	Court Assistant	Case Registered
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

## ADVISORY OPINION PROCESS CASE DIAGRAM



#### 2.1.4.1 ADVISORY OPINION PROCESS CASE FLOW



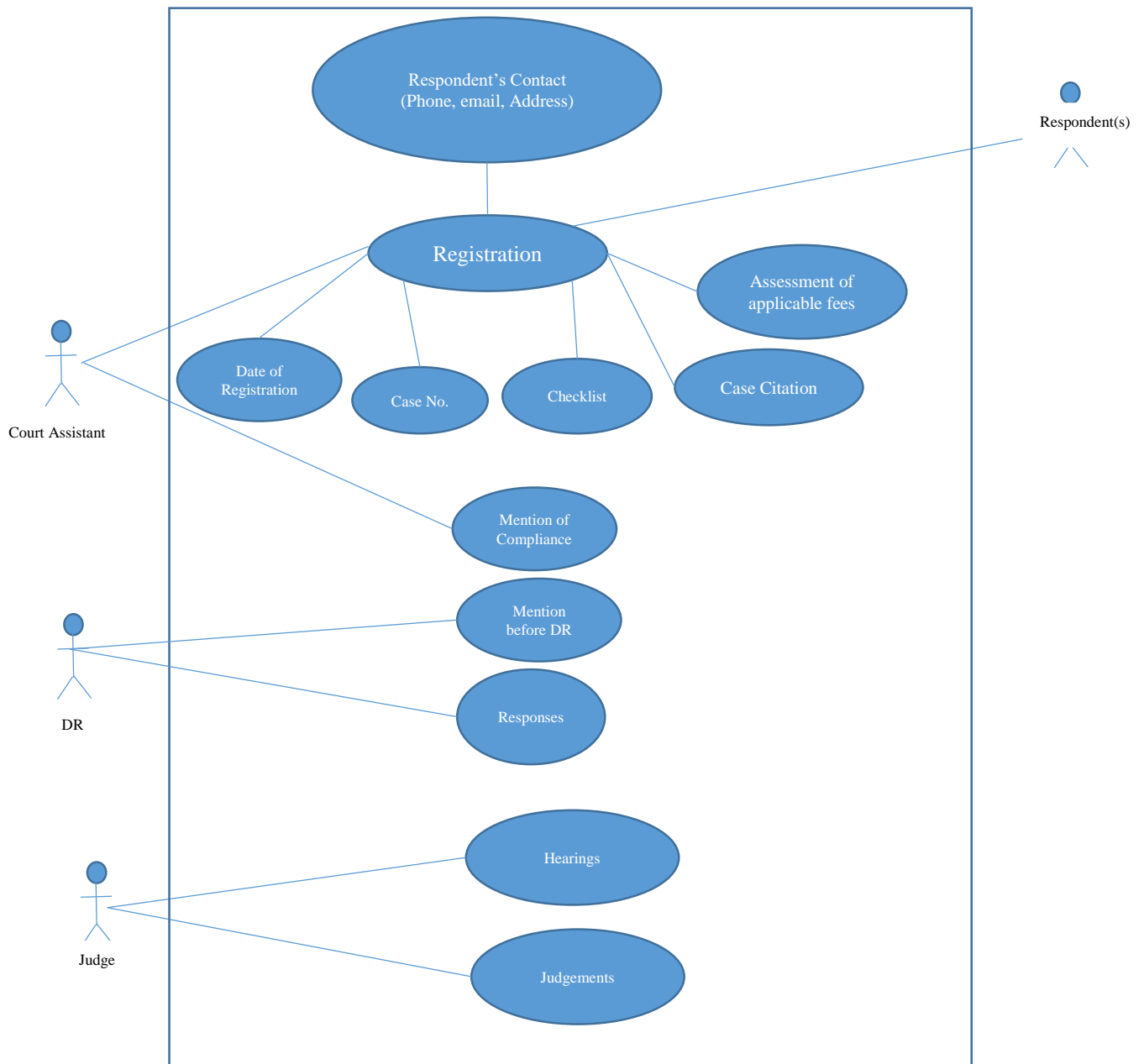
### 2.1.5 APPLICATIONS CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	APPLICATIONS	1. APPLICANT 2. RESPONDENT

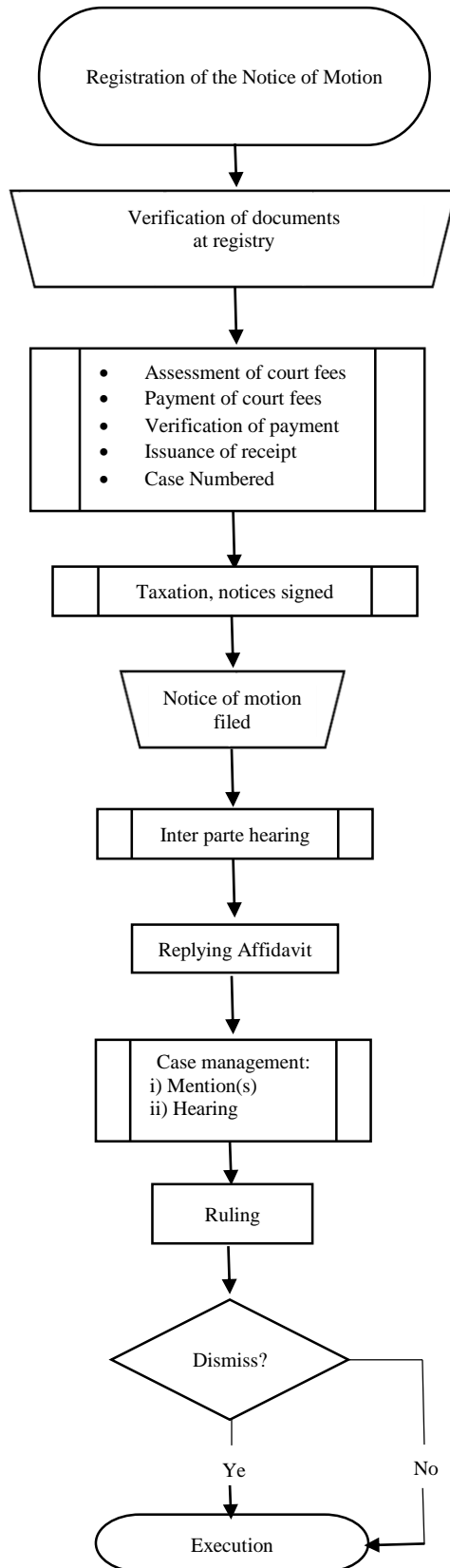
CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"> <li>The applications are accessed by the court assistants and fees calculated</li> <li>The advocate pays the fees and presents the receipt to the registry</li> <li>Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s))</li> </ul>	Court Assistant	Case Registered
The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken	DR	
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered



## SUPREME COURT APPLICATION CASE DIAGRAM



### 2.1.5.1 SUPREME COURT APPLICATION CASE FLOW



## 2.2 COURT OF APPEAL CASE PROCESS

### 2.2.1 CIVIL APPEAL PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APREAL >CIVIL	CIVIL APPEAL	1. APPELLANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Case registration <ul style="list-style-type: none"> <li>• Compiled record of appeal is presented at the registry</li> <li>• The records of appeal are checked for conformity to the standards</li> <li>• The records are assessed by the court assistants and fees calculated</li> <li>• The advocate pays the fees and presents the receipt to the registry</li> <li>• The case is given a case number and recorded at the register.</li> <li>• Case is registered in the register (Date of filling of appeal,</li> </ul>	Court Assistant	Case Registered
<ul style="list-style-type: none"> <li>• The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties.</li> </ul>	DR	Draft cause list
<ul style="list-style-type: none"> <li>• Parties are invited for case management on a specified date and at this point the parties agree on whether to file submissions and timelines for the same are discussed.</li> </ul>	DR	Directions issued or Hearing date given
<ul style="list-style-type: none"> <li>• Hearing</li> </ul>	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate

<ul style="list-style-type: none"> <li>Judgement</li> </ul>	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none"> <li>Orders</li> </ul>	DR	Order extracted and served to the parties
<ul style="list-style-type: none"> <li>Taxation Bill of cost</li> </ul>	DR	Certificate of taxation issued

### 2.2.1.1 CIVIL APPEAL CASE FLOW



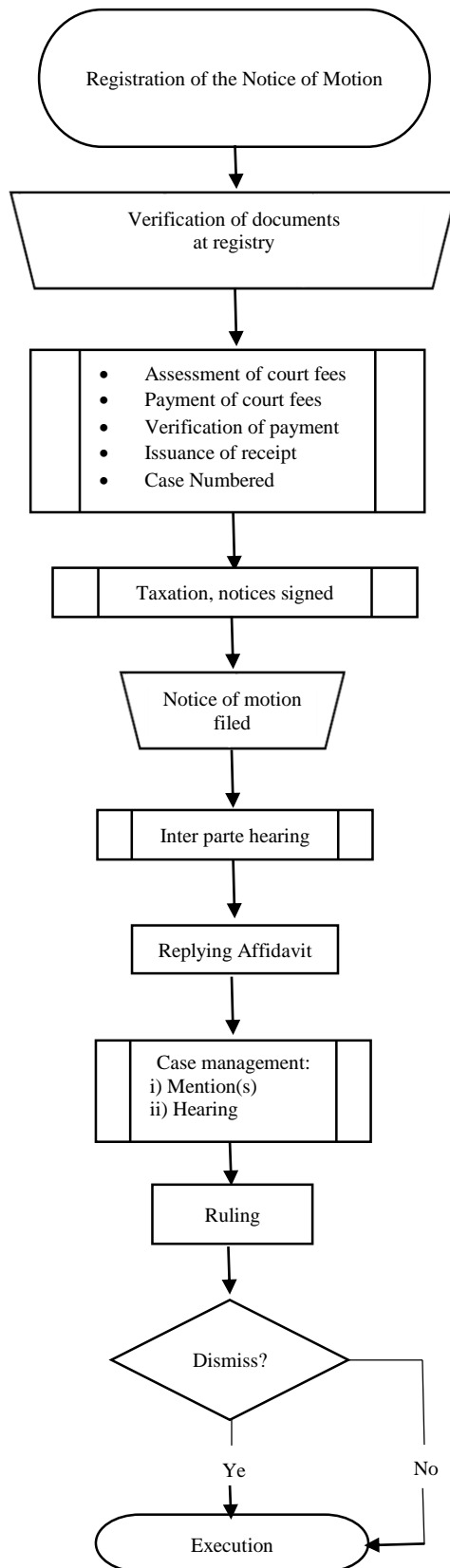
### 2.2.2 CIVIL APPLICATION PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APPEAL	CIVIL APPLICATIONS	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"><li>The applications are accessed by the court assistants and fees calculated</li><li>The advocate pays the fees and presents the receipt to the registry</li><li>Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s))</li></ul>	Court Assistant	Case Registered
The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken	DR	
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

