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# **ADMINISTRATIVE GUIDELINES ON GENERATION OF SUIT NUMBERS**

**2024**

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COMPENDIUM OF PRACTICE DIRECTIONS &  
ADMINISTRATIVE GUIDELINES IN GHANA  
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**1. INTRODUCTION: This is a Guide to Registrars on the Generation of Suit Numbers**

**2. STANDARD SUIT NUMBER FORMAT:**

Nationwide.

All standard suit numbers shall comprise the following elements:

- a. **Region:** The region in Ghana where a court is located.
- b. **Town:** The town in the region where a court is located.
- c. **Court Identifier:** A code or abbreviation for the specific level of court in which the case is filed.
- d. **Case Type Identifier:** A code or abbreviation indicating the type of case (e.g., E4 for Defamation, F6 for Sexual Offences).
- e. **Serial Number:** A unique sequential number assigned to each case filed within a given legal year.
- f. **Year of Filing:** The four-digit year when the case is initiated.

Example: [Region]-[Town]- [ Court Identifier]- [Case Type Identifier]- [Serial Number]- [Year of Filing]

**UE/BG/HC/E5/06/2020** (High Court Case filed in 2020 in Bolga in the Upper East Region, the sixth civil case)

**3. POLICY ON SUIT NUMBER GENERATION**

<b>REGISTRY (JUDICIAL SERVICE)</b>	
SUBJECT: SUIT NUMBER GENERATION	NUMBER JS:
EFFECTIVE DATE:	REVIEW DATE:
AMENDS	APPROVED:



**a. POLICY**

A Suit Number is a unique number assigned to a case by the court. The suit number allows for easy and unique reference to specific cases. A typical suit number has features such as the region where the case was filed, the nature of the case and the year in which the case was filed.

**b. RESPONSIBILITY**

- i. It is the responsibility of the Registrar to ensure that the requirements in this policy are implemented.
- ii. Registrar should maintain a comprehensive database to record suit numbers, corresponding case details, and case history.
- iii. This database should be regularly updated and made accessible to authorized personnel for reference.
- iv. The standard suit number must be prominently mentioned in all case-related documents and correspondence.

**c. PROCEDURES**

The attached protocols in the generation of suit numbers shall apply.

- i. The Legal Year commences 1<sup>st</sup> October and ends on 30<sup>th</sup> September. This period must therefore be taken into consideration when generating suit numbers.
- ii. The Filing Clerk shall generate the suit numbers by taking the six (6) steps as shown in the examples in the attached protocols.

**d. ENFORCEMENT**

The procedures in this document shall be enforced by both the Court Services and Monitoring & Evaluation Departments.

**e. COMMUNICATION MECHANISMS**

- i. e-mail
- ii. written notice

iii. telephone

**4. STANDARD ON SUIT NUMBER FORMAT FOR  
THE SUPREME COURT**

Using **GR/AC/SC/J4/01/2024** as example:

<b>GA/AC/SC/J4/01/2020</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	GR	The first component represents the region in which the court is located. In this instance, GR stands for the Greater Accra region.
2	AC	The second component represents the exact town/district where the court is located. The abbreviation AC stands for Accra
3	SC	The third component represents the level of court. SC stands for the Supreme Court.
4	J4	The 4 <sup>th</sup> component represents the particular case type. J4 stands for Civil Appeals. Refer below the table for the various case types at the Supreme Court and their representations.
5	01	This 5 <sup>th</sup> component represents the number of

		cases registered in that legal year under the said case type. 01 stands for the 1 <sup>st</sup> Civil Appeal case filed in the year in question.
6	2020	The 6 <sup>th</sup> component represents the legal year within which the case was filed or registered. Here, the case was filed in 2020.

