

Juritrust Centre's Guide to the

Supreme Court (Mandatory Upload of Electronic Copies of Processes, Record of Appeal, and Other Matters) Practice Directions, 2026

Commencement Date: 1st July 2026

Strategic Objectives and Immediate Scope of Application

The Objective (Why)

- Ensure timeliness in justice delivery
  - Ensures
- Improve case management
  - Improves
- Simplify access to court records
  - simplifies
- Enhance overall administration of justice
  - Enhances

The Scope (Who & What)

The Practice Directions are absolute and mandatory.

DELETE ABSOLUTE

Future Matters

Applies to all matters initiated AFTER July 1st, 2026.

Existing Matters

Applies to and must be observed in ALL MATTERS currently pending before the Supreme Court prior to commencement.

System Access and Authentication Gateways

The Mandated Key (Legal Mail)



The Nigeria Case Management System (NCMS) is exclusively accessible via the official legal mail system issued by the Court. Personal or standard firm emails are strictly obsolete for submissions.

Access strictly managed by the Chief Registrar.

The Portal (e-Filing)



All electronic copies required must be submitted strictly through the Court's designated online portal at: https://efiling.courts.gov.ng

The Authentication (Solemn Declaration)

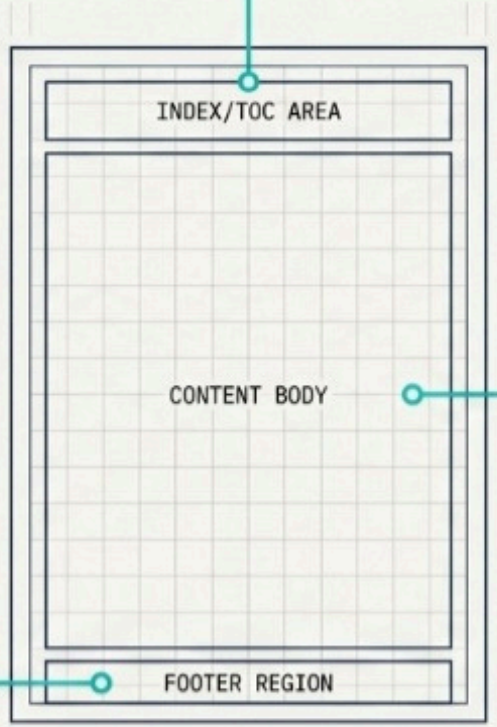


Counsel bear sole responsibility for submission. Every upload requires a solemn declaration on oath within the portal, affirming the electronic copies are a true and complete version of the physical documents.

Technical Architecture of a Compliant Digital File

Hyperlinked Table of Contents

Must be placed at the very beginning of the document to facilitate instant navigation to specific sections.



A4 DIGITAL DOCUMENT STRUCTURE

2 OCR-Enabled PDF

Documents cannot be flat image scans. They must be Optical Character Recognition (OCR) enabled, ensuring the text is fully searchable for accessibility and navigation.

Appeal Number Inscription

The unique Appeal Number generated on the NCMS platform must be clearly inscribed on all physical copies of the Record of Appeal transmitted to the Court.

