

Tanzania

Judicature and Application of Laws (Electronic Filing) Rules

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Judicature and Application of Laws (Electronic Filing) Rules

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THE JUDICATURE AND APPLICATION OF LAWS ACT

(CAP. 358)

RULES

(Made under section 4)

JUDICATURE AND APPLICATION OF LAWS (ELECTRONIC FILING) RULES, 2018

Part I – Preliminary provisions

1. Citation

These Rules may be cited as the Judicature and Application of Laws (Electronic Filing) Rules, 2018.

2. Application

- (1) These Rules shall apply to all proceedings in all courts save for proceedings in primary courts.
- (2) The Chief Justice may, by order restrict the scope of application of these Rules.

3. Interpretation

In these Rules, unless the context requires otherwise:

"**authorized user**" means a partner, director, officer or employee of a registered entity who designated as an authorized user;

"**Chief Registrar**" means the Chief Registrar appointed under section 27(1) of the Judiciary Administration Act;

"**court**" means a district court, a court of resident magistrate, the High Court and the Court of Appeal;

"**Director of Case Management**" means the director responsible for case management appointed by the Judicial Service Commission;

"**ECF**" means Electronic Case File created by documents filed electronically and such other documents and exhibits referred to under rule 9;

"**electronic filing**" means the submission of documents through the electronic filing system but does not include e-mailing or sending a document by acsimile;

"**electronic filing system**" means the system of electronic filing and electronic service of documents via the internet established under these Rules;

"**electronic service**" means the electronic transmission of a notice of filing, which contains a hyperlink for accessing the document, to the electronic mail (e-mail)

address of a party who has consented to electronic service;

"**electronic signature**" has the meaning ascribed to it by the Electronic Transactions Act;

"**entity**" means the Attorney General's Chambers, a department of the Government or a public authority, a sole proprietorship, an incorporated partnership,

including a limited liability partnership and a limited partnership, a law firm, a company or other body corporate;

"**law officer**" includes a state attorney, a solicitor and any legal officer employed in public service;

"**notification**" means a system-generated notice acknowledging activity within the electronic filing system;

"**party**" means any party to a proceeding and includes an accused person;

"**PDF**" means Portable Document Format compatible with Adobe Reader which includes:

- (a) electronically converted PDFs which are created from word processing documents (MS Word, WordPerfect, etc.) using Adobe Acrobat or similar software and are text searchable, accessible, and their file size is small; and
- (b) scanned PDFs which are created from paper documents run through an optical scanner and have a larger file size and lower quality image;

"**Registrar**" means Registrar of the Court of the Appeal, Registrar of the High Court, a Deputy Registrar and includes an acting Registrar or Deputy Registrar;

"**registered user**" means an individual or entity with an assigned username and password identification authorized code by the Judiciary to access and utilize the electronic filing system (EFS);

"**secure electronic signature**" means a signature duly recognized in terms of section 7 of the Electronic Transactions Act;

"**service bureau**" means a service bureau established under these Rules;

"**user**" means a registered user or an authorized user registered with the electronic filing system; and

"**user ID**" means the e-mail address provided or identification code assigned during registration that is used to log in to the electronic filing system.

Part II – Electronic filing services

4. Establishment of an electronic filing system

- (1) The Chief Justice may establish an electron filing system and make provision for specified documents to be filed, served, delivered or otherwise conveyed using that system.
- (2) Where a document is required to be filed with served on, delivered or otherwise conveyed to the court under any other provision of these Rules, it shall be so filed, served, delivered or otherwise conveyed using the electronic filing service in accordance with these Rules and any practice directions for the time being issued by the Chief Justice.

5. Chief Registrar to supervise the electronic filing service

The electronic filing service shall be under the supervision of the Chief Registrar.

6. Establishment of service bureau

- (1) The Chief Registrar may establish and operate or appoint agents to operate a service bureau to assist in the filing, service, delivery or conveyance of documents using the electronic filing service.

- (2) The duties and rules of conduct for the agents appointed under this sub-rule (1) shall be as prescribed under the Second Schedule to these Rules.
- (3) The Director of Case Management shall be the superintendent of any agent appointed under this Rule.