**The following are the various categories of cases filed in the Supreme Court and their respective abbreviations:**

1. Constitutional/Election Petition..... J1
2. Appeals from National House of Chiefs/Chieftaincy matters..... J2
3. Criminal Appeals..... J3
4. Civil Appeals..... J4
5. Supervisory Jurisdiction cases..... J5
6. References from the Courts below to the Supreme Court for  
Constitutional Interpretation..... J6
7. Review cases both civil and criminal..... J7

8. Extension of time, Release of money, Substituted service etc.....

J8

**5. STANDARD SUIT NUMBER FORMAT FOR THE COURT OF APPEAL**

Using **GR/AC/CA/H2/120/2023** (Greater Accra) as example:

<b>GR/AC/CA/H2/124/2020</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	GR	The 1 <sup>st</sup> component represents the region in which the court is located. In this instance, GR stands for the Greater Accra Region.
2	AC	The 2 <sup>nd</sup> component represents the exact town/district in the region where the court is located. The abbreviation AC stands for Accra.

3	CA	The 3 <sup>rd</sup> component represents the level of court. CA stands for the Court of Appeal
4	H2	The 4 <sup>th</sup> component represents the particular case type. H2 stands for all Criminal Appeals filed. Refer below the table for the various case types at the Court of Appeal and their representations.
5	120	The 5 <sup>th</sup> component represents the number of cases registered in that legal year under the said case type. 120 stands for 120 <sup>th</sup> Criminal Appeals filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

**The following are the various categories of cases filed in the Court of Appeal and their respective representations:**

1. All Civil Appeals ..... H1
2. All Criminal Appeals ..... H2
3. Civil Motions ..... H3
4. Criminal Motions ..... H4

**6. STANDARD SUIT NUMBER FORMAT FOR  
THE HIGH COURT**

Using **UE/BG/HC/E5/06/2020** (Civil Case) and **UE/BG/HC/F6/02/2020** (Criminal Case) as examples:

<b>UE/BG/HC/E5/06/2020 (Civil Case)</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region
2	BG	The 2 <sup>nd</sup> abbreviation represents the exact town/district in the region where the court is located. BG represents Bolgatanga
3	HC (for a single Court)  HC1, HC2, etc. (when there are more than one High Court in the Complex)	The third abbreviation stands for the level of court. HC represents High Court.  Where there is more than one High Court, you indicate the name of the Court i.e 'HC1' for High Court 1, 'HC2' for High Court 2 etc.
4	E5	The 4 <sup>th</sup> component represents the particular case type. E5 stands for Divorce & Matrimonial case. Refer below, the table for the various civil cases and their respective representations at the High Court.

5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represents the sixth matrimonial case filed in the legal year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

**The following are the various categories of civil cases filed in the High Court and their respective representations:**

1. Land..... E1
2. Commercial..... E2
3. Industrial..... E3
4. Defamation..... E4
5. Divorce and Matrimonial..... E5
6. Estate Matters..... E6
7. Estate Actions..... E7
8. Running Down (Accident)..... E8

- 9. Adoption..... E9
- 10. Prerogative Writs..... E10
- 11. Election Matters..... E11
- 12. Appeals from Below..... E12
- 13. Others ..... E13

<b>UE/BG/HC/F5/02/2020 (Criminal Case)</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region
2	BG	The 2nd abbreviation stands for the exact town/district in the region where the court is located. BG represents Bolgatanga.
3	HC (for a single Court)	The third abbreviation stands for the level of court. HC represents High Court. Where there is more than one High Court, you indicate the



	HC1, HC2, etc. (when there are more than one High Court in the Complex)	name of the Court i.e 'HC1' for High Court 1, 'HC2' for High Court 2 and so on.
4	F5	The 4 <sup>th</sup> component represents the particular case type. F5 stands for kidnapping case. Refer below the table for the various criminal offences and their respective representations at the High Court
5	02	This stands for the number of cases registered in that legal year under the said case type. 02 represents the second kidnapping case filed in the year in question.
6	2020	The legal year within which the cases were filed or registered. Here, the case was filed in 2020.

**The following are the various categories of criminal cases filed in the High Court and their respective representations:**

1. Attempts, Abetment and Conspiracy..... F1
2. Criminal Homicide and Similar Offence..... F2
3. Criminal Harm to the Person..... F3

4.	Causing Unlawful Damage.....	F4
5.	Kidnapping, Abduction and Similar Offences.....	F5
6.	Sexual Offences.....	F6
7.	Offences involving Dishonesty.....	F7
8.	Forgery and Similar Offences.....	F8
9.	Unlawful Damage Offences.....	F9
10.	Treasonable Offences.....	F10
11.	Offences against the Peace.....	F11
12.	Offences against Justice Administration.....	F12
13.	Public Office and Election Matters.....	F13
14.	Public Morals and Nuisance Offences.....	F14
15.	Appeals from Below.....	F15
16.	Other Offences.....	F16

## THE SPECIALIZED COURTS

The Specialized Courts have limited and frequently exclusive jurisdiction in one or more specific fields of the law. Examples of Specialized Courts in the High Court Division are Commercial Courts, Financial and Economic Crimes, Human Rights Courts, and the Land Courts.