The First Schedule Naming Convention Formula



Formula Example

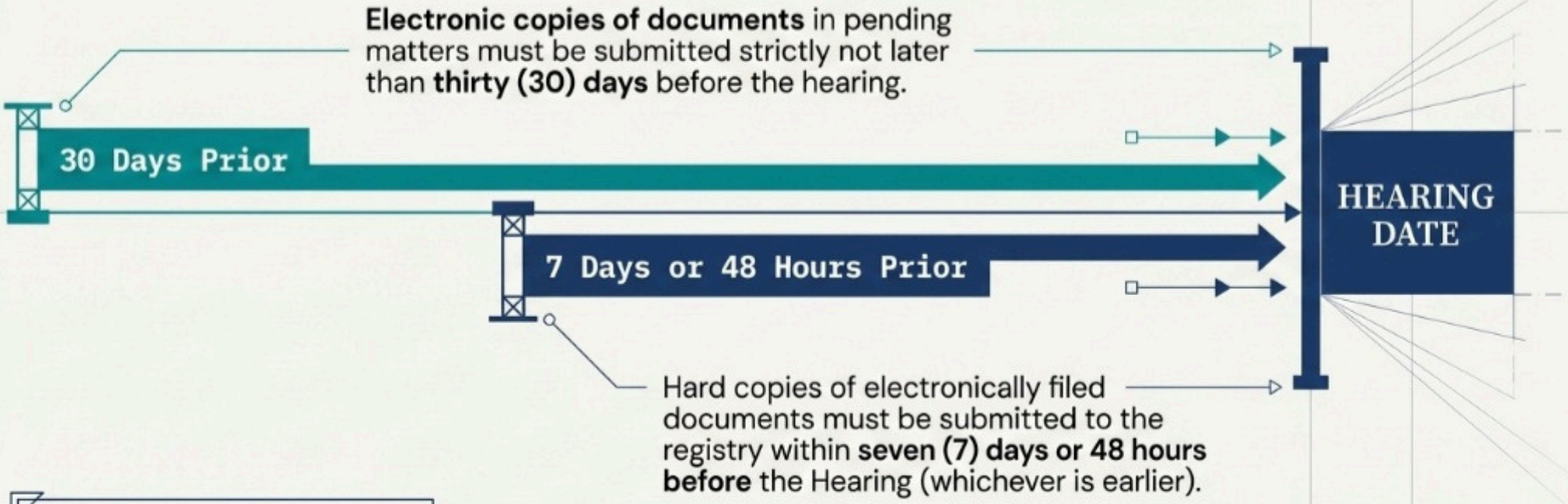
SC_000_2012-Record of Appeal-Appellant-001

Critical Syntax Rule: The Underscore Mandate

Computer file names do not permit forward slashes. Where an appeal number contains a forward slash, it **MUST be replaced by an underscore**.

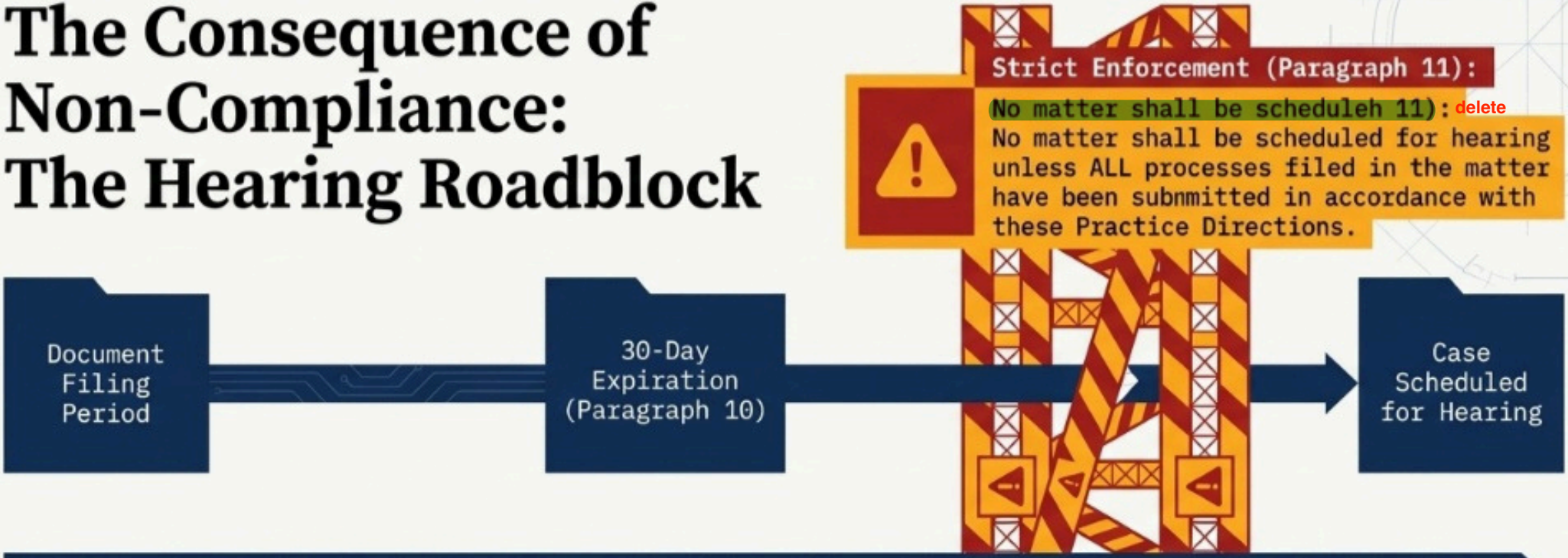
Incorrect	Correct
~~SC/4381/2012~~	SC_4381_2012 SC_CV_2649_2026

Dual-Track Submission Timelines for Pending Matters



Condition: Unless otherwise directed by the Chief Justice.