### 2.2.2.1 CIVIL APPLICATION CASE FLOW

#### COURT OF APPEAL CIVIL APPLICATION CASE FLOW



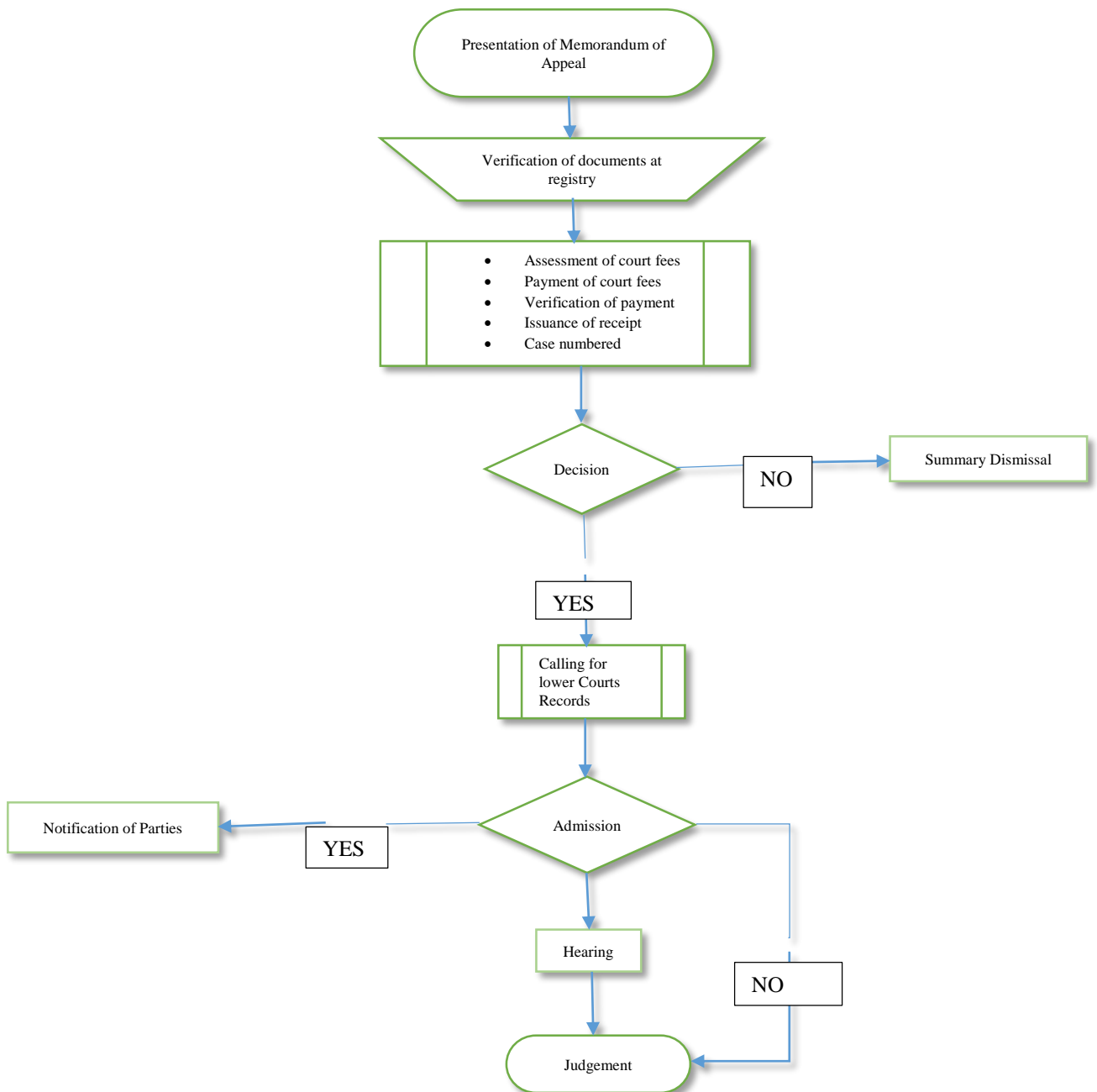
### 2.2.3 Criminal Appeal

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APREAL	CRIMINAL APPEAL	1. APPELLANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Case registration <ul style="list-style-type: none"><li>The notice of appeal is given a number</li></ul>	Court Assistant	Case Registered
<ul style="list-style-type: none"><li>The high court is notified of the assigned case number and requested to prepare the records of appeal and transmit the same to Court of Appeal</li></ul>	DR	Records of appeal
<ul style="list-style-type: none"><li>Notices of hearing are served to the parties.</li><li>Cause list is generated</li></ul>	DR	Directions issued or Hearing date given
<ul style="list-style-type: none"><li>Hearing</li></ul>	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none"><li>Judgement</li></ul>	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none"><li>Orders</li></ul>	DR	Order extracted and served to the parties
<ul style="list-style-type: none"><li>Taxation Bill of cost</li></ul>	DR	Certificate of taxation issued



### 2.2.3.1 CRIMINAL APPEAL CASE FLOW



## 2.3 HIGH COURT CASE PROCESS

### 2.3.1 COMMERCIAL CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT > COMMERCIAL	HIGH COURT CIVIL SUIT (HCCC) AND COMMERCIAL CASES	PLAINTIFF(S) -DEFENDANT -ADVOCATE OF PLAINTIFF -ADVOCATE OF DEFENDANT

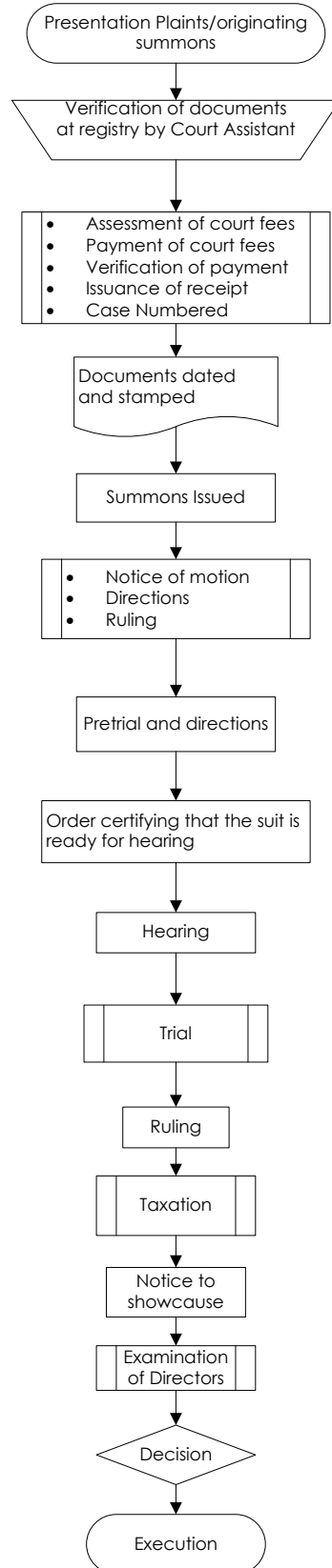
1. Registration (Plaint/OS) - Name of Plaintiff - Name of Defendant - Date of filing - Parties contacts - Court fees	1. File opening	Court assistant/DR
2. Summons	2. Summons issued	2. Deputy Registrar
2 (a) Notice of motion	2 (a)-Interim orders -Directions -Hearing date	Judge
2 (b) Replying affidavit/ grounds of opposition	2(b) Inter parte hearings	Judge
2 (c) Inter parte hearing	2 (c) . Mention date Directions Hearing date Ruling date	Judge
2 d. Ruling delivered	2. d. (-Ruling delivered Ruling deferred - Application Dismissed - Application allowed)	Judge
3. Appearance/ Defence filing	3. If not within 15 days- an interlocutory	Defendant

	judgment may be issued	
Pre-trial / Case Management Conference	Directions	Judge/DR
Fixing of Hearing dates	Hearing date	.DR/CA
Trial	7. (-Date set for Judgment -Date set for ruling -Further mention date -Further hearing date)	Judge
Judgment delivery	8.(-Judgment delivered -Judgement deferred)	Judge
Hearing	6(-Mention date set -Trial -Adjournment -Withdrawal of the case -Dismissed -Settled -Mediation)	Judge
Ruling delivered	9.(-Ruling delivered -Ruling deferred)	Judge
Taxation	Execution	DR
Notice to show cause	Warrants issued	DR
Examination of directors		DR



