## COURT STRUCTURE

### Court Ranks

|  |  |  |
| --- | --- | --- |
| **SN** | **Court Rank ID** | **Court Rank** |
|  | 01 | Supreme Court |
|  | 02 | Court of Appeal |
|  | 03 | High Court |
|  | 04 | Employment and Labour Relations |
|  | 05 | Environment and Land |
|  | 06 | Magistrate Court |



## COURT PROCESS

### SUPREME COURT CASE PROCESS

### PRESIDENTIAL PETITION

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

SCPET

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Date of Registration * Case no. * Checklist * Case citation * Assessment of applicable Fees   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 |

### PRESIDENTIAL PETITION CASE DIAGRAM

Judge

DR

Court Assistant

Advocate

#### PRESIDENTIAL PETITION CASE FLOW



### ADVISORY OPINION PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Date of Registration * Case no. * Checklist * Case citation   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**

Judge

DR

Court Assistant

Advocate

#### ADVISORY OPINION PROCESS CASE FLOW

Assign a case number

Populate the check list appropriately

Register the Advisory opinion into the system and assign an auto generated unique ID

Assess Court Fees and security for costs

Verification of payment and issuing of receipt (Register payment details)

Registrar publishes court decision as approved by court

List AO for hearing

Issue a notice to the applicant to appear before the Court for directions on the persons to be served with notice of such reference.

Give notice of the reference to all parties, if any inviting them to attend the Court for directions on the mode and date of hearing.

### APPLICATIONS CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * The applications are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | 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

Judge

DR

Court Assistant

Respondent(s)

#### SUPREME COURT APPLICATION CASE FLOW

Registration of the Notice of Motion

Verification of documents

at registry

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case Numbered

Taxation, notices signed

Ruling

Execution

Notice of motion filed

Inter parte hearing

Replying Affidavit

Case management:

i) Mention(s)

ii) Hearing

Dismiss?

Yes

No

## COURT OF APPEAL CASE PROCESS

### CIVIL APPEAL PROCESS

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| COURT OF APREAL >CIVIL | CIVIL APPEAL | 1. APPLELLANT 2. RESPONDENT |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Case registration   * Compiled record of appeal is presented at the registry * The records of appeal are checked for conformity to the standards * The records are assessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * The case is given a case number and recorded at the register. * Case is registered in the register (Date of filling of appeal, | 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. | DR | Draft cause list |
| * 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. | DR | Directions issued or Hearing date given |
| * Hearing | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Judgement | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Orders | DR | Order extracted and served to the parties |
| * Taxation Bill of cost | DR | Certificate of taxation issued |

#### CIVIL APPEAL CASE FLOW



### CIVIL APPLICATION PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * The applications are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | 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 |

#### CIVIL APPLICATION CASE FLOW

COURT OF APPEAL CIVIL APPLICATION CASE FLOW

Registration of the Notice of Motion

Verification of documents

at registry

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case Numbered

Taxation, notices signed

Ruling

Execution

Notice of motion filed

Inter parte hearing

Replying Affidavit

Case management:

i) Mention(s)

ii) Hearing

Dismiss?

Yes

No

### Criminal Appeal

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| COURT OF APREAL | CRIMINAL APPEAL | 1. APPLELLANT 2. RESPONDENT |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Case registration   * The notice of appeal is given a number | Court Assistant | Case Registered |
| * 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 | DR | Records of appeal |
| * Notices of hearing are served to the parties. * Cause list is generated | DR | Directions issued or Hearing date given |
| * Hearing | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Judgement | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Orders | DR | Order extracted and served to the parties |
| * Taxation Bill of cost | DR | Certificate of taxation issued |

#### CRIMINAL APPEAL CASE FLOW

Presentation of Memorandum of Appeal

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case numbered

Verification of documents at registry

Calling for lower Courts Records

Hearing

Summary Dismissal

Notification of Parties

Judgement

Decision

Admission

NO

YESS

YES

NO

## HIGH COURT CASE PROCESS

### 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 s 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 |
| Taxation | Execution | DR |
| Notice to show cause | Warrants issued | DR |
| Examination of directors |  | DR |

#### Commercial case flow



### 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 |

#### BANKRUPTCY CASE FLOW



### 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   * Name of Subject * Date of filing * Parties contacts   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 |

#### 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 s 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**



### 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   * Name of Appellant * Name of Respondent * Date of filing * Parties contacts   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 |

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



### 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 | * Plea of guilty entered * Plea of not guilty entered.   Hearing date set | -Plea taking – Duty Court |
|  | * Mention date set * Accused sentenced   Plea differed. |  |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | -Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| -Ruling | -Ruling delivered | -Ruling- Trial Magistrate |
| Judgement | Judgement delivered | Judgement – Trial Magistrate |

### CRIMINAL CASE FLOW



### CRIMINAL APPEAL

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| HIGH COURT | CRIMINAL APPEAL | 1. Appellant(s) 2. Respondent(s) 3. Advocate of Appellant 4. Advocate of Respondent |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| File memorandum of appeal:  1.Registration   * Name of Appellant * Name of Respondent * Date of filing * Parties contacts   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 |

