

Citizen's Charter

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Name of the Institution- Registry of the Supreme Court

“Now you are accessing a place that is ready to serve you”

Our Vision

Precisely and efficiently fulfilling the official duties related to the administration of justice, which are being rendered by the Supreme Court, the Superior court in the Democratic Socialist Republic of Sri Lanka

Our Mission

Since Supreme Court is the Final Court of Record in the Democratic Socialist Republic of Sri Lanka, we are pledged to fulfilling the inherent objectives of the said institute by solving the matters related to law, accomplishing the aspirations of the administration of justice, offering satisfactory service to all parties visiting the Supreme Court Registry to meet their requirements by fulfilling all needy official activities promptly and effectively.

Our Dedication

We are dedicated to rendering our service

- sincerely
- wisely
- ethically
- with comprehension
- subjectively and unbiasedly
- transparently
- with liability
- promptly
- efficiently and effectively

Our Liability

	The service provided	Standards of the service (hours/week s/days)	Applicable laws, codes, regulations	The documents to be submitted	Who can help you
01	Undertaking all cases which can be filed in the Supreme Court, preparation of case records, and preserving the same		<ul style="list-style-type: none"> * Constitution of the Democratic Socialist Republic of Sri Lanka and High Court of the Provinces (Special Provisions) Act (No. 10 of 1996), High Court of the Provinces (Special Provisions) (Amendment) Act (No. 54 of 2006) , Acts such as State Lands (Recovery of Possession) Act (No. 7 of 1979) * Civil-Procedure-Code * Supreme Court Rules * Circulars of the Judicial Service Commission * The Right to Information Act * Circulars of the Department of National Archives 		Deputy Registrar (Courts Division), Supreme Court
02	Preparing the case list which is being heard in the open courts and fixing dates		<ul style="list-style-type: none"> * Supreme Court Rules * Constitution 		Registrar, Supreme Court
03	Providing certified copies of the court orders and judgments	Within two weeks after the order/judgment is given	<ul style="list-style-type: none"> * Supreme Court Rules * Circulars of the Judicial Services Commission * The Right to Information Act 	Motion	Deputy Registrar, (Courts Division), Supreme Court
04	Enrollment of Attorneys-at-Law in the Supreme Court	Within two months from the day in which all documents are submitted by the applicants	<ul style="list-style-type: none"> * Supreme Court Rules * Circulars of the Judicial Services Commission * The Right to Information Act 	<ul style="list-style-type: none"> *The form which is given by the Sri Lanka Law College * The affidavit * Certificates issued by the Sri Lanka Law College * The Gazette by which the name is published * Newspaper Notice *Apprenticeship completion letter * Enrollment Notice * Character Certificates (2) 	Registrar, Supreme Court
05	Confirming whether the Attorneys-at-law who have attested the affidavits and other documents have been registered in the Supreme Court	Within a day		The relevant documents should be handed over to the officer certifying the affidavits in the Supreme Court Registry	Deputy Registrar, (Courts Division), Supreme Court
06	Taking preliminary disciplinary actions against the attorneys		<ul style="list-style-type: none"> *Judicature Act -Sections 43 and 44 * Supreme Court Rules 	The relevant documents along	Deputy Registrar, (Administration

				with the affidavits	Division), Supreme Court
07	Providing an opportunity for the reference of the case records for obtaining updated information on all cases filed in the Supreme Court	Within 1-4 days			Deputy Registrar, (Courts Division), Supreme Court

Our Anticipation

We thank you for the trust that you have placed in our organization and would like to inform you that you will be able to support us by making fair and reasonable requests for our service within the prescribed period, providing complete & accurate information, and having a Sufficient knowledge on what can and cannot be expected of us.

Our Standards

If you have submitted the requested information, written documents, and fees along with your request, we are obliged to provide you with the service you have requested within the time frame notified by us.

In the event where the final decision may be delayed or inevitably delayed or a problematic situation arises, we will let you informed of the reason.

Procedure for making complaints and obtaining relief

The staff of our organization will provide you with the necessary support and services in a polite manner. Please refer your complaints related to the above standards to the following officers.

Name- Mr. Aravinda Gunaratne
 Designation- Registrar
 Available in - Supreme Court
 Telephone/Fax/E-mail-0112435446

Name- Ms. Krishani Kodagoda
 Designation - Deputy Registrar (Courts Division)
 Available in - Supreme Court
 Telephone/fax/E-mail-0112436958

We accept with pleasure the suggestions made by you as service recipients.

- a. If you or your agents who receive our services would like to contact us, please contact the telephone No. 0112437507.
- b. To receive your suggestions or to provide your views on the matters concerned in this charter, please use the email address. scdreg@sltnet.lk

Citizen Charter is a joint effort by you and us to improve the quality of services we provide. We urge you to help us by providing your feedback for further upgrading of the service provided.

We will continue to revise and improve the services provided under the Charter.