#### **2.3.1.1 Commercial case flow**

### Commercial Case Flow





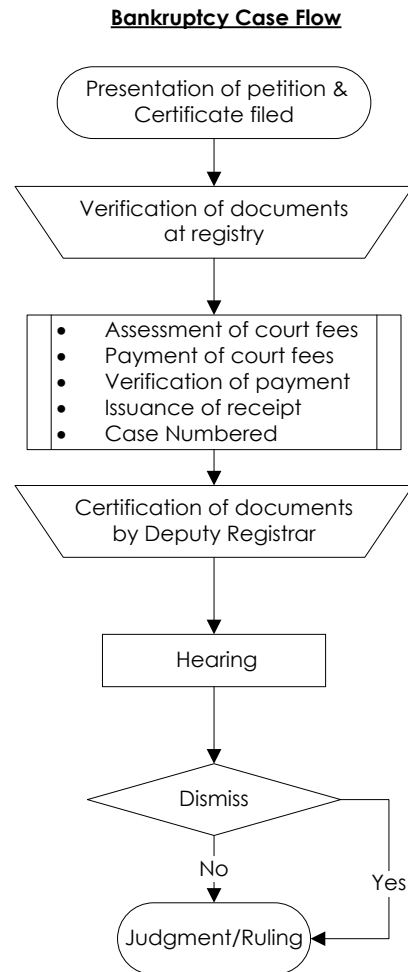
### 2.3.2 BANKRUPTCY CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >COMMERCIAL	BANKRUPTCY CAUSE /INSOLVENCY CAUSE	APPLICANT(S) -RESPONDENT -ADVOCATE OF APPLICANT ADVOCATE OF RESPONDENT

CASE ACTIVITY	OUTCOME	ASSISTANT
1. Petition and certificate filed  2.Registration of BC - Name of Subject - Date of filing - Parties contacts Court fees	1. and 2. (- File opened then -Mention date fixed to confirm compliance )	Court assistant
3. Directions by the Judge	3. (-Hearing date fixed -Mention date fixed -Directions given -Further hearing date given)	Judge
4.Hearing	Judgment date fixed	Judge
5. Judgment	5. (-Petition Allowed -Petition dismissed)	Judge



### 2.3.2.1 BANKRUPTCY CASE FLOW



### 2.3.3 WINDING UP CAUSE CASE FLOW PROCESS

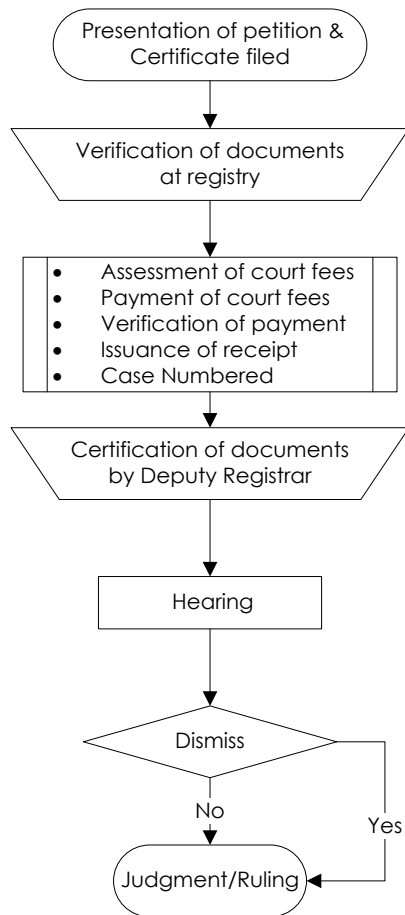
COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >COMMERCIAL	WINDING UP CAUSE / INSOLVENCY PETITION	-APPLICANT(S) -RESPONDENT -ADVOCATE OF APPLICANT -ADVOCATE OF RESPONDENT

CASE ACTIVITY	OUTCOME	ASSISTANT
1. Petition and certificate filed  2.Registration of WC <ul style="list-style-type: none"> <li>- Name of Subject</li> <li>- Date of filing</li> <li>- Parties contacts</li> </ul> Court fees	1. and 2. (- File opened then -Mention and hearing date fixed to confirm compliance )	Court assistant
3. Directions by the DR on the mention date	3.Hearing date fixed	DR
4.Hearing	4. (- Judgment date fixed -Mention date fixed -Directions given -Further hearing date given)	Judge

5. Judgment delivery	5. (Petition Dismissed -Petition Allowed)	Judge
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### 2.3.3.1 WINDING UP CAUSE CASE FLOW

#### Winding Up Cause Case Flow



## HIGH COURT CIVIL CASE PROCESS

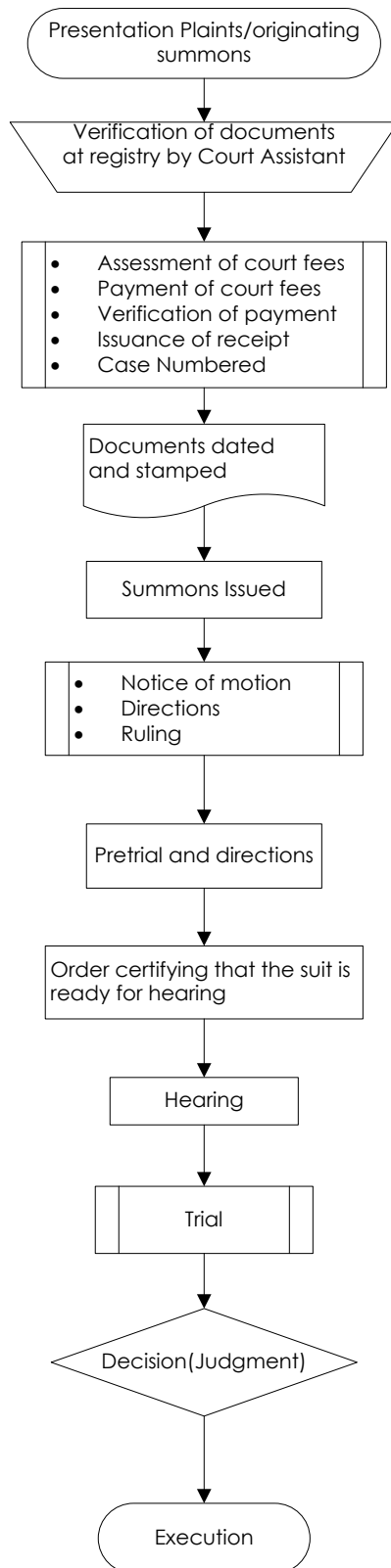
COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT > CIVIL	HIGH COURT CIVIL CASE	PLAINTIFF(S) -DEFENDANT -ADVOCATE OF PLAINTIFF -ADVOCATE OF DEFENDANT

1. Registration (Plaint/OS) - Name of Plaintiff - Name of Defendant - Date of filing - Parties contacts - Court fees	1. File opening	Court assistant/DR
2. Summons	2. Summons issued	2. Deputy Registrar
2 (a) Notice of motion	2 (a)-Interim orders -Directions -Hearing date	Judge
2 (b) Replying affidavit/ grounds of opposition	2(b) Inter parte hearings	Judge
2 (c) Inter parte hearing	2 (c) . Mention date Directions Hearing date Ruling date	Judge
2 d. Ruling delivered	2. d. (-Ruling delivered Ruling deferred - Application Dismissed - Application allowed)	Judge
3. Appearance/ Defence filing	3. If not within 15 days- an interlocutory judgment may be issued	Defendant

Pre-trial / Case Management Conference	Directions	Judge/DR
Fixing of Hearing dates	Hearing date	.DR/CA
Trial	7. (-Date set for Judgment -Date set for ruling -Further mention date -Further hearing date)	Judge
Judgment delivery	8.(-Judgment delivered -Judgement deferred)	Judge
Hearing	6(-Mention date set -Trial -Adjournment -Withdrawal of the case -Dismissed -Settled -Mediation)	Judge
Ruling delivered	9.(-Ruling delivered -Ruling deferred)	Judge