#### CRIMINAL APPEAL CASE FLOW

Presentation of Memorandum of Appeal

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case numbered

Verification of documents at registry

Calling for lower Courts Records

Hearing

Summary Dismissal

Notification of Parties

Judgement

Decision

Admission

Admitted

Rejected

Accepted

Rejected

## JUDICIAL REVIEW APPLICATION CASE

### 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 |  |

#### JR APPLICATIONS FLOW



## EMPLOYMENT AND LABOR RELATIONS

### 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 |  |

#### Employment & Labour Relations Court Case Flow



### 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 |

#### MISCELLANEOUS APPLICATION FLOW



### 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 | - A ruling given  -Ruling to be delivered on notice  -Appeal heard  -Appeal Adjourned  -Appeal Dismissed |
| Ruling | JUDGE | Judgment delivered  -Appeal allowed  -Appeal dismissed  -Appeal partly allowed |



## ENVIRONMENT & LAND COURT

### ELC PETITION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ELC PROCESS** | | | | | |
| **DIVISION** | **CASE TYPE** | **PARTY DETAILS** | **CASE ACTIVITIES** | **CASE OUTCOME** | **ROLES OF STAFF** |
| ELC | **ELC PETITION** | * Plaintiff * Defendant * Interested * Advocate | * Registration * Plaints and originating summons * Name of Plaintiff/Applicant * Name of respondent/Defendant * Date of filing |  | Court assistant |
| * Assessment of Fees * As per assessment manual | * Fees Assessed | Court assistant |
| * Payment of Fees | * Fees paid * Receipt Issued | Accountant |
| * Allocation of Case Number | * Case captured in the Case register | Designated Court Assistant |
| * Pre Trial Conference | * Directions given * Hearing date given * File referred to out of court settlement * Matter is withdrawn with or without any orders to the cost. * Final consent entered and adopted as an order of the court | Judge |
| * Interlocutory Applications | * Matter certified urgent * Temporary Order granted * Directions Given * Hearing date Given | Judge |
| * Replying affidavit/Grounds of opposition/preliminary objections | * Application heard * Application deferred * Further mention date given * Further hearing date for the application | Judge |
| * Ruling | * Ruling delivered * Ruling deferred * Application allowed * Application dismissed | Judge |
| * Hearing | * Adjourned * Matter taken out * further hearing date given * New date to be taken at the registry * Mention for further directions * Submissions to be filed * Scene visit | Judge |
| Judgement | * Judgement delivered | Judge |
|  |  |  | Taxation | * Same as Civil |  |
|  | 1. **ELC MISC** |  | * Registration * Name of applicant * Name of respondent * Date of filing |  |  |
| 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 |
| 1. **ELC APPEAL** |  | 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 | * Adjourned * Matter taken out * further hearing date given * New date to be taken at the registry * Mention for further directions * Submissions to be filed | Judge |
|  |  |  | Judgement | * Judgement delivered | Judge |

## FAMILY DIVISION

### FAMILY MATTERS CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Presentation of Petition and affidavit with supporting document * The documents are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | 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 |

#### FAMILY MATTERS CASE FLOW



### DIVORCE/SEPARATION CASE PROCESS

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| FAMILLY | 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   * Name of applicant and respondent * Case no. * Telephone number * email * Date of registration   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 |

#### DIVORCE CASE FLOW



## MAGISTRATE COURT PROCESS

### 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 | * Plea of guilty entered * Plea of not guilty entered. * Hearing date set * Mention date set * Accused sentenced   Plea differed. | -Plea taking – Duty Court |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| Ruling | Ruling delivered | Ruling- Trial Magistrate |
| -Judgment | -Judgment delivered | -Judgment – Trial Magistrate |

#### TRAFFIC CASE FLOW



### 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 | * Plea of guilty entered * Plea of not guilty entered.   Hearing date set | -Plea taking – Duty Court |
|  | * Mention date set * Accused sentenced   Plea differed. |  |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | -Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| -Ruling | -Ruling delivered | -Ruling- Trial Magistrate |
| Judgement | Judgement delivered | Judgement – Trial Magistrate |

#### CRIMINAL CASE FLOW



### 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)   * Name of Plaintiff * Name of Defendant * Date of filing * Parties contacts | -File opening | -Court assistant |
| -Summons | -Summons issued | -Magistrate |
| -Notice of motion | * -Interim orders * -Directions   -Hearing date | -Magistrate |
| Replying affidavit/ grounds s of opposition | Inter parte hearings | Magistrate |
| -Inter parte hearing | * Mention date set * Directions given * Hearing date set   Ruling date set | -Magistrate |
| -Ruling delivered | -Ruling delivered  -Ruling deferred   * Application Dismissed   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 | * Mention date set * Trial * Adjournment * Withdrawal of the case * Dismissed * Settled   Mediation | Magistrate |
| Trial | * Date set for * Judgment * Date set for ruling * Further mention date   Further hearing date) | Magistrate |
| Judgement delivery | * Judgment delivered   Judgement deferred) | Magistrate |

#### CIVIL CASE FLOW



### 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 |

#### MISCELLANEOUS CIVIL CASE FLOW



### 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 |

#### MISC. CRIMINAL FLOW



### 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   * Name of applicant and respondent * Case no. * Telephone number * email * Date of registration   Nature of complaint | -Case registered | -Court Assistant |
| -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**



### 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 |

#### PROTECTION & CARE CASE