The Consequence of Non-Compliance: The Hearing Roadblock



Systemic Takeaway

Digital compliance is no longer an administrative preference; it is an **absolute prerequisite** for case progression. Bypassing the upload step physically blocks the legal calendar.

Transmission Fees and Compounding Default Penalties

Standard Operational Fees (Paragraph 15)

Transmission Fee

₦500,000.00

Payable by Appellant upon transmission and uploading of the Record of Appeal.

Additional Copies

₦250,000.00

Fee for any party requesting transmission/uploading of additional copies of the Record.

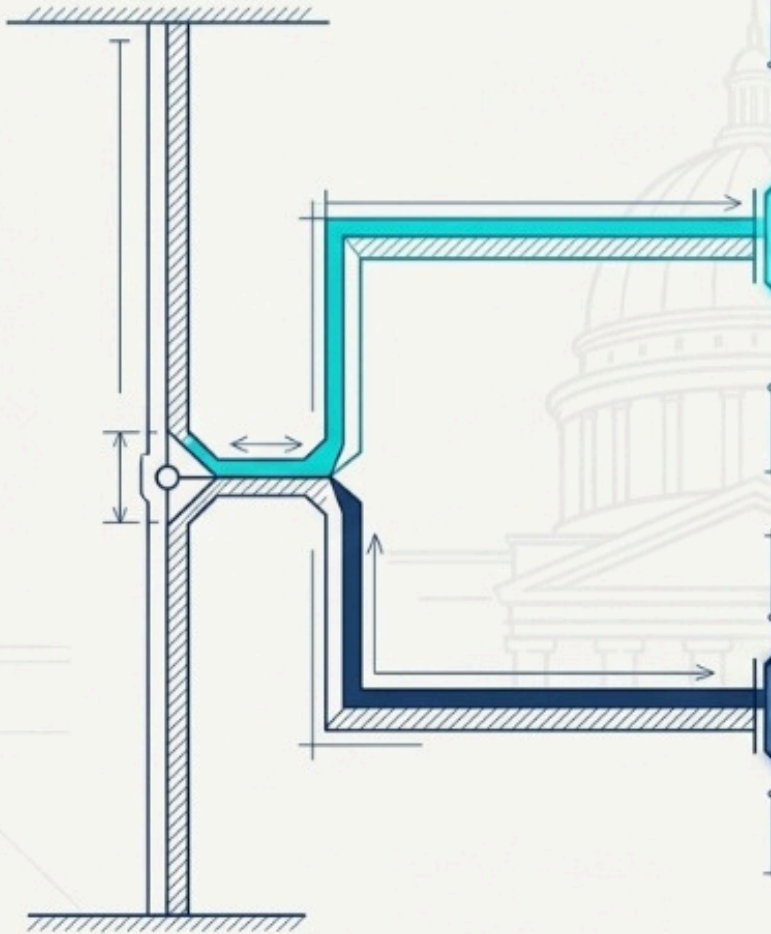
The Default Penalty (Second Schedule)

₦10,000.00

× **Every Additional Day**

Late Filing Penalty: For failure to file any process within the prescribed period, a fee of ₦10,000.00 is assessed for each additional day the default continues. This applies strictly in addition to existing Rules fees.

Alternative Procedural Paths: Appellant Powers and Exemptions



Direct Compilation by Appellant (Paragraph 12)

Trigger: If the Registrar of the Court below fails to transmit the Record within the prescribed time, the Appellant may compile and transmit directly.

Timeline: Must be completed not later than thirty (30) days after the lower court Registrar's time has elapsed.