## HIGH COURT CIVIL CASE FLOW

### High Court Civil Case Flow



### 2.3.4 CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS

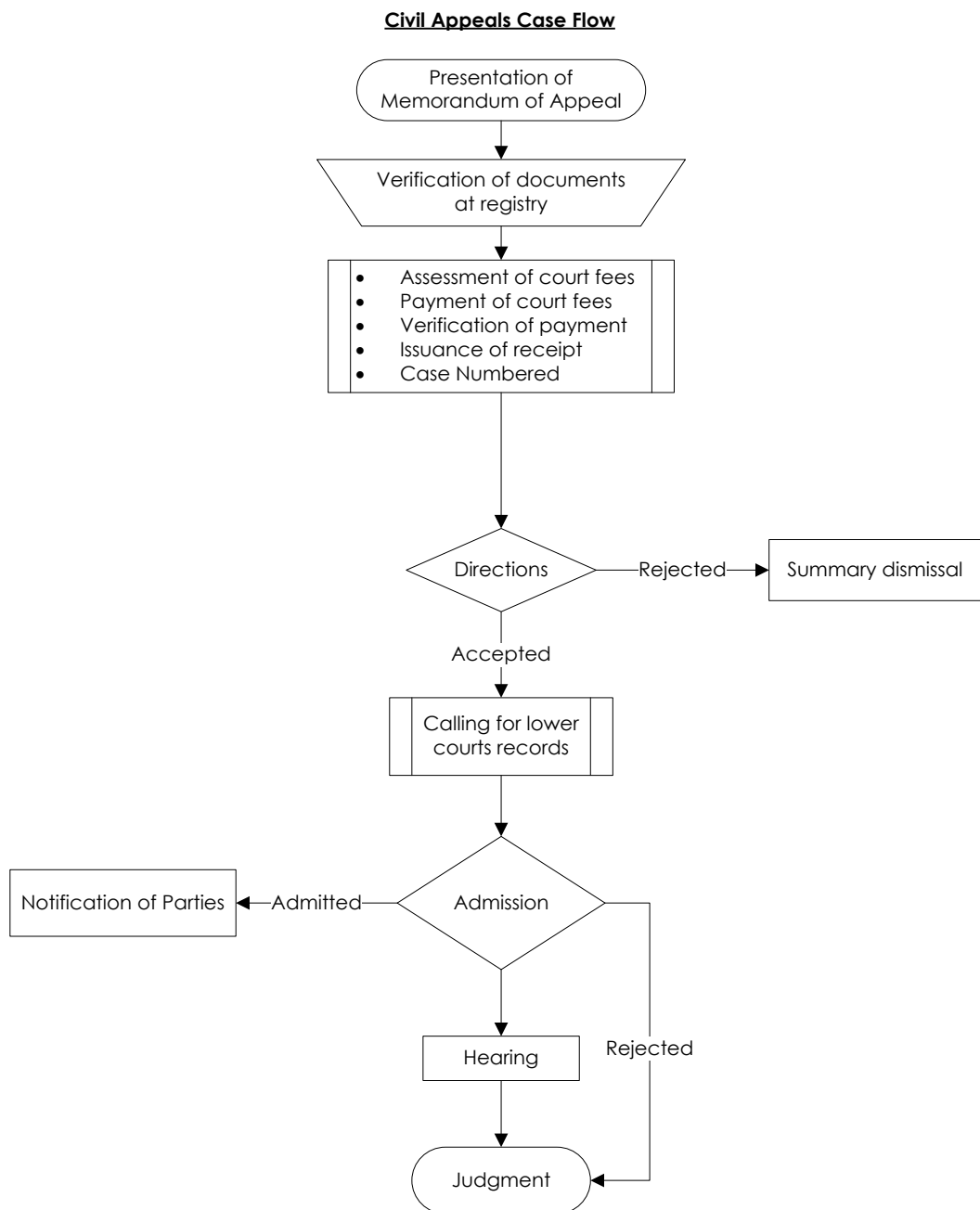
COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >CIVIL APPEAL	CIVIL APPEALS AND INCOME TAX APPEALS (ITA)	1. Appellant(s) 2. Respondent(s) 3. Advocate of Appellant 4. Advocate of Respondent

CASE ACTIVITY	OUTCOME	STAFF
File memorandum of appeal: 1.Registration <ul style="list-style-type: none"> <li>- Name of Appellant</li> <li>- Name of Respondent</li> <li>- Date of filing</li> <li>- Parties contacts</li> </ul> Court fees	Appeal filed	Court Assistant/ DR
2. Call for lower court record.	2.Lower court record received	Court Assistant/ DR
3. Request for the record of appeal	3.Record of appeal filed	Court assistant/DR
4. Admission of the appeal	4.Admissions done	Judge
5. Appeal fixed for directions	5. (-Direction notices served - Directions given)	Court Assistant/DR
6. Fixing of hearing dates	6.Hearing date fixed	Judge
7. Hearing of the appeal	7. (-Appeal adjourned -Mention date set -A further hearing date set -Appeal heard )	Court Assistant
8. if appeal is heard	8. Judgment date set	Judge



9. Judgement Delivered	9. (-Judgment deferred - Appeal Allowed -Appeal dismissed)	Judge
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#### 2.3.4.1 CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS





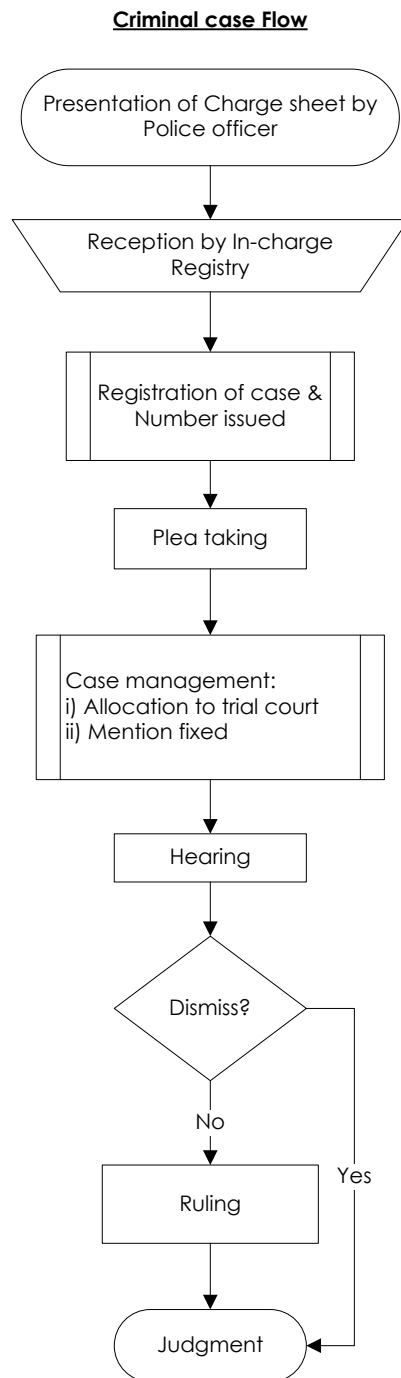
### 2.3.5 CRIMINAL CASE PROCESS

COURT	CASE TYPE	PARTIES
HIGH COURT	AS per Charge Sheet	Republic (Specific police station) Accused Police case number

CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none"> <li>• Plea of guilty entered</li> <li>• Plea of not guilty entered.</li> </ul> Hearing date set	-Plea taking – Duty Court
	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Accused sentenced</li> </ul> Plea differed.	
-Hearing	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Trial</li> <li>• Adjournment.</li> </ul> Withdrawal of the case	-Hearing – Trial Court
-Mention	<ul style="list-style-type: none"> <li>• Hearing date set.</li> <li>• Direction given.</li> </ul> Case withdrawn.	-Mention – Trial Court
-Ruling	-Ruling delivered	-Ruling- Trial Magistrate

Judgement	Judgement delivered	Judgement – Trial Magistrate
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### 2.3.6 CRIMINAL CASE FLOW





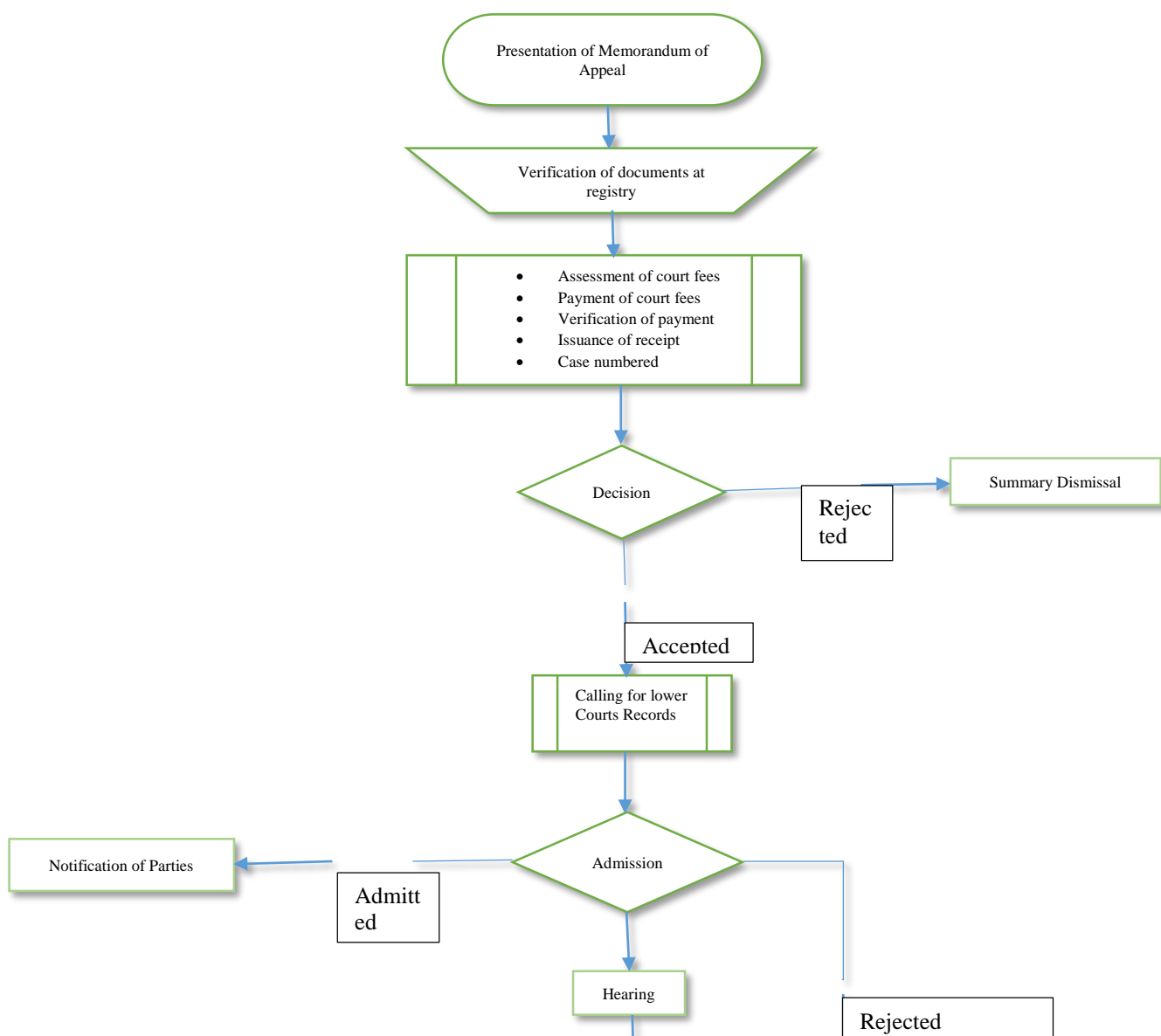
### 2.3.7 CRIMINAL APPEAL

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT	CRIMINAL APPEAL	5. Appellant(s) 6. Respondent(s) 7. Advocate of Appellant 8. Advocate of Respondent

