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**COURT OF APPEAL LAGOS DIVISION**  
**COVID-19 STANDARD OPERATING PROCEDURE**  
**GUIDELINES FOR CONDUCT OF COURT BUSINESS**

1. The Court shall be open for Court Sessions and conduct of business from the hours of 8am to 2pm Mondays to Fridays, except on public holidays.
2. The Court shall hear appeals and conduct proceedings from 9.00 in the forenoon, Mondays to Thursdays. The Court Halls shall be disinfected on a daily basis.
3. The Court Halls, Foyer, Entrance and Public Areas within the Court Complex shall be decontaminated, disinfected and fumigated every Friday.
4. Wearing of face mask/face shield within the Court Complex is mandatory for everyone, including the Justices. ***Without exception, only persons wearing face masks/face shields shall be allowed entry into the Court Complex.***

5. Hearing notice shall be issued and served on parties in respect of matters that were slated for hearing during the lockdown period. In this wise, Counsel, litigants, litigation clerks and/or any other interested persons should not visit the Court to inquire about the adjourned dates for such matters.

6. For inquiries in respect of any matters, Counsel, litigants and/or their representatives are encouraged to send an email to ***appeallagosdivision@gmail.com*** or Call/Text/WhatsApp any of the following numbers to make their inquiries:

<b><i>D. C. R.</i></b> -----	<b>0803-314-7570</b>
<b><i>HOD Litigation</i></b> -----	<b>0803-649-2206</b>
<b><i>Registrar, Court 1</i></b> -----	<b>0802-899-2531</b>
<b><i>Registrar, Court 2</i></b> -----	<b>0802-334-8749</b>
<b><i>Head, Appeal Section</i></b> -----	<b>0802-718-3958</b>
<b><i>Head, Filing Section</i></b> -----	<b>0803-508-8322</b>
<b><i>Head, Bailiffs Section</i></b> -----	<b>0802-833-1348</b>
<b><i>Head, Process Section</i></b> -----	<b>0802-369-1308</b>
<b><i>Head, Judgment Section</i></b> -----	<b>0803-401-3640</b>
<b><i>Head, Electronic Mail Office</i></b> -----	<b>0805-611-4446</b>
<b><i>Head, Records Section</i></b> -----	<b>0808-263-3580</b>

On no account would any physical visit to the Court Complex for the purpose of such inquiry be allowed.

7. Hand washing facilities consisting of running water, liquid soap and sanitizers would be provided at various areas of the Court Complex and on no account will anyone be allowed into the Court Complex or the Court Halls without having been duly disinfected.

8. The temperature of everyone entering the Court Complex/Court Hall shall be checked at the Entrance Gate and at the Foyer and no one with body temperature exceeding 38C shall be allowed into the Court Complex/Court Hall.

9. In order to conform to the Protocol on social distancing, not more than ten (10) cases shall be fixed on the cause list for hearing on any day.

10. The matters listed will be heard in batches of five cases and only counsel in the batch of cases being heard at the particular time would be allowed into the Court Hall. Counsel should leave the Court Hall immediately after their matters have been dealt with. After completing the first batch of five cases, the Counsel in the next batch of five cases, who will be waiting in the Foyer of the Court, will be admitted into the Court Hall.

11. Except for Senior Advocates of Nigeria, no Counsel shall appear with a Junior Counsel and in the case of Senior Advocates of Nigeria, only one Junior Counsel shall appear with him. Where more than one Senior Advocate of Nigeria appears for the same party in a matter, only one Junior Counsel shall appear with the Senior Advocates of Nigeria.

12. Litigants shall **not** be allowed into the Court Hall.

13. **All processes shall be filed at least five (5) days before the date a matter is fixed for hearing** in order for the appropriate measures to be taken for such processes to be disinfected and decontaminated before the hearing date. **No process shall be accepted for filing less than five (5) days before the hearing date.**

14. In the conduct of business in the Filing Room, not more than three (3) persons with processes to file shall be allowed in the Filing Room at any point in time.

15. In order to ensure that the social distancing Protocol is maintained within the Court Complex, the number of staff who come to work on a daily basis will be reduced; with different staff coming to work on alternate days. The Deputy Chief Registrar shall take steps to accomplish this by preparing a Roster in that regard,

duly ensuring that the functioning and operations of the Court business will continue seamlessly.

16. The Record Books used by the Justices shall only be handled by the Clerks attached to the Justices Chambers who shall return the Record Books to the Justices Chambers after the day's Court Session.

17. On no account shall any staff remove the Record Books from a Justice's Chambers for any purpose whatsoever. Whatever use is needed for the Record Book should be done within the confines of the office of the Secretary attached to the Justices Chambers.

18. The Deputy Chief Registrar should provide the necessary protective accessories (hand gloves etc.) for Bailiffs, in order to facilitate the safe conduct of their duties of service of process.

*Dated this 22<sup>nd</sup> day of May, 2020*

*sgd.*

**DEPUTY CHIEF REGISTRAR  
LAGOS DIVISION**