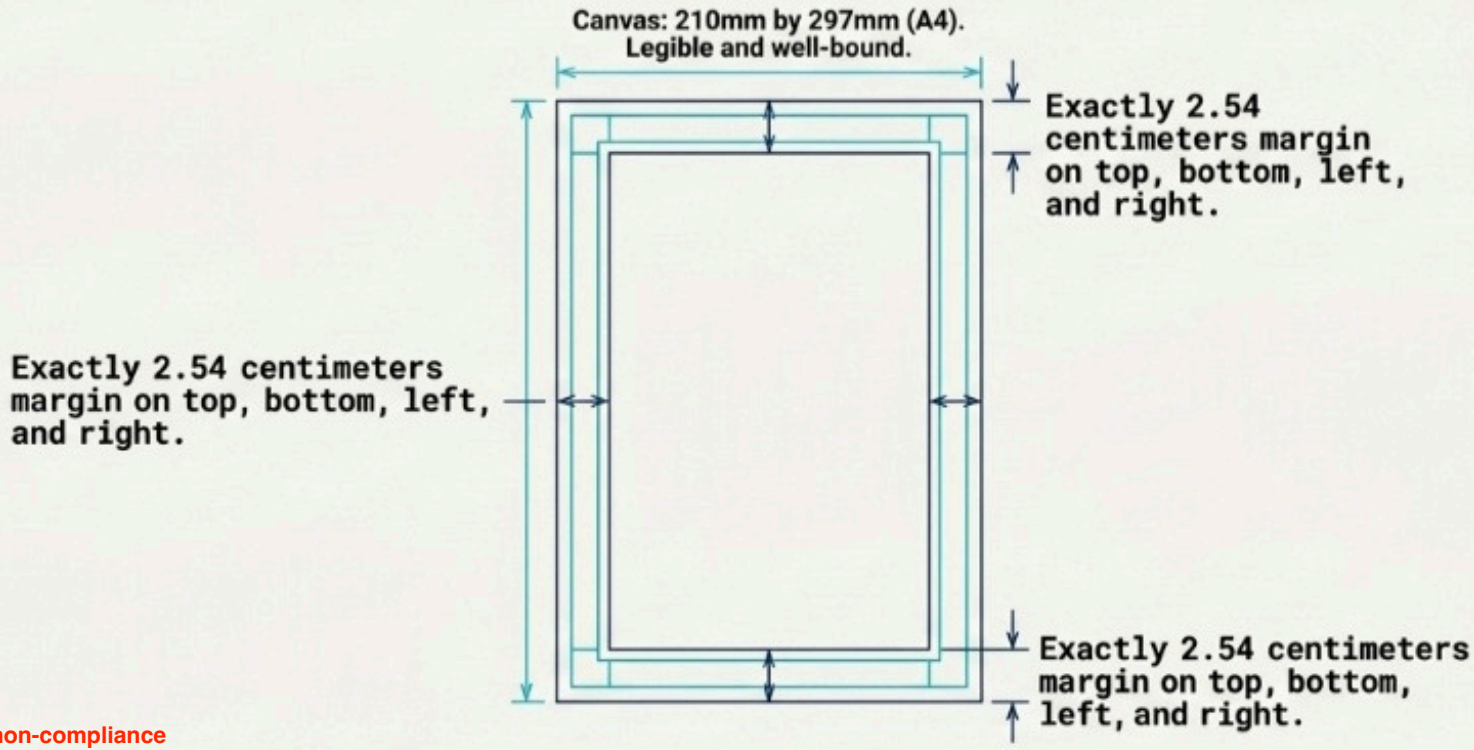
Result: Appellant uploads directly to NCMS (Paragraph 13) to generate the official Appeal Number.

Exemption for Indigent Parties (Paragraph 17)

A person who has obtained leave to proceed as an indigent Party (under Order 5 Rule 3 of the Rules) is strictly exempted from paying the ₦500,000 transmission fee or providing security for costs.

The Physical Blueprint: Mandatory Formatting Specifications

Allowed Fonts:
Arial, Times New Roman, or Tahoma
Scale & Density:
14 point font size with at least 1.5 line spacing



Consequence of non-compliance

The Final Ultimatum (Paragraph 19.3):

A process which does not conform to these precise formatting specifications shall not be accepted for filing on the NCMS or at the physical registry. If mistakenly accepted, it shall not be deemed properly filed.