CASE ACTIVITY	OUTCOME	STAFF
File memorandum of appeal: 1.Registration <ul style="list-style-type: none"> <li>- Name of Appellant</li> <li>- Name of Respondent</li> <li>- Date of filing</li> <li>- Parties contacts</li> </ul> Court fees	Appeal filed	Court Assistant/ DR
2. Call for lower court record.	2.Lower court record received	Court Assistant/ DR
3. Request for the record of appeal	3.Record of appeal filed	Court assistant/DR
4. Admission of the appeal	4.Admissions done	Judge
5. Appeal fixed for directions	5. (-Direction notices served - Directions given)	Court Assistant/DR
6. Fixing of hearing dates	6.Hearing date fixed	Judge
7. Hearing of the appeal	7. (-Appeal adjourned -Mention date set -A further hearing date set -Appeal heard )	Court Assistant

8. if appeal is heard	8. Judgment date set	Judge
9. Judgement Delivered	9. (-Judgment deferred - Appeal Allowed -Appeal dismissed)	Judge

### 2.3.7.1 CRIMINAL APPEAL CASE FLOW



## 2.4 JUDICIAL REVIEW APPLICATION CASE

### 2.4.1 JR APPLICATIONS

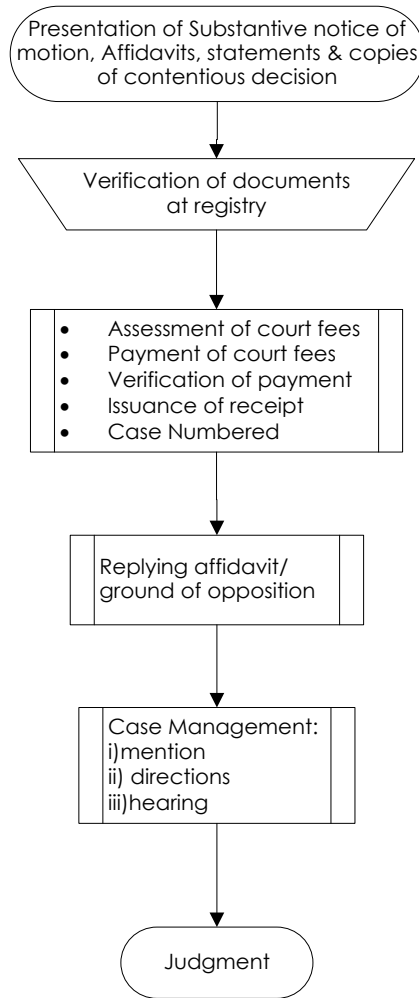
COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT JUDICIAL REVIEW	JR APPLICATIONS	.APPLICANT  -RESPONDENT  -INTERESTED PARTIES DETAILS  - ADVOCATES ON RECORD

CASE ACTIVITY	STAFF	OUTCOME
Case Registration	Court Assistant	Case Registered
Certificate of urgency	Court Clerk/Court assistant	Certificate of urgency file goes to court same day mention date given orders given hearing date given
Mention given	court assistant(registry	
Hearing	Judge	
Ruling	Judge	



### 2.4.1.1 JR APPLICATIONS FLOW

#### Judicial Review case Flow



## **2.5 EMPLOYMENT AND LABOR RELATIONS**

### **2.5.1 ELRC CLAIMS PROCESS**

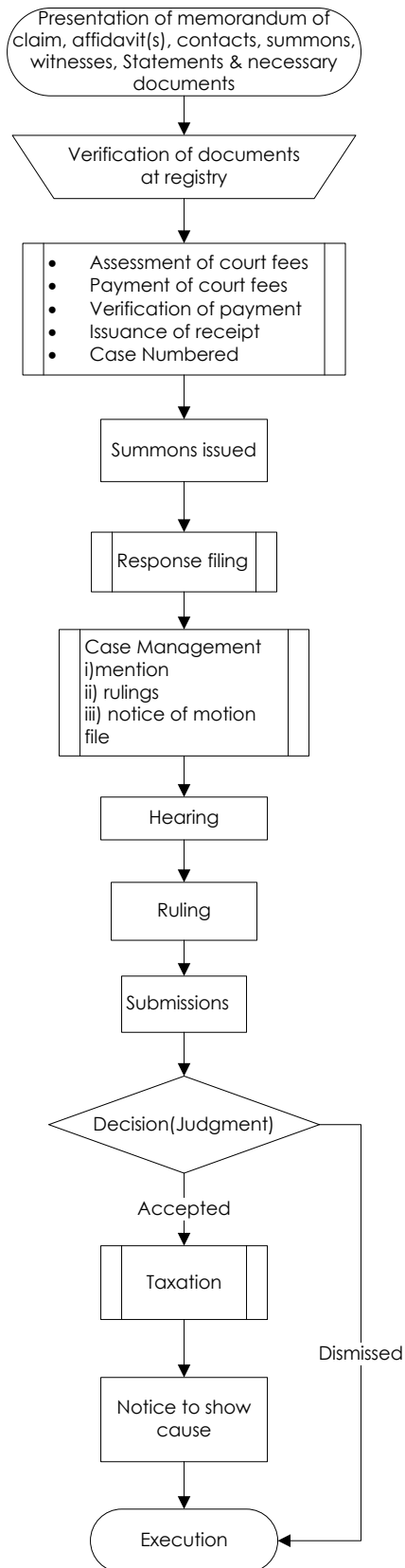
COURT/DIVISION	CASE TYPE	PARTIES
ELRC CLAIMS	ELRC CLAIMS	CLAIMANT -RESPONDENT  -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (claim) Case number Name of claimant, advocate and contacts Name of respondent, advocate Nature of claim Date of filing Fees paid Receipt no	Court Assistant	Case Registered
Summons prepared	DR	summons issued
Filing Response to the claim	court assistant(registry	Response to the claim filed
Request for mention date	DR	Mention Date
Filing of Notice of Motion and taking of hearing date for the application	DR	Notice of motion filed and hearing date fixed at registry
Hearing of the Notice of Motion	JUDGE	Interim orders granted -Application dismissed

Notice to Show Cause	DR	
Warrant of Execution	DR	

### **2.5.1.1 Employment & Labour Relations Court Case Flow**

### Employment & Labour Relations Court Case Flow



## 2.5.2 MISCELLANEOUS APPLICATION

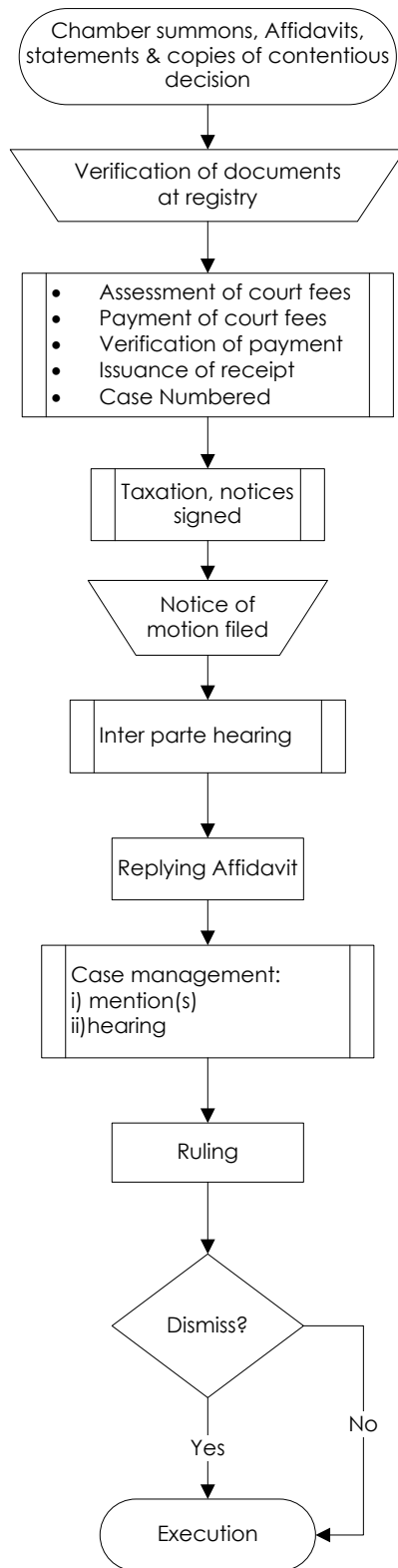
COURT/DIVISION	CASE TYPE	PARTIES
ELRC	MISCELLANEOUS APPLICATION	CLAIMANT -RESPONDENT  -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (Miscellaneous Application) Case number Name of Applicant, advocate and contacts Name of respondent, advocate Nature of Application Date of filing Fees paid Receipt no  Taxation date fixed at registry	Court Assistant	Case Registered      Taxation date issued
Taxation notices prepared/signed	DR	Taxation notices issued
Filing of Notice of Motion  Replying Affidavit/Grounds of Opposition	court assistant(registry)	Application filed  Replying Affidavit/Grounds of Opposition filed  Mention date issued at registry
Request for mention date	DR	Mention Date
Hearing of the Application	Judge	Interim orders granted -Application dismissed -Application withdrawn

		-A further hearing date given for the application -Application is heard -Ruling delivered -Ruling date given -Ruling on notice
Ruling	JUDGE	-Judgment delivered -Dismissed -Application allowed -Judgment deferred