The steps outlined below must be followed in generating and assigning suit numbers to cases filed in the specialized courts.

### COMMERCIAL COURT

Using **UE/BG/CM/BFS/06/2020** as example:

<b>UE/BG/CM/BFS/06/2020</b>		
STEPS	COMPONENT	MEANING
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region
2	BG	The 2nd abbreviation represents the exact town/district in the region where the court is located. BG represents Bolgatanga
3	CM (for a single Court)  CM1, CM2, etc. (when there is more than one Commercial Court in the Complex)	The third abbreviation stands for the level of court. CM represents Commercial Court. Where there is more than one Commercial Court, you indicate the name of the Court i.e 'CM1' for Commercial Court 1, 'CM2' for Commercial Court 2 and so on.

4	BFS	The 4 <sup>th</sup> component represents the particular case type. BFS stands for Banking and Finance Services. Refer below the table for the various types of cases under commercial and their respective representations.
5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represent sixth Banking and Finance Services case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

**The following are the various categories of cases filed in the specialized divisions of the High Court and their respective representations:**

**Commercial Division**

1. Business Document or Contract..... BDC
2. Restructuring or Payment of Commercial Debts..... RPC
3. Banking and Finance Services..... BFS
4. Other Claims of Commercial Nature..... OCC

5.	Transfer of Other Claims of Commercial Nature.....	TOCC
6.	Winding up or Bankruptcy of a Commercial Org .....	
	WBC	
7.	Tax Matters.....	TAX
8.	Insurance and Re-insurance.....	INS
9.	Dispute involving Commercial Arbitration.....	DCA
10.	Carriage of Goods by Sea, Air, Land or Pipe line.....	CGS
11.	Transferred Restructuring or Payment of Commercial Debt.....	TRPC
12.	Intellectual Property Right, Patent Copyright, Trademarks.....	
	IPR	
13.	Miscellaneous.....	MISC
14.	Interpleader.....	INTD
15.	Application under the Companies Code.....	ACC
16.	The Export or Import of Goods.....	EXI

**LAND Division**

Using **EAS/KF/LD/SOL/06/2020** as example:

<b>EAS/KF/LD/SOL/06/2020</b>		
STEPS	COMPONENT	MEANING
1	EAS	The first abbreviation stands for the region in which the court is located. In this instance, EAS represents The Eastern Region
2	KF	The 2nd component represents the exact town/district in the region where the court is located. KF represents Koforidua
3	LD (for a single Court)  LD1, LD2, etc. (when there is more than one Land Court in the Complex)	The third abbreviation stands for the level of court. LD represents Land Court. Where there is more than one Land Court, you indicate the name of the Court i.e 'LD1' for Land Court 1, 'LD2' for Land Court 2 and so on.
4	SOL	The 4 <sup>th</sup> component represents the particular case type. SOL stands for Stool Lands. Refer below the table for the various types of cases under Land Court and their respective representations.
5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represent sixth Stool Land case

		filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

- 1. Family Lands..... FAL
- 2. Stool Lands..... SOL
- 3. Industrial Related Lands..... IRL
- 4. Land Appeals..... LDA

**HUMAN RIGHTS Division**

Using **EAS/KF/HR/DM/06/2020** as example:

<b>EAS/KF/HR/DM/06/2020</b>		
STEPS	COMPONENT	MEANING
1	EAS	The first abbreviation stands for the region in which the court is located. In this instance, EAS represents The Eastern Region
2	KF	The 2nd component represents the exact town/district in the region where the court is

		located.. KF represents Koforidua
3	HR (for a single Court)  HR1, HR2, etc. (when there is more than one Human Right Court in the Complex)	The third abbreviation stands for the level of court. HR represents Human Right Court. Where there is more than one Human Right Court, you indicate the name of the Court i.e 'HR1' for Human Right Court 1, 'HR2' for Human Right Court 2 and so on.
4	DM	The 4 <sup>th</sup> component represents the particular case type. DM stands for Divorce and Matrimonial. Refer below the table for the various types of cases under Human Right Court and their respective representations.
5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represent sixth Divorce and Matrimonial case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

1. Industrial and Labour..... IL
2. Divorce and Matrimonial..... DM
3. Financial Tribunal..... FT



- 4. Human Rights..... HRT
- 5. Adoption..... ADPT
- 6. Custody..... CTD

**7. STANDARD SUIT NUMBER FORMAT FOR THE CIRCUIT COURT**

Using **UW/WA/CC/C5/06/2022**(Civil Case) and **UW/WA/CC/D4/03/2018** (Civil Case) as examples:

<b>UW/WA/CC/C5/08/2022 (Civil Case)</b>		
STEPS	COMPONENT	MEANING
1	UW	The first abbreviation stands for the region in which the court is located. In this instance, UW represents the Upper West region.
2	WA	The 2nd component represents the exact town/district in the region where the court is located.. WA represents Wa
3	CC (for a single Court)  CC1, CC2, etc. (when there is more than one Circuit Court in the Complex)	The third abbreviation stands for the level of court. CC represents Circuit Court.  Where there is more than one Circuit Court, you indicate the name of the Court i.e 'CC1' for Circuit Court 1, 'CC2' for Circuit Court 2 and so on.
4	C5	

		The 4 <sup>th</sup> component represents the particular case type. C5 stands for Defamation case. Refer below the table for the various civil cases and their respective representations at the Circuit Court.
5	08	Stands for the number of cases registered in that legal year under the said case type. 08 represents the eighth defamation case filed or registered in that particular legal year
6	2022	The legal year within which the case was filed or registered. Here, the case was filed in the legal year 2022.

**The following are the various categories of civil cases filed in the Circuit Court and their respective representations:**

1. Land..... C1
2. Commercial.....  
C2
3. Industrial.....  
C3

4. Divorce and Matrimonial.....  
C4
5. Defamation.....  
C5
6. Family Tribunal.....  
C6
7. Letters of Administration.....  
C7
8. Estate Actions.....  
C8
9. Landlord/Tenant.....  
C9
10. Running Down (Accident).....  
C10
11. Others.....  
C11

**UW/WA/CC/D4/03/2018 (Criminal Case)**

STEPS	COMPONENT	MEANING
1	UW	The first abbreviation stands for the region in which the court is located. In this instance, UW represents the Upper West region.
2	WA	The 2nd abbreviation represents the exact town/district in the region where the court is located.. WA represents Wa
3	CC (for a single Court)  CC1, CC2, etc. (when there is more than one Circuit Court in the Complex)	The third abbreviation stands for the level of court. CC represents Circuit Court. Where there is more than one Circuit Court, you indicate the name of the Court i.e 'CC1' for Circuit Court 1, 'CC2' for Circuit Court 2 and so on.
4	D4	The 4 <sup>th</sup> component represents the particular case type. D4 stands for Assault and similar offences. Refer below the table for the various criminal offences and their respective representations at the circuit court.
5	03	Stands for the number of cases registered in that legal year under the

		said case type. 03 represents the third Assault and Similar offence case filed in that legal year.
6	2018	The calendar year within which the cases were filed or registered. Here the case was filed in the year 2018

**The following are the various categories of criminal cases filed in the Circuit Court and their respective representations:**

1. Attempts, Abetment and Conspiracy..... D1
2. Committal and Similar Offences..... D2
3. Criminal Harm to the Person .....  
D3
4. Assault and Similar Offences .....  
D4
5. Kidnapping, Abduction and Similar Offences .....  
D5
6. Sexual Offences..... D6
7. Offences involving Dishonesty..... D7
8. Forgery and Similar Offences..... D8