7. Registered user and authorised user

- (1) Any entity may apply to the Chief Registrar to be a registered user in accordance with these Rules.
- (2) Any entity which is a registered user may designate one or more of its partners, directors, officers or employees to be an authorised user in accordance with these Rules.
- (3) The Chief Registrar may allow an entity to be a registered user or a person to be an authorised user on such terms and conditions as he thinks fit.
- (4) An application for registration referred to under sub-rule (1) shall be in the Form 'A' set out in the First Schedule of these Rules.
- (5) A registered user that designates an authorised user and supplies the authorised user's identification code through the electronic filing system shall be deemed to approve the use of the identification code in conjunction with the electronic filing service by that authorised user.
- (6) For the purposes of these Rules, a service bureau established under rule 4 shall be deemed to be a registered user, and every designated officer of a service bureau shall be deemed to be an authorised user.
- (7) The following periods shall constitute time on which the entity becomes eligible for electronic filing
 - (a) the date on which an entity is registered authorized user; or
 - (b) the date on which on a person is registered as an entity.

Part III – Procedure for electronic filing of documents

8. Documents to electronically

All pleadings, petitions, applications, appeals and such other documents shall be filed electronically in accordance with these Rules.

9. Official record of the court

The official record of the court shall be the electronic case file (ECF), proceedings pertaining to that case, together with any documents and exhibits filed under the conventional method.

10. Procedure for electronic

- (1) Any requirement for filing, service, delivery otherwise conveyance of a document shall be satisfied by the filing, service, delivery or otherwise conveyance of a single copy using the electronic filing system in accordance with these Rules.
- (2) Filing, service, delivery or conveyance of a document using the electronic filing system under these Rules may be done in one of the following manner
 - (a) by electronic transmission; or
 - (b) via a service bureau.
- (3) Notwithstanding any provision under these Rules, the Registrar or the magistrate in-charge may allow a document, part of a document or any class of documents to be filed, served, delivered or otherwise conveyed other than by using the electronic filing system.

- (4) The electronic submission form used in submitting documents under these Rules shall be as set out in the Form B in the First Schedule to these Rules.
- (5) Any document which is filed with, served on, delivered or otherwise conveyed to the Registrar or magistrate in-charge through the electronic filing system by a registered user using a user ID shall be deemed to have been intentionally so filed, served, delivered or otherwise conveyed by the registered user.
- (6) Any document which is filed with, served on, delivered or otherwise conveyed to the Registrar or magistrate in-charge through the electronic filing system by an authorised user, other than a designated officer of a service bureau, using user ID shall be deemed to have been so filed, served, delivered or otherwise conveyed
 - (a) by the authorised user on behalf and with the authority of the registered user to whom the filing authorised user belongs; and
 - (b) with the intention to do so.
- (7) Any document which is filed with, served delivered or otherwise conveyed to the Registrar or magistrate in-charge through the electronic filing system by an authorised user, who is a designated officer of a service bureau, using an identification code shall be deemed to have been so filed, served, delivered or otherwise conveyed
 - (a) on behalf and with the authority of the person tendering the document to the service bureau for such purpose and with the intention of that person to do so; or
 - (b) where the person tendering the document to the service bureau is acting as agent for his principal, on behalf and with the authority of his principal and with the intention of the principal to do so.
- (8) A document which is filed, served, delivered or otherwise conveyed to the Registrar or magistrate in-charge using user ID in compliance with the security procedures of the electronic filing system shall be deemed to be an electronic record within the meaning of the Electronic Transactions Act.

11. Preparation and formatting of documents

- (1) All original pleadings or documents other than annexures or attachments shall be prepared electronically using MS Word.
- (2) The formatting style of the text for the documents under sub-rule (1) shall be as prescribed in the Third Schedule of these Rules.

12. Conversion to PDF

- (1) The documents shall be converted to PDF using any compatible PDF converter.
- (2) Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings, the document shall be scanned using an image resolution of 300 dpi (dot per inch) and saved as a PDF document.
- (3) The maximum permissible size of the file that can be uploaded at the time of filing shall be 100 MB.
- (4) Text documents prepared in MS Word, converted to PDF and scanned documents shall be merged as a single PDF file.
- (5) Where the document cannot be converted in whole or part into an electronic format for any sufficient reason, the hardcopy of the document may, subject to the approval of the Registrar or magistrate in-charge be filed.
- (6) For the purpose of facilitating hearings involving documents, every single page of a hard copy of a document shall be paginated so that it corresponds with the pagination of the document in the electronic case file.