### 2.5.2.1 MISCELLANEOUS APPLICATION FLOW

#### Miscellaneous Application case Flow





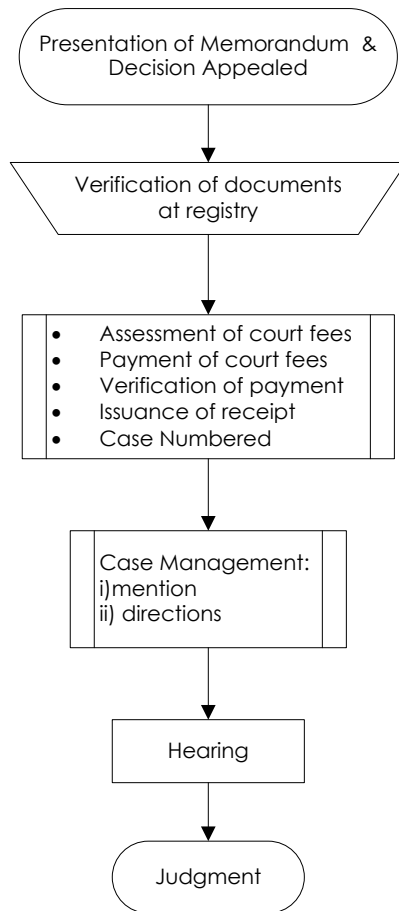
### 2.5.3 ELRC APPEAL

COURT/DIVISION	CASE TYPE	PARTIES
ELRC	APPEAL	CLAIMANT -RESPONDENT  -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (Appeal) Case number Name of claimant, advocate and Their contacts Name of respondent, advocate and their contacts Nature of claim Date of filing Fees paid Receipt Filing	Court Assistant	Case Registered
Response/Grounds of Opposition to the Appeal	Court Assistant	Response to the Appeal filed
Request for a mention date for directions at the registry	court assistant(registry)	Mentioned date issued
Case Mentioned in Court for directions	Judge	Further mention date given -Matter stood over general -Hearing date given -Directions given
Hearing of Notice of Motion in Court	Judge	Interim orders granted -Application dismissed -Application withdrawn -A further hearing date given for the application

Hearing of the Appeal	JUDGE	<ul style="list-style-type: none"> <li>- A ruling given</li> <li>-Ruling to be delivered on notice</li> <li>-Appeal heard</li> <li>-Appeal Adjourned</li> <li>-Appeal Dismissed</li> </ul>
Ruling	JUDGE	<ul style="list-style-type: none"> <li>Judgment delivered</li> <li>-Appeal allowed</li> <li>-Appeal dismissed</li> <li>-Appeal partly allowed</li> </ul>

### **ELRC Appeals Case Flow**



## 2.6 ENVIRONMENT & LAND COURT

### 2.6.1 ELC PETITION

ELC PROCESS					
DIVISION	CASE TYPE	PARTY DETAILS	CASE ACTIVITIES	CASE OUTCOME	ROLES OF STAFF
ELC	ELC PETITION	<ul style="list-style-type: none"> <li>Plaintiff</li> <li>Defendant</li> <li>Interested</li> <li>Advocate</li> </ul>	<ul style="list-style-type: none"> <li>Registration                             <ul style="list-style-type: none"> <li>Plaints and originating summons</li> <li>Name of Plaintiff/Applicant</li> <li>Name of respondent/Defendant</li> <li>Date of filing</li> <li></li> </ul> </li> </ul>		Court assistant
			<ul style="list-style-type: none"> <li>Assessment of Fees                             <ul style="list-style-type: none"> <li>As per assessment manual</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Fees Assessed</li> </ul>	Court assistant
			<ul style="list-style-type: none"> <li>Payment of Fees</li> </ul>	<ul style="list-style-type: none"> <li>Fees paid</li> <li>Receipt Issued</li> </ul>	Accountant
			<ul style="list-style-type: none"> <li>Allocation of Case Number</li> </ul>	<ul style="list-style-type: none"> <li>Case captured in the Case register</li> </ul>	Designated Court Assistant
			<ul style="list-style-type: none"> <li>Pre Trial Conference</li> </ul>	<ul style="list-style-type: none"> <li>Directions given</li> <li>Hearing date given</li> </ul>	Judge

				<ul style="list-style-type: none"> <li>• File referred to out of court settlement</li> <li>• Matter is withdrawn with or without any orders to the cost.</li> <li>• Final consent entered and adopted as an order of the court</li> </ul>	
			<ul style="list-style-type: none"> <li>• Interlocutory Applications</li> </ul>	<ul style="list-style-type: none"> <li>• Matter certified urgent</li> <li>• Temporary Order granted</li> <li>• Directions Given</li> <li>• Hearing date Given</li> </ul>	Judge
			<ul style="list-style-type: none"> <li>• Replying affidavit/Grounds of opposition/preliminary objections</li> </ul>	<ul style="list-style-type: none"> <li>• Application heard</li> <li>• Application deferred</li> </ul>	Judge

				<ul style="list-style-type: none"> <li>• Further mention date given</li> <li>• Further hearing date for the application</li> </ul>	
			<ul style="list-style-type: none"> <li>• Ruling</li> </ul>	<ul style="list-style-type: none"> <li>• Ruling delivered</li> <li>• Ruling deferred</li> <li>• Application allowed</li> <li>• Application dismissed</li> </ul>	Judge
			<ul style="list-style-type: none"> <li>• Hearing</li> </ul>	<ul style="list-style-type: none"> <li>• Adjourned</li> <li>• Matter taken out</li> <li>• further hearing date given</li> <li>• New date to be taken at the registry</li> <li>• Mention for further directions</li> <li>• Submissions to be filed</li> </ul>	Judge

				<ul style="list-style-type: none"> <li>Scene visit</li> </ul>	
			Judgement	<ul style="list-style-type: none"> <li>Judgement delivered</li> </ul>	Judge
			Taxation	<ul style="list-style-type: none"> <li>Same as Civil</li> </ul>	
	<b>1. ELC MISC</b>		<ul style="list-style-type: none"> <li>Registration <ul style="list-style-type: none"> <li>Name of applicant</li> <li>Name of respondent</li> <li>Date of filing</li> </ul> </li> </ul>		
			Filling of Bill of Costs	Bill of Costs Filed	Court assistant
			Notice of taxation issued	Taxation Date is given in the registry	Court assistant
			Signing of the notice of taxation	Notice of taxation Signed	DR
			Taxation	Ruling delivered Bill allowed Bill dismissed	DR
	<b>2. ELC APPEAL</b>		Presentation of Memorandum of Appeal	Memorandum of Appeal Filed	Court assistant
			Allocation of Case Number	New Case Number assigned	Court assistant
			Request for the lower court file	File availed	E.O
			Admission of Appeal	Appeal Admitted Appeal Rejected	Judge
					Judge

			Appeal Admitted	Hearing date Given at the registry	Court assistant
			Hearing	<ul style="list-style-type: none"> <li>• Adjourned</li> <li>• Matter taken out</li> <li>• further hearing date given</li> <li>• New date to be taken at the registry</li> <li>• Mention for further directions</li> <li>• Submissions to be filed</li> </ul>	Judge
			Judgement	<ul style="list-style-type: none"> <li>• Judgement delivered</li> </ul>	Judge



## 2.7 FAMILY DIVISION

### 2.7.1 FAMILY MATTERS CASE PROCESS

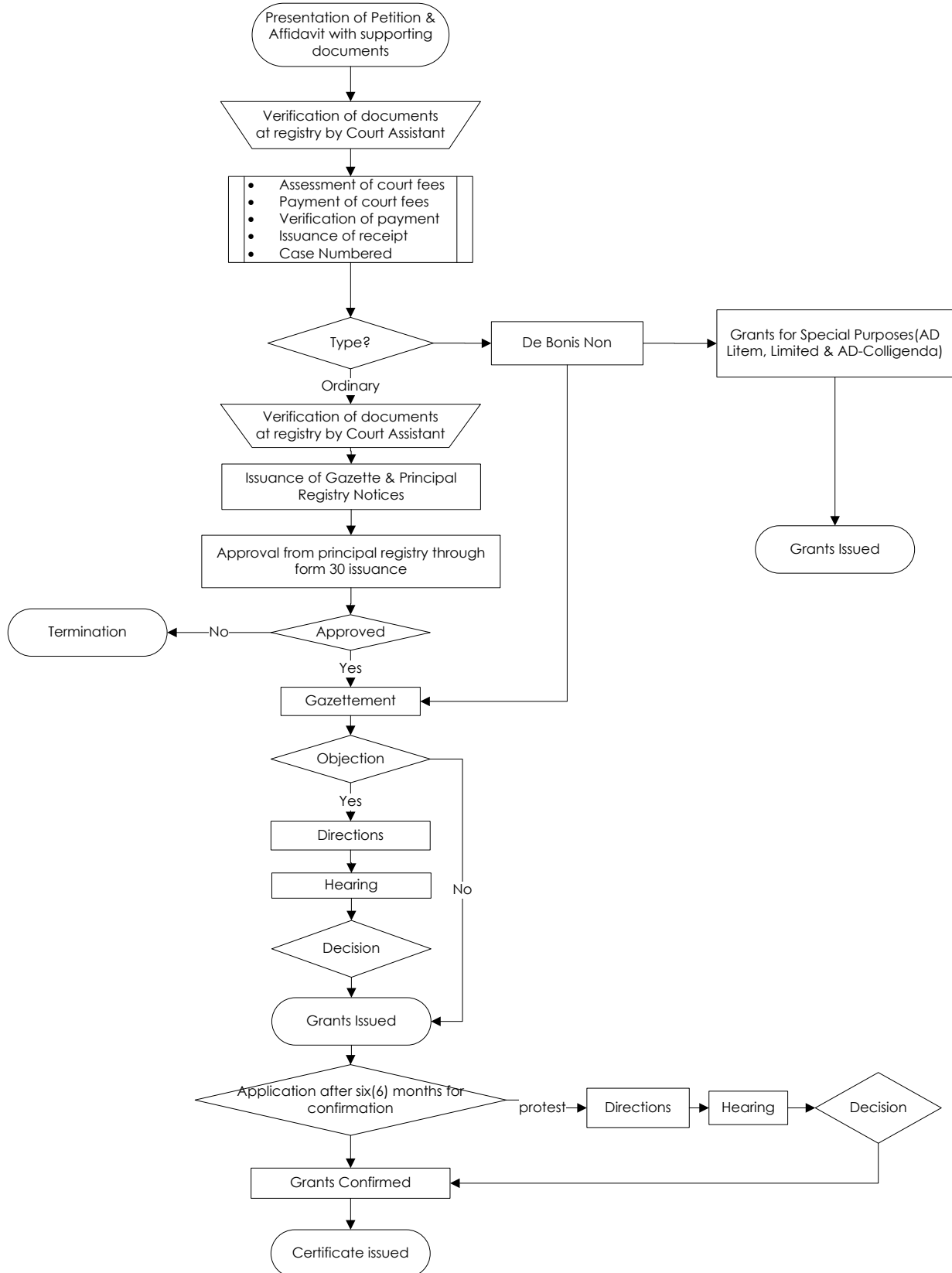
COURT/DIVISION	CASE TYPE	PARTIES
FAMILY	Family Matters	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"><li>• Presentation of Petition and affidavit with supporting document</li><li>• The documents are accessed by the court assistants and fees calculated</li><li>• </li><li>• The advocate pays the fees and presents the receipt to the registry</li><li>• Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s))</li></ul>	Court Assistant	Case Registered
Issuance of gazette and Principal registry notices	DR	Notices
Approval from registry through form 30 issuance	DR	Form 30
Gazettement	DR	Gazetted
Direction	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Decision made. Grant Issued or Declined



