

Service of Process/Execution

Overview

This is the service of Court documents (Court Orders, Judgments/Ruling) on the parties to a dispute.

Who is eligible?

Any party to a dispute or any person acting on behalf a party to a dispute can access this service.

How do I get this service?

This service is executed by the Court Bailiffs after the Court has issued an order/Judgement/Ruling to be served on the parties. The Service can be done personally on the litigants or the Court Bailiff can post it as a registered mail to the recipient.

What supporting documents are required?

You need no document to access this service. If collecting the order/judgment in person you just need to provide the case number of the case and asked to sign a documents to indicate who collected the order/judgment on behalf of who Applicant/Respondent to a case.

How long will this service take?

The service can be done immediately if its personal service alternatively it can take up to 2 weeks if the service is done through mail.

How much does it cost?

This service is for free.

Where can I get more information on this Service

For more information refer to the Rules of Court or contact the Registrar of the Industrial Court.

The Registrar

Industrial Court of Botswana

Private Bag BR 267

Gaborone, Botswana

Phone: (+267) 3900565

Fax: (+267) 3900567

Facebook: Industrial Court of Botswana

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