13. Signing of electronic documents

- (1) All electronic documents required to be filed by a party or his advocate shall be electronically signed by that party or his advocate.
- (2) Notwithstanding sub rule (1), where a document is filed, served, delivered or otherwise conveyed using the electronic filing system, any requirement under these Rules relating to signing by or the signature of an authorised user or a registered user, shall be deemed to be complied with if the user ID of the authorised user or registered user has been applied to or associated with, directly or indirectly, the document or the transmission containing the document.
- (3) For the purposes of sub-rule (2)(a) where the user ID of a registered user is applied to or associated with, directly or indirectly, a document or a transmission containing a document in compliance with the security procedures of the electronic filing system
 - (i) the document shall be deemed to be signed by the registered user; and
 - (ii) the contents of the document shall be deemed to be endorsed by the registered user;
 - (b) where the user ID of an authorised user, other than the designated officer of a service bureau, is applied to or associated with, directly or indirectly, a document or a transmission containing a document in compliance with the security procedures of the electronic filing system
 - (i) the document shall be deemed to be signed by the authorised user on behalf and with the authority of the registered user to whom the authorised user belongs; and
 - (ii) the contents of the document shall be deemed to be endorsed by that registered user; or
 - (c) where the user ID of an authorised user, who is a designated officer of a service bureau, is applied to or associated with, directly or indirectly, a document or a transmission containing a document in compliance with the security procedures of the electronic filing system
 - (i) the document shall be deemed to be signed by the authorised user on behalf and with the authority of the person tendering the document to the service bureau and the contents of the document shall be deemed to be endorsed by that person; or
 - (ii) where the person tendering the document to the service bureau is acting as agent for his principal, the document shall be deemed to be signed on behalf and with the authority of his principal and the contents of the document shall be deemed to be endorsed by his principal.
- (4) For the avoidance of doubt, it is declared that the application to or association of the user ID of an authorised user or a registered user, directly or indirectly, with a document or a transmission containing a document in compliance with the security procedures of the electronic filing system is a secure electronic signature within the meaning of the Electronic Transactions Act.

14. Affidavits in electronic form

- (1) Affidavits which are filed in court using the electronic filing system may be used in all proceedings to the same extent and for the same purposes as paper affidavits filed in court.
- (2) Where an affidavit is to be filed in court using the electronic filing system, it shall comply with the following requirements:
 - (a) the affidavit shall be sworn or affirmed in the usual way in which the deponent and commissioner for oaths sign the original paper affidavit;
 - (b) a true and complete electronic image of the original paper affidavit shall be created; and
 - (c) the original paper affidavit shall be retained by the party who filed it.
- (3) Notwithstanding sub-rule (2)(c), where the original paper affidavit subsequently becomes unavailable within five years after it was filed, the court may grant leave for the electronic image

of the original paper affidavit filed in court using the electronic filing system to be used in the proceedings for which it was filed, or in any other proceedings.

- (4) For the purpose of this rule, affidavit includes any witness statement made upon oath or affirmation and filed in court in lieu of examination in chief.

15. Service of documents

- (1) Where a document-
- (a) other than a document which is required by these Rules to be served personally; or
 - (b) which is required by these Rules to be served personally and which the party to be served has agreed,
- may be served using the electronic filing system.
- (2) Where a document is required under any other provision of these Rules to be served, delivered or otherwise conveyed by a person to any other person and that person is an authorised user or a registered user or is represented by an advocate who is an authorised user or a registered user, such service, delivery or conveyance may be effected by using the electronic filing system or by electronic transmission or via a service bureau.
- (3) For the purposes of sub-rule (1)(b), a party who has instructed his advocate to accept service of a document which is required by these Rules to be served in non-electronic form shall be deemed to have consented to be served using the electronic filing system.
- (4) The document shall be deemed to be served delivered or otherwise conveyed under these Rules where it is
- (a) served, delivered or otherwise conveyed by electronic transmission from the computer system of the authorised user or registered users on the date and at the time that the first part of the transmission is received in the computer system of the electronic filing system; and
 - (b) remotely composed on the computer system of the electronic filing service system, on the date and at the time that the first part of the transmission containing instructions from the authorised user or registered user to so serve, deliver or convey the document is received in the computer system of the electronic filing system.
- (5) A person serving the document may produce a record of the service, delivery or conveyance which is issued by the electronic filing system or the service bureau to the person on whom the document is served as evidence of the service, delivery or conveyance, as well as the date and time of such service, delivery or conveyance.
- (6) The person serving the document may file a Registrar's certificate of service issued through the electronic filing system or the service bureau in lieu of an affidavit of service and the certificate shall be regarded as prima facie evidence of such service, delivery or conveyance on the date and at the time as stated.
- (7) Where a document has to be served, delivered or conveyed by the person serving the document to more than one person, he may effect such service, delivery or conveyance using the electronic filing system on such persons who are registered users or authorised users, and sub-rules (1), (3), (4) and (5) of this rule shall apply with such modifications as are necessary.
- (8) Any document which is served, delivered or otherwise conveyed by a registered user to a person through the electronic filing system using a user ID shall be deemed to have been so served, delivered or otherwise conveyed by the registered user and with his intention to do so.

