



**ADMINISTRATIVE
GUIDELINES FOR
PROCEDURES FOR ONLINE
PUBLICATION OF
JUDGEMENTS AND
RULINGS 2024**



COMPENDIUM OF PRACTICE DIRECTIONS &
ADMINISTRATIVE GUIDELINES IN GHANA
2024

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A. PREAMBLE

Being guided by the provisions of Article 125(4) of the Constitution, 1992, Section 103 of the Courts Act, 1993, Act 459 and Order 41 of the High Court (Civil Procedure) Rules, 2004 (C.I. 47) as amended, I direct that the typography of (and the upload of) judgments of all Courts in the country including those uploaded onto the E-Judgment or other website approved by the Chief Justice shall be guided by the following directives:

B. OBJECTIVES

1. To ensure easy access by Judges and citizens to legal information, and ensure wide publication of all Judgments and empowering of individuals to exercise their legal rights within a democratic dispensation.
2. To reinforce the public's trust in the judiciary through the digitization and easy accessibility of judgments.
3. To ensure transparency, accessibility and a streamlined system for the dissemination of judicial decisions to the public and the legal community; for research; and for monitoring and evaluation.
4. To consolidate and standardize the typography of judgments uploaded on the Judicial Service E-Judgment and related Websites and to ensure uniformity and compliance with best practice in online publication.

C. UPLOAD OF JUDGMENTS ON THE E-JUDGMENT PLATFORM

1. Judgments and Rulings are to be uploaded by Registrars and Court Recorders onto an online drive provided to each court by the

Monitoring & Evaluation Department, Library or other relevant Department.

2. Upon receipt of a judgment, the M&E Department, Library or other relevant Department or Registry is to ensure that the Judgments and Rulings are uploaded onto the E-judgment platform within 48 hours for possible formatting by the E-Judgment Secretariat.
3. Subsequently, the E-judgment Secretariat may upload reasoned Judgments and Rulings onto the JTI or approved website.
4. Registrars and court recorders shall not upload judgments directly onto any external website.

D. FORMATTING STYLE OF JUDGMENTS AND RULINGS

1. Typing format style for presentation of reasoned Judgments and Rulings are directed to be:
 - (a) Paper size: A-4
 - (b) Margins- Right: 1.5"
 - (c) Top: 1.5"
 - (d) Bottom: 1.5"
 - (e) Left: 1.5"
 - (f) Justification: Full
 - (g) Font: Palatino Linotype
 - (h) Font size: 14
 - (i) Font colour: Black
 - (j) Line spacing: 1.5

2. Numbered paragraphing:

Judgments and Rulings must be presented in numbered paragraph format for online publication and for ease of reference.

E. TIMELINES

1. All finalized Judgments and Rulings must be uploaded onto the relevant online drive within seven (7) days of delivery.
2. Upon receipt of Judgments and Rulings, the Registry, M&E Department or Library is to ensure that all Judgments and Rulings are immediately transferred to the E-judgment platform.

F. COMPLIANCE & MONITORING

1. All Registrars are to ensure that Judgments and Rulings are promptly uploaded onto the relevant online drive. Hard copies of Judgments and Rulings are to be kept for archive purposes, and are no longer to be sent to Libraries and the M&E Department.
2. Any difficulties faced by Registrars and/or Court Recorders in uploading Judgments and Rulings onto the relevant online drive must be reported to the Library or M&E Department helpdesk 233-530-633-184 and by email to m&e@jsd.gov.gh for assistance.
3. Periodic audits will be carried out by E-Judgment Secretariat and M&E Department to ensure Judgments and Rulings are being uploaded consistently and correctly onto the relevant online drive and the E- Judgment and related site, respectively.

4. The E-Judgment Secretariat and M&E Department shall submit a quarterly report on each Registry on compliance with uploading of Judgment and Rulings.

G. CITATION

This Administrative Guideline may be cited as Administrative Guidelines on procedures for online publication of Judgments and Rulings, [AG, 2024].

H. COMMENCEMENT

The Administrative Guidelines shall come into force on the date signed by the Honourable Chief Justice.

I. APPLICATION

The Administrative Guidelines shall apply to all Courts and Divisions of Courts in the Country.

J. INTERPRETATION

In these Guidelines, unless the context otherwise requires:

“Court” includes superior and lower courts

“Judge” includes Magistrate

**GERTRUDE ARABA ESAABA SACKY TORKORNOO
CHIEF JUSTICE OF THE REPUBLIC OF GHANA**