9.	Unlawful Damage Offences.....	D9
10.	Offences Against the Peace.....	D10
11.	Offences Against Justice Administration.....	D11
12.	Public Office and Election Matters.....	D12
13.	Public Morals and Nuisance Offences.....	D13
14.	Motor Traffic Offences .....	D14
15.	Sanitary and Similar offences .....	D15
16.	Juvenile Offences.....	D16
17.	Inquest.....	D17
18.	Other Offences.....	D18

**8. STANDARD SUIT NUMBER FORMAT FOR THE DISTRICT COURT**

Using **AR/BK/DC/A5/06/2020**(Civil Case) and **AR/BK/DC/B7/02/2013**(Criminal Case) as example:

<b>AR/BK/DC/A5/06/2020 (Civil Case)</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	AR	The first abbreviation stands for the region

		in which the court is located. AR represents The Ashanti Region
2	BK	The 2nd abbreviation represents the exact town/district in the region where the court is located.. BK stands for Bekwai
3	DC (for a single Court) DC1, DC2, etc. (when there is more than one District Court in the Complex)	The third abbreviation stands for the level of court. DC represents District Court. Where there is more than one District Court, you indicate the name of the Court i.e 'DC1' for District Court 1, 'DC2' for District Court 2 and so on.
4	A5	The 4 <sup>th</sup> component represents the particular case type. A5 stands for defamation case. Refer below the table for the various civil cases and their respective representations at the District Court.
5	06	Stands for the number of cases registered in that legal year under the said case type. 06 represents the sixth defamation cases filed or registered in the year in question.
6	2020	The calendar year within which the cases were filed or registered. Here, the cases was filed in the year 2020

**The following are the various categories of civil cases filed in the District Court and their respective representations:**

1. Land..... A1

2.	Commercial.....	A2
3.	Industrial.....	A3
4.	Divorce and Matrimonial.....	A4
5.	Defamation.....	A5
6.	Family Tribunal.....	A6
7.	Letters of Administration.....	A7
8.	Estate Actions.....	A8
9.	Landlord/Tenant .....	A9
10.	Running Down (Accident).....	A10
11.	Others.....	A11

<b>AR/BK/DC/B7/02/2013 (Criminal Case)</b>		
STEPS	COMPONENT	MEANING
1	AR	The first abbreviation stands for the region in which the court is located. AR represents The Ashanti Region



2	BK	The 2nd abbreviation represents the exact town/district in the region where the court is located. BK stands for Bekwai
3	DC (for a single Court)  DC1, DC2, etc. (when there is more than one District Court in the Complex)	The third abbreviation stands for the level of court. DC represents District Court.  Where there is more than one District Court, you indicate the name of the Court i.e 'DC1' for District Court 1, 'DC2' for District Court 2 and so on.
4	B7	The 4 <sup>th</sup> component represents the particular case type. B7 stands for Dishonesty case. Refer below the table for the various criminal offences and their respective representations at the District Court.
5	02	Stands for the number of cases registered in that legal year under the said case type. 02 here indicates the second Dishonest case filed in the year in question.
6	2020	The legal year within which the cases were filed or registered. Here, the case was filed in the legal year 2020

**The following are the various categories of criminal cases filed in the District Court and their respective representations:**

1. Attempts, Abetment and Conspiracy.....  
B1
2. Committal and Similar Offences.....  
B2
3. Criminal Harm to the Person ..... B3
4. Assault and Similar Offences ..... B4
5. Kidnapping, Abduction and Similar Offences ..... B5
6. Sexual Offences..... B6
7. Offences involving Dishonesty..... B7
8. Forgery and Similar Offences ..... B8
9. Unlawful Damage Offences..... B9
10. Offences Against the Peace..... B10
11. Offences Against Justice Administration..... B11
12. Public Office and Election Matters..... B12
13. Public Morals and Nuisance Offences..... B13
14. Motor Traffic Offences ..... B14

15.	Sanitary and Similar offences .....	B15
16.	Juvenile Offences.....	B16
17.	Inquest.....	B17
18.	Other Offences.....	B18

**9. STANDARD SUIT NUMBER FORMAT FOR CONTEMPT APPLICATION**

Contempt applications involve allegations of a party's disobedience or disregard for court orders, leading to contempt of court.