- (9) Any document which is served, delivered or otherwise conveyed by an authorised user, other than other than designated officer of a service bureau, to a person through the electronic filing system using a user ID shall be deemed to have been so served, delivered or otherwise conveyed
- (a) by the authorised user on behalf and with the authority of the registered user to whom the authorised user belongs; and
 - (b) with the intention of that registered user.
- (10) Any document which is served, delivered or otherwise conveyed by an authorised user, who is a designated officer of a service bureau, shall be deemed to have been so served, delivered or otherwise conveyed
- (a) on behalf and with the authority of the person tendering the document to the service bureau for such purpose and with the intention of that person to do so; or
 - (b) where the person tendering the document to the service bureau is acting as an agent for his principal, on behalf and with the authority of his principal and with the intention of the principal to do so.
- (11) Any document which is served, delivered or otherwise conveyed to a person using a user ID in compliance with the security procedures of the electronic filing service shall be described as an electronic record within the meaning of the Electronic Transactions Act.

16. Retention of originals

All documents filed electronically shall, subject to the time prescribed in the Retention and Disposal Schedule made under the Records and Archives Management Act, be preserved for production upon being so directed by the court at any time.

17. Responsibility to produce originals

A party who has filed electronic documents shall be responsible for producing the originals of such documents and proving their authenticity.

18. Discrepancy

Where a document was filed using the electronic filing system, and there is any inconsistency between the information entered into the electronic submission form of the document and the information contained in the document, the information contained in the document shall prevail.

19. Access to electronic documents

Access to pleadings and other documents filed electronically in a case shall be provided only to the parties, their advocates or authorized representatives, upon mailing to the court an application along with a blank CDROM, DVD-Rom or any other memory device for a computer system.

20. Exemption from electronic filing

- (1) The Registrar or a magistrate in-charge upon an oral application by a party, his advocate or his authorized representative, exempt a party from filing electronically of the whole or part of the pleadings or documents where:
- (a) electronic filing is, for reasons to be explained in the application, not feasible;
 - (b) there are concerns about confidentiality and protection of privacy;
 - (c) the document cannot be scanned or filed electronically because of its size, shape or condition;

- (d) the electronic filing system is either inaccessible or not available; or
 - (e) where for any other reason it is deemed sufficient to warrant the exemption.
- (2) Where the Registrar or magistrate in-charge satisfied that there was good cause for exemption, he shall grant the request under sub-rule (1) in writing.

21. Date and time of filing

- (1) A document shall be considered to have been filed if it is submitted through the electronic filing system before midnight, East African time, on the date it is submitted, unless a specific time is set by the court or it is rejected.
- (2) A document submitted at or after midnight or on a Saturday, Sunday, or public holiday shall, unless it is rejected by the court, be considered filed the next working day.

22. Reckoning of date and time for service

Where a document is filed with, served on delivered or otherwise conveyed to the Registrar or magistrate in-charge using the electronic filing service and is subsequently accepted by the Registrar or magistrate in-charge, it shall be deemed to be filed, served, delivered or conveyed(a) where the document is filed, served, delivered or conveyed by electronic transmission from the computer system of the authorised user or registered user, on the date and at the time that the first part of the transmission is received in the electronic filing system;

- (b) where the document is remotely composed on the computer system of the electronic filing system, on the date and at the time that the first part of the transmission containing instructions from the authorised user or registered user to so file, serve, deliver or convey the document is received in the electronic filing service; and
- (c) where the document is filed, served, delivered or conveyed via a service bureau, on the date and at the time that the first part of the transmission is received in the electronic filing system of the court.

23. When time for service begins to run

- (1) Where a document is filed with, served on, delivered or otherwise conveyed to the court by electronic transmission, the time for service of that document shall begin to run from the time that the Registrar's or the magistrate in-charge's notification of his acceptance of the document is received in the computer system of that registered user.
- (2) Where a document is filed with or otherwise conveyed to the Registrar or the magistrate in-charge via a service bureau, the time for service of that document shall begin to run from the time that the Registrar's or the magistrate in-charge's notification of his acceptance of the document is received by the service bureau.
- (3) Where the Registrar's or magistrate in-charge's notification referred under this rules is received in the computer system or by the service bureau respectively on a day other than a working day, it shall be deemed for the purpose of this rule to have been received on the next working day.

