



REPUBLIC OF KENYA

THE JUDICIARY



**CONTACTS:**

**Chief Registrar**

**Supreme Court Building**

P.O. Box 30041-00100

Nairobi, Kenya

**Tel:** 020 -2221221

**SUPREME COURT**

**SERVICE DELIVERY CHARTER**

# SERVICE DELIVERY CHARTER

SERVICES	REQUIREMENTS	CHARGES (Kshs)	TIMELINE	
<b>General</b>	Attending to inquiries/ information over the Registry counter.	Specify the inquiry/ request for information	Nil	10 minutes
	Response to telephone enquiries.	A telephone call	Nil	3 rings
	Response to correspondence (emails and letters), complaints, compliments or suggestions.	Receipt of Correspondence, complaint, compliment or suggestion	Nil	3 working days
	Service of notices to advocates and parties appearing in person.	Relevant Notices e.g. Hearing, mention, ruling and Judgment notices	included in the filing fee	7 days before the hearing/mention, judgment or ruling subject to court directions from time to time
	Perusal of files	Duly filled perusal form	Kshs. 100	1 hour
	Sealing of the Order	Draft order from the Advocates	As per the Court fees assessment schedule in the Supreme Court Rules	2 working days
	Availing of Rulings and Judgments to the advocates/ parties appearing in person.	Written request	As per the Court fees assessment schedule in the Supreme Court Rules	2 hours

SERVICES	REQUIREMENTS	CHARGES (Kshs)	TIMELINE	
	Availing of typed court proceedings	Written request	As per the Court fees assessment schedule in the Supreme Court Rules	10 working days
	Filing of other pleadings including affidavits, submissions, list of authorities, Preliminary Objections etc.	Relevant Court document	As per the Court fees assessment schedule in the Supreme Court Rules	2 hours
	Lodging an application by pauper	1. Application 2. Affidavit of means	Nil	2 hours
<b>Petitions</b>	Filing and registration of Petition	Record of Petition	As per the Court fees assessment schedule in the Supreme Court Rules	3 working Hours
<b>Applications</b>	Filing and registration of the Application	Notice of Motion	As per the Court fees assessment schedule in the Supreme Court Rules	3 Hours
<b>Advisory Opinions</b>	Filing and registration of the reference.	Duly prepared Advisory Opinion record	As per the Court fees assessment schedule	3 Hours