

The High Court Registry has prepared the following table on common errors and provided guidance on the appropriate addressees.

Common errors and proper addressees

Address (or c.c.) to officers for attention or information	(x) Extent of error highlighted	(✓) Proper addressees or correct way
(I) To: The Registrar, High Court This is <u>too imprecise</u>	(a) Most matters are attended by various officers of the High Court on behalf of the Registrar. (b) "Not specific" or "too loose" may result in the letter or fax touring from section/office to section/office. (c) The officers being wrongly sent to may need to spend time unnecessarily reading the contents and keep on redirecting if in doubt. (d) The matter delayed.	Should be specific and address to relevant officers direct (or relevant section heads) to save repetition of efforts and in particular to have the matter in question attended on time without delay.
(II) To: The Chief Judicial Clerk/High Court Registry (when the matter relates to a hearing before the Court of Appeal)	Hearings and listing of cases concerning "Judges", the Court of Appeal, Court of First Instance, civil trials, appeals, etc. belong to the Clerk of Court.	Should address to the Clerk of Court or those officers working under him. (see para. 5(a) above)
(III) To: The High Court Registry (when the matter relates to a hearing before a Judge)	Hearings and listing of cases concerning "Judges", the Court of Appeal, Court of First Instance, civil trials, appeals, etc. belong to the Clerk of Court.	Should address to the Clerk of Court or those officers working under him. (see para. 5(a) above)
(IV) To: Listing Officer of the High Court	There is no Listing Officer of the High Court.	Should either be Listing Officer of the High Court <u>Registry</u> or Listing Officer of the Clerk of Court's