### **2.7.1.1 FAMILY MATTERS CASE FLOW**

### Family Matters Case Flow



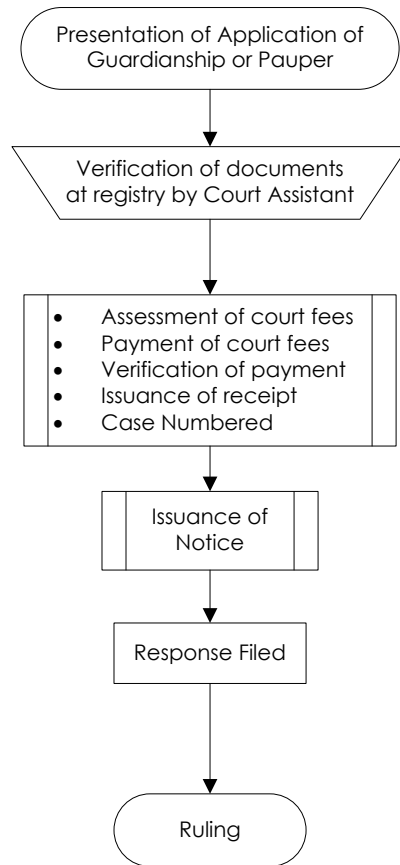
### 2.7.2 DIVORCE/SEPARATION CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
FAMILY	Divorce/Separation	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

CASE ACTIVITY	OUTCOME	STAFF
-Assessment of Court fees	-Court fees Paid	-Court Assistant
Registration <ul style="list-style-type: none"><li>• Name of applicant and respondent</li><li>• Case no.</li><li>• Telephone number</li><li>• email</li><li>• Date of registration</li></ul> Nature of complaint	-Case registered	-Court Assistant
-Issuance of notice	Notice issued	Judge
Filing of response to a notice	- notice file -Hearing date set	Court Assistant
Hearing	Trial	Judge
-Ruling	Ruling delivered	Judge
Judgment	-Judgment delivered	Judge

### 2.7.2.1 DIVORCE CASE FLOW

#### Divorce or Separation Case Flow



## 2.8 MAGISTRATE COURT PROCESS

### 2.8.1 TRAFFIC CASE PROCESS

COURT	CASE TYPE	PARTIES
MAGISTRATE	TRAFFIC CASE	Republic (Specific police station) Accused Police case number

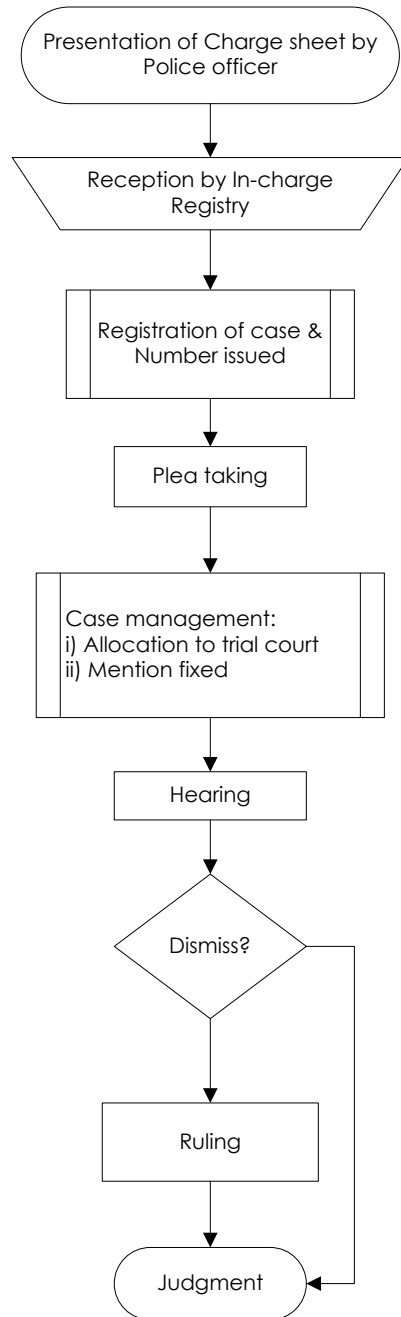
CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none"><li>• Plea of guilty entered</li><li>• Plea of not guilty entered.</li><li>• Hearing date set</li><li>• Mention date set</li><li>• Accused sentenced</li></ul> Plea differed.	-Plea taking – Duty Court
-Hearing	<ul style="list-style-type: none"><li>• Mention date set</li><li>• Trial</li><li>• Adjournment.</li></ul> Withdrawal of the case	Hearing – Trial Court
-Mention	<ul style="list-style-type: none"><li>• Hearing date set.</li><li>• Direction given.</li></ul>	-Mention – Trial Court

	Case withdrawn.	
Ruling	Ruling delivered	Ruling- Trial Magistrate
-Judgment	-Judgment delivered	-Judgment – Trial Magistrate



### 2.8.1.1 TRAFFIC CASE FLOW

#### Magistrate Court Traffic case Flow





## 2.8.2 CRIMINAL CASE PROCESS

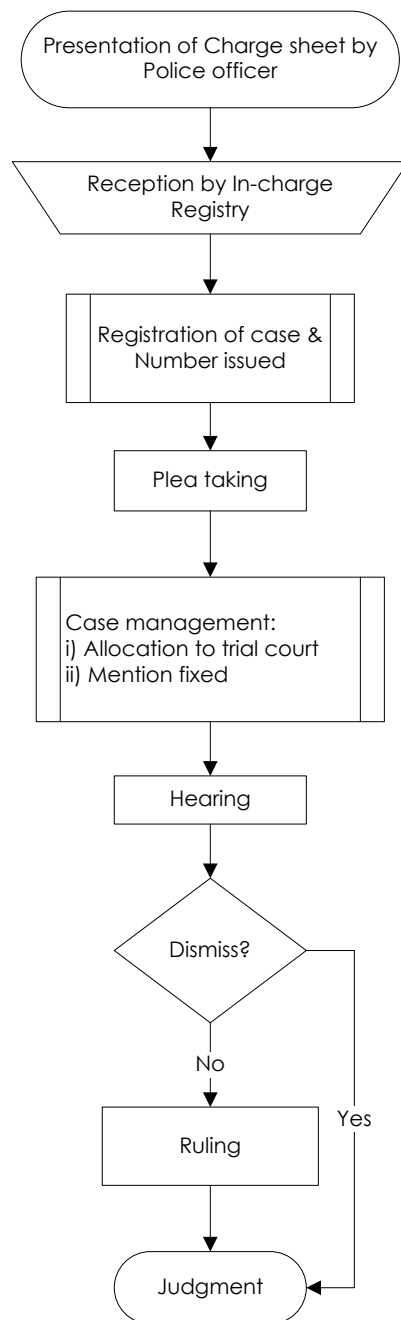
COURT	CASE TYPE	PARTIES
MAGISTRATE	AS per Charge Sheet MCCR	Republic (Specific police station) Accused Police case number

CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none"> <li>• Plea of guilty entered</li> <li>• Plea of not guilty entered.</li> </ul> Hearing date set	-Plea taking – Duty Court
	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Accused sentenced</li> </ul> Plea differed.	
-Hearing	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Trial</li> <li>• Adjournment.</li> </ul> Withdrawal of the case	-Hearing – Trial Court
-Mention	<ul style="list-style-type: none"> <li>• Hearing date set.</li> <li>• Direction given.</li> </ul> Case withdrawn.	-Mention – Trial Court
-Ruling	-Ruling delivered	-Ruling- Trial Magistrate

Judgement	Judgement delivered	Judgement – Trial Magistrate
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### 2.8.2.1 CRIMINAL CASE FLOW

#### Criminal case Flow



### 2.8.3 CIVIL CASE PROCESS

COURT	CASE TYPE	PARTIES
MAGISTRATE	AS per Charge Sheet MCCV	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