1. Where a contempt application arises in pending proceedings, the application should bear the title of the pending matter and be placed on the docket of the substantive matter before the same judge.
2. The contempt application (CA) should be assigned as the 7<sup>th</sup> step in the existing suit number before the year the case was filed to help with easy identification of such an application.

An illustration of generating a suit number for such an application is shown below:

Using **UE/BG//HC/E8/06/2020/CA/01/2022 (a pending case)** as example:

<b>UE/BG//HC/E8/06/2020/CA/01/2022</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>

1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region
2	BG	The 2nd abbreviation stands for the exact town/district in the region where the court is located. . BG represents Bolgatanga
3	HC (for a single Court)  HC1, HC2, etc. (when there is more than one High Court in the Complex)	The third abbreviation stands for the level of court. HC1 represents High Court 1. Where there is more than one High Court, you indicate the name of the Court i.e 'HC1' for High Court 1, 'HC2' for High Court 2 and so on.
4	E8	The 4 <sup>th</sup> component represents the particular case type. E8 stands for Running Down case.
5	06	This stands for the number of applications registered in that legal year under the said case type. 06 represent sixth Running Down case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.
7	CA	The 7 <sup>th</sup> component represents the particular application type. CA stands for Contempt Application. Where there is more than one contempt application, indicate CA1 for the first Contempt Application, CA2 for the second etc.

8	01	This stands for the number of contempt applications registered in that legal year under the said case type. 01 represent first contempt application filed in the year in question.
9	2022	The legal year within which the CA was filed or registered. Here, the CA was filed in 2022.

**10. STANDARD SUIT NUMBER FORMAT FOR  
ORIGINATING MOTIONS**

Originating motions are a formal way to initiate legal proceedings before a court, often without a pre-existing case.

The suit numbers for originating motions should follow the example below.

Using **UE/BG//HC/OM/06/2020/** as example:

<b>UE/BG//HC/OM/06/2020</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region

2	BG	The 2nd component stands for the exact town/district in the region where the court is located. BG represents Bolgatanga
3	HC (for a single Court)  HC1, HC2, etc. (when there is more than one High Court in the Complex)	The third abbreviation stands for the level of court. HC1 represents High Court 1. Where there is more than one High Court, you indicate the name of the Court i.e 'HC1' for High Court 1, 'HC2' for High Court 2 and so on.
4	OM	The 4 <sup>th</sup> component represents the particular case type. OM stands for Originating Motion.
5	06	This stands for the number of applications registered in that legal year under the said case type. 06 represent sixth Originating Motion case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

## **11. STANDARD SUIT NUMBER FORMAT POST JUDGMENT APPLICATIONS/LITIGATIONS**

Post-judgment litigation is any legal action that seeks to enforce or to modify a previous final judgment of the Court. Usually, such litigation involves the same parties to the prior proceeding.

A final judgment is the Court's ultimate decision in a case and signifies the conclusion of the action in Court. Enforcement of final judgments involves either compelling a party to pay a certain sum of money found by the Court to be due and owing to the other party, or to perform or refrain from performing some act described in the final judgment.

The Court can use its contempt powers to compel or to punish a party who willfully fails to comply with a specific non-monetary term or condition in the final judgment.

The generation of suit numbers for post-judgment litigations should be as follows:

- For post judgement litigations, it is important to link the particular post judgement application filed to the substantive matter by indicating the type of post judgement application filed, the sequential number of the post judgement application and the year in which it was filed.

Example: [Region]-[Town]- [ Court Identifier]- [Case Type Identifier]- [Serial Number]- [Year of Filing] - [Post Judgement Application]- [Serial Number]- [Year of Filing]

**UE/BG/CM/BFS/06/2020/GO/O1/2022**

Using **UE/BG/CM/BFS/06/2020/GO/O1/2022** as example:

<b>UE/BG/CM/BFS/06/2020/GO/O1/2022</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region