24. Computation of time

- (1) The period during which electronic filing system is not in operation, for any reason, shall be excluded from the computation of time for filing.
- (2) Problems on the user's end, such as problems with the user's Service Provider (SP), hardware, or software problems, shall not constitute a sufficient reason for an untimely filing.
- (3) For the purpose of sub-rule (1), the excluded time shall not extend the limitation period for such filing under the Law of Limitation Act, or any other written law.

- (4) Where electronic filing is done the rules relating to time for the purposes of limitation shall be the same as those applicable to a conventional filing.
- (5) Where party misses a filing deadline due to technical problems referred to in sub-rule (1) the party shall move informally and ex parte the Registrar or the magistrate in-charge not later than 15:00 hrs of the following working day for appropriate relief.
- (6) Where the Registrar or magistrate in-charge is satisfied that there was good cause for missing the deadline, he shall grant the request under sub-rule (5) in writing.

25. Hard copies of pleadings and other documents filed electronically

Hard copies of all pleadings and other docum filed electronically may be printed by:

- (a) the parties, their advocates or authorized representatives for their use in court or elsewhere; or
- (b) the registry, for use of the court where need arises .

26. Electronically filed documents to be titled

All documents filed electronically shall be titled in the same manner as they are titled when filed in the conventional manner.

27. Storage and retrieval of electronically filed pleadings and other documents

- (1) The pleadings and other documents electronically filed shall be stored in a server maintained by the court.
- (2) Each case shall be separately labeled and encrypted so as to facilitate easy identification and retrieval.
- (3) The court shall ensure that pleadings and other documents if printed are stored in a secure and restricted place.
- (4) Back-up copies of all electronically filed pleadings and other documents shall be preserved in the manner to be prescribed by the court.

Part IV – User accounts and notifications

28. User ID

The e-mail address provided or identification assigned during registration shall serve as a unique User ID.

29. Eligibility and registration

- (1) All state attorneys, advocates or any person entitled to appear before the court, including those admitted pro hac vice, shall register as users of the court's electronic filing system or move for exemption.
- (2) An application for registration shall be made through the Form C set out in the First Schedule to these Rules.
- (3) Where the Registrar or magistrate in-charge permits a party to proceedings who is not represented by an advocate may, register as an authorised user in the ECF system solely for the purpose of the proceedings.
- (4) Registration of a pro se filer or an accused person shall be in the Form D as set out in the First Schedule to these Rules.

- (5) Where at any time in the course of the proceedings, a party retains an advocate who appears on his behalf, the advocate shall inform the Registrar or magistrate in-charge to terminate the party's registration as a user or authorized user upon the advocate's appearance.
- (6) Where a registered user or an authorized user has an internet email address, registration as a user constitutes consent to electronic service of all documents as provided under these Rules.
- (7) Once registration is completed, the user or authorized user shall receive notification of the user login and password.

30. User Password

During registration, the user shall designate a unique password in accordance with the specifications given by the system and may reset his password at any time.

31. Confidentiality of User ID and password

- (1) The user ID and password are confidential and shall be used only by the user or any other person that the user authorizes.
- (2) The user or a person permitted by him shall protect the security of his password and immediately notify the Registrar or the magistrate in-charge if it comes to his knowledge that the password has been compromised.
- (3) A user shall contact the registrar or the magistrate in-charge where he believes that a filing was submitted falsely under his name.

32. Multiple User Accounts

A user or an authorized user may set up multiple accounts using multiple e-mail addresses and shall monitor each account and upload filings correctly.

33. Receipt of notifications

- (1) Whenever an authorized user submits a document to the court through the electronic filing system, the system shall automatically generate and transmit to the authorized user a notification acknowledging such submission with date and time stamp.
- (2) A notification shall also be sent at the time the court accepts or rejects any submitted document.

34. Payment of court fees

Court fees may be paid electronically through a mode of payment prescribed by the Chief Justice.

Part V – Signing of orders, judgments, etc.

35. Electronic signing of judgments, orders, etc.

- (1) The assigned Judge, Registrar or magistrate, at the case may be, may electronically sign orders, judgments, decrees, summons, notice, rulings, notifications and such other document relating to the case.
- (2) The Registrar or magistrate shall transmit judgments, ruling or other documents stated under sub-rule (1) to the users of the case in an electronic form.

