

## **Assessment of Security Costs**

### **Overview**

Pending the outcome of the case by another litigant, the Registrar of the High Court and the Court of Appeal may assess the amount of the security to be held by the Court.

Security assessed is held to secure potential costs of the party claiming entitlement to costs pending the outcome of the case.

### **Who is eligible?**

Any party entitled and desiring to demand security in case at the High court/ Court of Appeal can apply for an assessment of security.

### **How do I get this service?**

- Following the commencement of proceedings in a case at the high court, a party interested in obtaining security must submit a written notice to the Registrar of the High Court/Court of Appeal location at which the case is to be heard outlining the reasons for requesting security and the amount requested.
- The Registrar will then assess the validity of the claim for security and the amount and provide directive on the manner of payment.
- If the amount being requested is contested by the other party, the Registrar shall make the final decision on the amount to be given.
- If the other party disagrees with the need to provide security or does not pay the amount ordered within ten(10) days of the Registrar's decision, the party demanding security may request that the judge halt the proceedings until the amounts are paid.
- If payments are still not made, the judge may strike out any pleadings made by the party refusing to pay or take other actions as necessary.

### **What supporting documents are required?**

- Submit a written notice to the Registrar of the high court (if pending appearance before a judge) or to a Judge of the high court/ Court of Appeal
- The notice must outline the reasons for requesting security and the amount requested.

### **How long will this service take?**

One(1) to three (3) months depending on court dates available.

### **How much does it cost?**

A court fee of BWP20.00 applies to submitting a written notice for an assessment of security costs.

### **Where can I obtain this service?**

**HIGH COURTS AND MAGISTRATES COURTS CONTACTS**

<p>Court of Appeal Private Bag 00316 Gaborone Botswana Tel: (+267) 371 8000</p>	<p>Gaborone High Court P O Box 00220 Gaborone Botswana Tel: (+267) 3718000 Fax: (+267) 3915119</p>	<p>Francistown High Court Private Bag F13 Francistown Botswana Tel: +267 241 2125 Fax. (+267) 2416378</p>
<p>Lobatse High Court Private Bag 001 Lobatse Botswana Tel: +267 5338000 Fax: (+267) 5332317</p>	<p>Regional Magistrate Court-North Private Bag F149 Francistown Botswana Tel: (+267) 2410624</p>	<p>Regional Magistrate Court- South Private Bag BR293 Gaborone Botswana Tel: (+267) 3956339</p>
<p>Gaborone - Village Private Bag X10 Gaborone Botswana Tel. (+267) 3956381</p>	<p>Extension II Private Bag X10 Gaborone Botswana Tel. (+267) 3956381</p>	<p>Lobatse Private Bag 16 Lobatse Botswana Tel. (+267) 5330540</p>
<p>Kanye Private Bag 17 Kanye Botswana Tel. (+267) 5440276/78</p>	<p>Jwaneng Private Bag 10 Jwaneng Botswana Tel. (+267) 5880628</p>	<p>Mochudi Private Bag 029 Mochudi Botswana Tel. (+267) 5777601</p>
<p>Molepolole Private Bag 0022 Molepolole Botswana Tel. (+267) 5920402</p>	<p>Tsabong Private Bag 359 Tsabong Botswana Tel. (+267) 6540277</p>	<p>Gantsi P. O. Box 206 Gantsi Botswana Tel. (+267) 6596352</p>
<p>Maun Private Bag 0271 Maun Botswana Tel. (+267) 6860370</p>	<p>Francistown Private Bag F19 Francistown Botswana Tel. (+267) 2413793</p>	<p>Masunga Private Bag 11 Masunga Botswana Tel. (+267) 2489277</p>
<p>Letlhakane Private Bag 32 Letlhakane Botswana Tel. (+267) 2976666</p>	<p>Selibe Phikwe Private Bag 003 Selibe Phikwe Botswana Tel. (+267) 2610321</p>	<p>Serowe Private Bag 14 Serowe Botswana Tel. (+267) 4630386</p>

Palapye Private Bag 15 Palapye Botswana Tel. (+267) 4920401	Mahalapye P. O. Box 22 Mahalapye Botswana Tel. (+267) 6250337	Kasane Private Bag K5 Kasane Botswana Tel. (+267) 6250337
Hukuntsi Private Bag 10 Hukuntsi Botswana Tel. (+267) 6510148	Bobonong Private Bag 003 Selibe Phikwe Botswana Tel. (+267) 2629790	Gumare P. O. Box 35 Gumare Botswana Tel. (+267) 6874511

## Where can I get more information on this Service

The Registrar and Master

High Court - Gaborone

Private Bag 00220

Gaborone

Botswana

Tel: (+267) 3718000 / (+267) 3971706

Fax: (+267) 3915119

The Deputy Registrar

High court of Botswana

Private Bag F13

Francistown

Tel: (+267) 2412125 / (+267) 2416378

Fax. (+267) 2416378

The Deputy Registrar

High Court - Lobatse

Private Bag 001

Lobatse

Botswana

Tel: (+267) 5338000 / (+267) 5332317

Fax: (+267) 5332317

Opening hours are 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday, except public holidays.