2	BG	The 2nd abbreviation stands for the exact town/district in the region where the court is located.. BG represents Bolgatanga
3	CM (for a single Court)  CM1, CM2, etc. (when there is more than one Commercial Court in the Complex)	The third abbreviation stands for the level of court. CM represents Commercial Court. Where there is more than one Commercial Court, you indicate the name of the Court i.e 'CM1' for Commercial Court 1, 'CM2' for Commercial Court 2 and so on.
4	BFS	The 4 <sup>th</sup> component represents the particular case type. BFS stands for Banking and Finance Services. Refer below the table for the various types of cases under commercial and their respective representations.
5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represent sixth Banking and Finance Services case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.
7	GO	The 7th component represents the particular post judgement application type. GO stands for Garnishee Order. Refer below the table



		for the various types of post judgment applications under commercial court and their respective representations.
8	01	This stands for the number of post judgement applications registered in that legal year under the said application type. 01 represent first Garnishee Order filed in the year in question.
9	2022	The legal year within which the post judgement application was filed or registered. Here, the Garnishee order was filed in 2022.

**The following are the various categories of post judgment applications filed in the  
..... Courts and their respective representations:**

1. Stay of Execution of Judgement..... ASEJ
2. Injunction Applications..... AIJ
3. Application for Reserved Price..... ARP
4. Application for Correction of Judgement..... ACJ
5. Application for Examination of Judgment Debtor..... AEJD
6. Application for Variation ..... AVR

7.	Application for Garnishee Order.....	AGO
8.	Application for Preservation.....	APRV
9.	Application for Payment out of Court.....	APC
10.	Application for Investment of Money paid into Court.....	AIM
11.	Application for Interpleader action.....	INTD
12.	Miscellaneous.....	MISC

**12. SUIT NUMBER GENERATION IN THE E-JUSTICE SYSTEM**

The e-Justice system of Ghana is a platform that aims to enhance access to justice, reduce case backlog, and streamline legal processes through the use of technology. The suit number generation process is a fundamental aspect of the system, serving as a unique identifier for each legal case filed electronically.

**Current Suit Number Format in the e-Justice system**

The suit number generated in the system typically consists of the following elements:

1. **Court Identifier:** A code or abbreviation identifying the specific court where the case is filed.
2. **Serial Number:** A unique sequential number assigned to each case filed within a given legal year.
3. **Year of Filing:** The four-digit year when the case is initiated.

Example: [Court Identifier]- [Serial Number]- [Year of Filing]

LD/0002/2023 (Land Court Case filed in 2023, the second land case)

### **Proposed suit number generation format in the e-Justice System**

We propose that the suit number generated in the e-Justice system should follow the format below;

Example: [Region]-[Town]- [ Court Identifier]- [Case Type Identifier]- [Serial Number]- [Year of Filing] as in

**UE/BG/CM/BFS/06/2020**

Using **UE/BG/CM/BFS/06/2020** as example:

<b>UE/BG/CM/BFS/06/2020</b>		
<b>STEPS</b>	<b>COMPONENT</b>	<b>MEANING</b>
1	UE	The first abbreviation stands for the region in which the court is located. In this instance, UE represents The Upper East Region
2	BG	The 2nd abbreviation stands for the the exact town/district in the region where the court is located.. BG represents Bolgatanga
3	CM (for a single Court)  CM1, CM2, etc. (when there is more than one Commercial	The third abbreviation stands for the level of court. CM represents Commercial Court. Where there is more than one Commercial Court, you indicate the name of the Court i.e 'CM1' for Commercial Court 1, 'CM2' for Commercial Court 2 and so on.

	Court in the Complex)	
4	BFS	The 4 <sup>th</sup> component represents the particular case type. BFS stands for Banking and Finance Services. Refer below the table for the various types of cases under commercial and their respective representations.
5	06	This stands for the number of cases registered in that legal year under the said case type. 06 represent sixth Banking and Finance Services case filed in the year in question.
6	2020	The legal year within which the case was filed or registered. Here, the case was filed in 2020.

### **Suit Number Generation for other Applications (Contempt, Originating Motions and Post-Judgment) in the e-Justice System**

- The e-Justice system has been designed to generate suit numbers with digits between one (1) digit to ten (10) digits.
- This implies that the e-Justice system can generate suit numbers for a newly filed case which is six (6) digits e.g. **UE/BG/CM/BFS/06/2020**
- And can also generate suit numbers for other applications such as Post-judgment Applications which are nine (9) digits e.g. **UE/BG/CM/BFS/06/2020/GO/O1/2022.**

- In view of this, the generation of suit numbers in the manual system can be replicated in the e-Justice system for all cases, applications and originating motions.