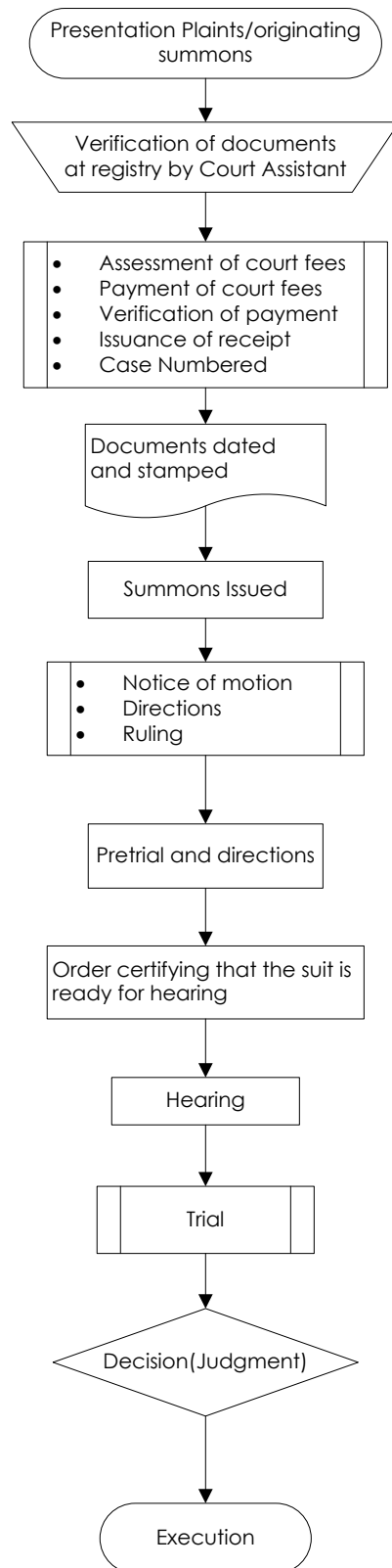
CASE ACTIVITY	OUTCOME	STAFF
-Registration (Plaint/OS) <ul style="list-style-type: none"> <li>- Name of Plaintiff</li> <li>- Name of Defendant</li> <li>- Date of filing</li> <li>- Parties contacts</li> </ul>	-File opening	-Court assistant
-Summons	-Summons issued	-Magistrate
-Notice of motion	<ul style="list-style-type: none"> <li>• -Interim orders</li> <li>• -Directions</li> </ul> -Hearing date	-Magistrate
Replying affidavit/ grounds s of opposition	Inter parte hearings	Magistrate
-Inter parte hearing	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Directions given</li> <li>• Hearing date set</li> </ul> Ruling date set	-Magistrate
-Ruling delivered	-Ruling delivered -Ruling deferred <ul style="list-style-type: none"> <li>- Application Dismissed</li> </ul> Application allowed)	Magistrate
Appearance/ Defence filing	If not within 15 days- an interlocutory judgement may be issued	Magistrate

Pre-trial / Case Management Conference	Directions given	Magistrate
Fixing of Hearing dates	Hearing date set	Magistrate/court assistant
Hearing	<ul style="list-style-type: none"> <li>• Mention date set</li> <li>• Trial</li> <li>• Adjournment</li> <li>• Withdrawal of the case</li> <li>• Dismissed</li> <li>• Settled</li> </ul> Mediation	Magistrate
Trial	<ul style="list-style-type: none"> <li>• Date set for</li> <li>• Judgment</li> <li>• Date set for ruling</li> <li>• Further mention date</li> </ul> Further hearing date)	Magistrate
Judgement delivery	<ul style="list-style-type: none"> <li>• Judgment delivered</li> </ul> Judgement deferred)	Magistrate

### **2.8.3.1 CIVIL CASE FLOW**



### **Magistrate Court Civil Case Flow Chart**

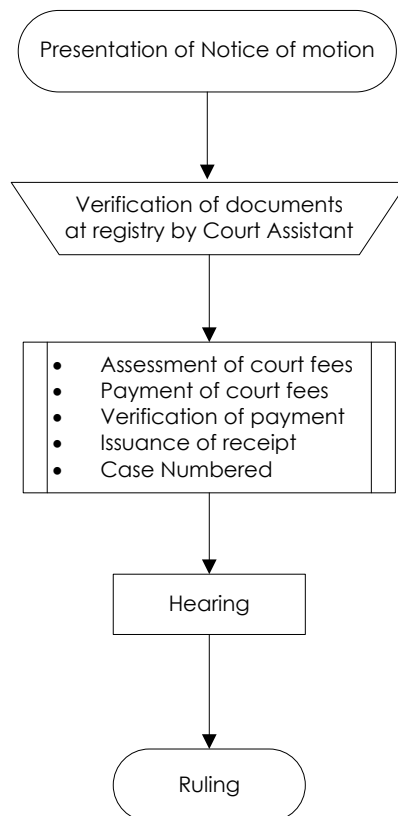


#### 2.8.4 MISCELLANEOUS CIVIL CASE

COURT	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Misc. Civil	As per Affidavit annexed to Notice of Motion	Applicant(s) Respondent -Advocate of Applicant -Advocate of Respondent	-Assessment of Court fees	-Court fees Paid	-Court Assistant
			Registration -Name of applicant and respondent -Case no. -Telephone number -email -Date of registration -Nature of claim	Case registered	Court Assistant
			If under certificate, ex parte hearing	Inter parte's hearing given	Duty Court
			Respondent served with application	Replying affidavit filed	Court Assistant
			Hearing	Ruling date given	Trial Magistrate
			Ruling	Ruling delivered	Trial Magistrate

### 2.8.4.1 MISCELLANEOUS CIVIL CASE FLOW

#### Miscellaneous Civil Case Flow

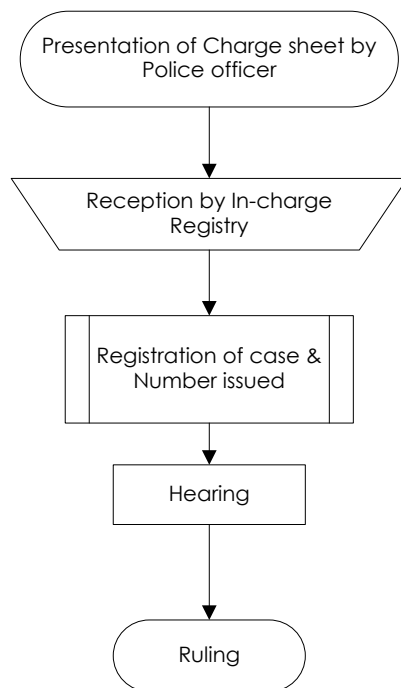


## 2.8.5 MISC. CRIMINAL

COURT	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Misc. Criminal	As per Affidavit annexed to Notice of Motion	Applicant(s) Respondent -Advocate of Applicant -Advocate of Respondent	-Assessment of Court fees	-Court fees Paid	-Court Assistant
			Registration -Name of applicant and respondent -Case no. -Telephone number -email -Date of registration -Nature of claim	Case registered	Court Assistant
			If under certificate, ex parte hearing	Inter parte's hearing given	Duty Court
			Respondent served with application	Replying affidavit filed	Court Assistant
			Hearing	Ruling date given	Trial Magistrate
			Ruling	Ruling delivered	Trial Magistrate

### 2.8.5.1 MISC. CRIMINAL FLOW

### **Miscellaneous Criminal Case Flow**



### **2.8.6 DIVORCE/SEPARATION CASE PROCESS**

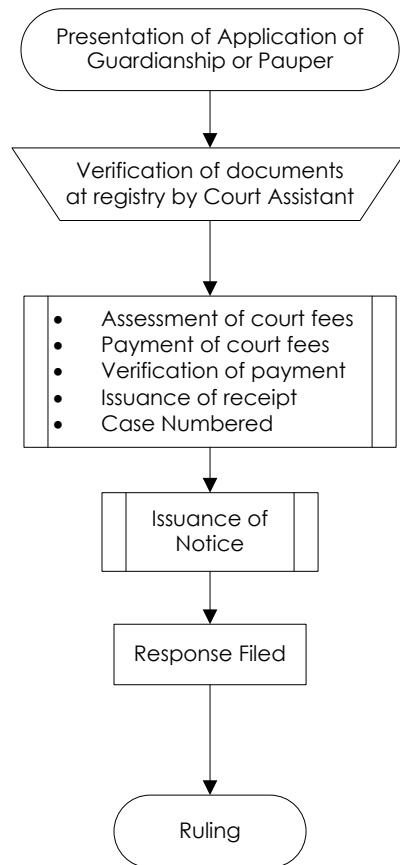
COURT	CASE TYPE	PARTIES
MAGISTRATE	Divorce/Separation	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

CASE ACTIVITY	OUTCOME	STAFF
-Assessment of Court fees	-Court fees Paid	-Court Assistant
Registration <ul style="list-style-type: none"><li>• Name of applicant and respondent</li><li>• Case no.</li><li>• Telephone number</li><li>• email</li><li>• Date of registration</li></ul>	-Case registered	-Court Assistant

Nature of complaint		
-Issuance of notice	Notice issued	Court Assistant
Filing of response to a notice	- notice file -Hearing date set	Court Assistant
Hearing	Trial	Trial magistrate
-Ruling	Ruling delivered	Trial Magistrate
Judgment	-Judgment delivered	Trial Magistrate

## DIVORCE/SEPARATION CASE FLOW

### Divorce or Separation Case Flow



## 2.8.7 PROTECTION & CARE CASE

SECTION	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Protection and Care	Protection and Care	-Subject -Children's Department -Police Station	-Registration -Date of Registration - Case no. -Name of Subject -Police station/Children -Nature (care needed)	Case Registered & taken to court	– Court Assistant
			-Mention for directions	-Directions given	-Magistrate
			-Report given by Children's department	-Report filed by children's department	-Court Assistant
			-Orders	-Order issued	-Magistrate



### 2.8.7.1 PROTECTION & CARE CASE

#### Child protection & Care case Flow

