

Arrangement of Order

ORDER 7: Service of processes

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In Exercise of the Powers conferred upon me by Section 259 of the Constitution of the Federal Republic of Nigeria, 1999 (as amended), Order 7 Rule 14(2) of the High Court FCT, Civil Procedure Rules 2018 and by virtue of all powers enabling me in that behalf, I ISAQ USMAN BELLO, The Chief Judge, of the high Court of the Federal capital Territory, hereby issue the following Practice Direction in respect of Service of Process(es) at the High Court of FCT.

[] **Commencement**

This Practice Direction shall take effect form the 29th October, 2018

Honourable Justice I. U. Bello
Chief Judge High Court
Federal Capital Territory, Abuja

HIGH COURT PRACTICE DIRECTION 2018

1. This Practice Direction shall, save to the extent and as may otherwise be ordered by the Chief Judge, High Court, FCT, pursuant to Section 259 of the Constitution of the Federal Republic of Nigeria, 1999 (as amended), Order 7 Rule 14(2) of the High Court Civil Procedures Rules, apply to:
Applicability
 - a. All civil and criminal matters relating to service of process(es) by the Court.

2. The purpose of this Practice Direction is to provide for uniform fees for service of court process(es), mode of proof of service of the court process(es) and uniform fees chargeable for the production of records of the court.
Objectives and Guiding Principle.

3. With effect from the date of coming into effect of this Practice Direction, fees chargeable by the Bailiffs or all Process Servers except Registered Process Servers shall be as provided in the First Schedule attached to this Practice Direction.
Fees Chargeable for Services of processes

4. Where service is effected by the Bailiff or Process Server outside Jurisdiction of the Court (outside FCT) the Bailiff shall;
Proof of Service
 - a. Depose to an affidavit
 - b. Exhibit an affidavit of service of the Bailiff or the local court in the State where service was effected.
 - c. Exhibit the receipt(s) issued by the transport or airline company through which the bailiff actually travelled or Receipt(s) issues by hotel(s)/lodge(s) the Bailiff stayed in the course of effecting the service of the process(es).

5. Pursuant to Order 7 Rule 14(1) of the High Court of FCT, Civil Procedure Rules 2018, *Payment for service of process.*

- a. A Party or Counsel requiring services of Processes shall pay to the Registrar of the Court the appropriate fee for the service of such process(es) as contained in the First Schedule to this Practice Direction to the Registrar of the Court before whom the matter is assigned.
- b. The Registrar shall on receipt of the said amount, issue to the Party or Counsel, a non-revenue receipt acknowledging the receipt of the said sum.
- c. Thereafter, handover the said sum and process(es) to the Bailiff of the court who shall in turn acknowledge receipt of the said amount from the Registrar.

6. Pursuant to Order 7 Rule 18 of the High Court of FCT, Civil Procedure Rule 2018, the Registrar of every Court shall keep an A4 sized, thick back notebook of Record of Service by Bailiff. *Record of service*

Information to be contained in the notebook should be in accordance with Schedule 2.

7. All Registrar shall not later than the first week of every month prepare and send to the Office of the Chief Bailiff, a Comprehensive Report of service of process(es) done by the bailiffs in their Courts. *Monthly Reports on service*

8. The fee chargeable by the Court for the production of proceedings shall not exceed the sum of N50.00 per page. *Fees for production of Record of proceedings*

SCHEDULE 1

SCHEDULE FEES

S/NO	SERVICE DISTRICTS	FEES	ADDITIONAL DEFENDANTS
1.	WITHIN F.C.T METROPOLIS		
a.	Maitama		
b.	Wuse		N1,000.00
c.	Asokoro		
d.	Wuye		
e.	Lokogoma	N2,000.00	Per Defendant
f.	Apo		(where the address
g.	Gudu		is different from that
h.	Games village		of the 1 st
i.	Durumi		Defendant)
2.	FROM F.C.T METROPOLIS TO SATALITE TOWNS SUCH AS:		
a.	Gwagwalada		
b.	Gwarimpa		
c.	Kubwa		
d.	Zuba		N1,000.00
e.	Kwali		
f.	Abaji	N3,000.00	Per Defendant
g.	Karmo		(where the address
h.	Life Camp		is different from that
i.	Jiwa		of the 1 st
j.	Gwagwa		Defendant)
k.	Dei-dei		
l.	Bwari		
m.	Nyanya		
n.	Karu		
o.	Orozo		
p.	Karshi		
q.	Mpape		
r.	Lugbe		

<p>3.</p> <p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p> <p>e.</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p> <p>j.</p> <p>k.</p> <p>l.</p> <p>m.</p> <p>n.</p> <p>o.</p> <p>p.</p> <p>q.</p>	<p>WITHIN SATALITE TOWNS SUCH AS:</p> <p>Gwarimpa</p> <p>Kubwa</p> <p>Lugbe</p> <p>Gwagwalada</p> <p>Kwali</p> <p>Abaji</p> <p>Karmo</p> <p>Life Camp</p> <p>Jiwa</p> <p>Dei-dei</p> <p>Zuba</p> <p>Bwari</p> <p>Karshi</p> <p>Nyanya</p> <p>Orozo</p> <p>Karo</p> <p>Mpape</p>	<p>N3,000.00</p>	<p>N1,000.00</p> <p>Per Defendant (where the address is different from that of the 1st Defendant)</p>
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S/O	SERVICE DISTRICT	FEES	ADDITIONAL DEFENDANTS
1.	SERVICE IN STATES CONTIGIOUS TO F.C.T		
a.	Niger		
b.	Kaduna		N5, 000.00
c.	Kogi		
d.	Nasarawa	N15, 000.00	Per Defendant (where the address is different from that of the 1 st defendant)
e.	Plateau		
f.	Benue		
g.	Kwara		
2.	SERVICE IN STATE NON-CONTIGIOUS TO F.C.T		
a.	Lagos		
b.	Rivers		
c.	Borno		
d.	Kano		
e.	Edo		
f.	Taraba		N10, 000.00
g.	Ogun		
h.	Oyo	N40, 000.00	Per Defendant (where the address is different from that of the 1 st defendant)
i.	Bayelsa		
j.	Delta		
k.	Cross river		
l.	Akwa ibom		
m.	Imo		
n.	Abia		
o.	Enugu		
p.	Ebonyi		
q.	Katsina		
r.	Jigawa		
s.	Adamawa		
t.	Yobe		
u.	Kebbi		

PARTICULARS OF SUIT	NAME OF PARTY	DATE OF SERVICE	MODE OF SERVICE	REASONS FOR NON SERVICE	REMARKS	SIGNATURE