

S.I. 72 of 2025

COURTS ACT

(Cap.52)

Electronic Filing of Written Submissions (Civil Matters) Rules, 2025

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Electronic Filing of Written Submissions (Civil Matters) Rules, 2025

In exercise of the powers conferred by Section 16 of the Courts Act, the Chief Justice hereby makes the following Rules —

Citation

1. These Rules may be cited as the Electronic Filing of Written Submissions (Civil Matters) Rules, 2025.

Purpose and application of Rules

2.(1) These Rules regulate the practice and procedure for the electronic filing of written submissions in civil cases before the Supreme Court of Seychelles. The Rules aim to enhance efficiency, reduce reliance on submissions of physical documents, and ensure timely compliance with filing deadlines.

(2) These Rules shall apply to all civil proceedings before the Supreme Court including interlocutory applications, appeals, and substantive hearings.

Interpretation

3. In these Rules —

“Court” means the Supreme Court;

“Legal Practitioner” means an attorney-at-law or other persons permitted to appear and practice in civil proceedings before Court;

“Party” includes every person served with a notice or summons to appear before Court;

“Registrar” means the Registrar of the Supreme Court and includes the Deputy Registrar and the Assistant Registrar.

Filing physical copies of submissions

4. The filing of physical copies of written submissions may continue, at the discretion of the Court, notwithstanding the promulgation of these Rules.

Electronic filing of submissions

5.(1) A legal practitioner or any party required to file written submissions may file the submissions electronically via the designated online platform or the official Court email address, as notified by the Registrar.

- (2) Written submissions filed electronically shall be in:
 - (a) PDF format,
 - (b) Font style Times New Roman, size 12
 - (c) Legibly typed and paginated.
- (3) All submissions filed electronically shall be accompanied by a cover page stating the:
 - (a) Case number and title of the proceedings;
 - (b) Name of the party filing the submissions;
 - (c) Date of filing; and
 - (d) The contact details of the filing party or their legal representative.

Filing fees

6.(1) The filing fee for written submissions tendered electronically shall be the same as that applicable to the filing of physical copies of written submissions.

(2) Payment of the required fee shall be made electronically, into an account designated by the Registrar, at the time of filing.

(3) Written submissions filed electronically shall not be registered until payment of the relevant fee has been effected.

Deadline for filing submissions

7. A legal practitioner or any party required to file written submissions shall adhere to timelines set by the Court. Any request for an extension of time shall be at the discretion of the Court.

Service on other parties

8. A legal practitioner or party shall serve a copy of the submissions filed electronically on all other parties to the proceedings and shall provide proof of service to the Court.

Authentication

9. All written submissions filed electronically shall bear a digital or scanned signature of the legal practitioner or the party who has filed the submissions as a means of authentication.

Discretion of the Court

10. The Court reserves the right to request a physical copy of any written submissions where deemed expedient, notwithstanding that the parties have expressed their intention to file electronic written submissions.

Evidential value

11. Submissions filed electronically shall be part of Court record and shall have the same probative value as written submissions tendered physically.

Storage of electronically filed submissions

12. Written submissions filed electronically shall be stored in an electronic format by the Registrar, who shall cause a physical copy of the submissions to be printed and placed in the Court file.

Failure to comply with Rules

13. Where a legal practitioner or party fails to comply with the provisions of these Rules the Court may, on the application of any of the parties or *ex mero motu*, make any suitable order.

Commencement and review

14. These Rules shall come into force on [date] and shall remain in effect until repealed or amended by further Rules issued by the Chief Justice. The Rules shall be reviewed from time to time in order to ensure their effectiveness.

Dated this 10th day of September, 2025.

Rony James Govinden
Chief Justice of Seychelles