36. Electronic signatures to have the force of conventional signatures

Any judgment, ruling, decree, order, notice or summons signed electronically shall have the same force and effect as if the Judge, the Registrar or the magistrate had affixed his signature to a paper copy of the order and it had been entered on the record in the conventional method.

FIRST SCHEDULE

FORMA

(Made under rule 7(4))

ENTITY REGISTRATION FORM

(made under rule 7(4))

ENTITY REGISTRATION FORM (made under rule 7(4))	
Entity's Name	
TIN Number	
Business Reg. No.	
Website	
Email	
Physical Address	
Mobile No.	
Office Tel. No.	
DECLARATION: I declare that all information contained in this form is correct and honestly presented. Attached (Admission /Practicing Certificate). E-Signature	

AUTHORISED USER:

No.	First Name	Last Name	Qualification/ Title	ID No./Roll No.
1.				
2.				
3.				

FORM B

SUBMISSION FORM

(Made under ride 10(4))

Case Title	
Court	
Division	
Category	
Case Type	
Nature	
Case Details	
Filed by(Advocate/ Prose filer/ Law officer/agent)	
Filed by Law Firm	
Status	
Office Reference No.	
Relief Claimed	
Name(s) Name o f Deponent(s)	
Hearing Set down Date	
Urgent	
Involved Debt	
Parties to Serve	
Case Parties	
Republic/Attorney General/ Plaintiff/	
DPP/Petitioner/Accused/Applicant/Appellant	

Defendant/ Respondent/Republic	
Case Legal Practitioners	
Names	Qualifications
Documents	
Pleadings/Charge Sheet and Other Documents	
Case Summary	

FORM C

STATE ATTORNEY/ADVOCATE'S REGISTRATION FORM (made under rule 29(2))	
Surname	
Other Names	
First Names	
Roll No.	
Nationality	
TIN Number	
Date of Birth	
Identity Number (Passport/ National ID/Voters ID/ Driving Licence)	
Law Firm Name	
Email	
Physical Address	
Mobile No.	
Office Telephone No.	
DECLARATION: I declare that all information contained in this form is correct and honestly presented. Attached (Admission /Practicing Certificate). E-Signature	

FORM D

USER REGISTRATION FORM (made under r. 29(5))	
Surname Name	
Other Names	
First Name	
Nationality	
TIN Number	
Date of Birth	
Identity Number Identity Number(Passport, National ID,Voters ID/ Driving Licence)	
Email	
Physical Address	
Mobile No.	
Office Tel. No.	
<p>DECLARATION:</p> <p>I declare that all information contained in this form is correct and honestly presented.</p> <p>Attached (Admission/Practicing Certificate).</p> <p>E-Signature</p>	

SECOND SCHEDULE

CODE OF CONDUCT AND RESPONSIBILITIES OF THE AGENT

(Made under rule 6(2))

Part A – Duties of the Agent

An agent appointed under rule 6 shall perform the following duties(a) prepare electronic documents;

(b) transmit electronic documents to and from the system;

- (c) equip himself with a software compatible with system specifications;
- (d) provide online services;
- (e) provide intermediate services;
- (f) furnish the Chief Registrar or Resident Magistrate in-charge of the Court with correct information to the best of his knowledge and belief;
- (g) advise authorized users accurately and timely on progress of their affairs;
- (h) ensure that all documents to be transmitted to the system are properly completed with required supporting attachments;
- (i) quote his registration number on all correspondences with the Chief Registrar; and
- (j) be personally responsible for the acts or omissions of any of his employees or associates in assisting the filing, service, delivery or conveyance of documents using the electronic filing service.

Part B – Rules of Conduct

In the discharge of duties and responsibilities set out in Part A, the agent shall(a) refrain from using information acquired in the course of discharging his duties for his personal advantage or any of his employees or associates;

- (b) be well mannered, honest, sincere and truthful when handling the affairs of the authorized user;
- (c) refrain from entering into any arrangement whereby the legal advice has been prepared by unauthorized person;
- (d) exhibit a high degree of skills and competence;
- (e) ensure a high level of conversancy with court process and judicial practice; and
- (f) ensure that his technical knowledge is kept up to date.

THIRD SCHEDULE

FORMAT OF TEXT

(Made under rule 11(2))

	Paper size : A-4	
	Margins :	Top : 1.5"
		Bottom : 1.5"
		Left : 1.75"
		Right: 1.5"
	Justified	
	Font: Times New Roman	
	Font size : 12	
	Line spacing : 1.5	