### **13 CONCLUSION:**

The generation of suit numbers is a fundamental aspect of case management in our judicial system. Properly formatted and consistently assigned suit numbers help facilitate efficient case tracking, reduce errors, and enhance transparency. This guide is intended to serve as a reference for Registrars to ensure the accurate and uniform assignment of suit numbers.

It is imperative that all Registrars follow this protocol to maintain the integrity and reliability of the Service's case management system.

We trust that this guide will contribute to the overall effectiveness of court processes and the fair administration of justice.

If you have any further questions or require additional information, please do not hesitate to reach out to the following persons:

- Director, Court Services
- Director, M&E Department

### **14. CITATION**

This document shall be cited as Administrative Guide on Suit Number Generation 2024

### **15. COMMENCEMENT**

This Administrative Guideline shall come into force on a date to be determined by the Honourable Lady Chief Justice

## **16. APPLICATION**

This Guideline apply to all hierarchy of courts in Ghana.

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

## APPENDIX 1: ABBREVIATIONS FOR REGIONS AND TOWNS

<b>AHAFO REGION(AHF)</b>	<b>ABBREVIATION</b>		
GOASO	GS		
KENYASI	KS		
BECHEM	BC		
HWIDIEM	HD		
KUKUOM	KK		
DUAYAW NKWANTA	DN		
<b>ASHANTI REGION(ASH)</b>	<b>ABBREVIATION</b>	<b>ASHANTI REGION(ASH)</b>	<b>ABBREVIATION</b>
KUMASI	KSI	NYINAHIN	NH
TEPA	TP	BAREKESE	BK
KONONGO-ODUMASE	KOD	ASIWA	AW
JUASO	JS	KUNTENASE	KN
ASOKORE	ASK	TUTUKA	TK
ASOKWA	AK	AKOMADAN	AKM
BEKWAI	BKW	NSUTA	NT
EJISU	ES	EFFIDUASE	ED
EJURA	EJ	KUMAWU	KM
JUABEN	JBN	AGONA	AN
MAMPONTENG	MPT	ADUM – KUMASI	ADK

BONO EAST (BNE)		ABBREVIATION	
KWADASO	KDS	NKAWIE	NK
MAMPONG	MP	AKROPONG ASHANTI	AKP
OBUASI	OB	ATASEMANSO	AM
OFFINSO	OFS	ABUAKWA	ABK
OFORIKROM	OK	ADANSI ASOKWA	AA
OLD TAFO	OT	DONYINA	DY
SUAME	SM	PREMPEH ASS HALL – KUMASI	PAK
FOMENA	FM	TWEDIE	TD
NEW EDUBIASE	NE	KWASO	KS
KODIE	KD	MANSO ADUBIA	MA
MANKRANSO	MKS	TOASE	TS
ADUGYAMA/DWINYAM A	ADG	PAKYI NO. 2	PK2
AKROFUOM	AF	BONWIRE	BW
JACOBUS	JB	BOMPATA	BP
EDUBIA	EB	BOAMANG	BM
MANSO-NKWANTA	MN	DROBONSO	DB
AGOGO	AG	WIAMOASE	WM
FOASE	FS	POKUKROM	PK
		NTONSO	NS



ATEBUBU	AB
KINTAMPO	KTP
NKORANZA	NKZ
TECHIMAN	TC
KWAME DANSO	KD
YEJI	YJ
JEMA	JM
BUSUNYA	BS
TUOBODOM	TB
KAJAJI	KJ
PRANG	PG

<b>BONO REGION(BON)</b>	<b>ABBREVIATION</b>
DORMAA AHINKRO	DA
DROBO	DB
SUNYANI	SYN
WENCHI	WCH
NSAWKAW	NK
SAMPA	SP
ODUMASI	OD
WAMFIE	WF
BANDA AHENKRO	BA
NKRAN NKWANTA	NN
JINIJINI	JJ

FIAPRE	FP		
BEREKUM	BK		
NSOATRE	NT		
<b>CENTRAL REGION(CEN)</b>	<b>ABBREVIATION</b>	<b>CENTRAL REGION(CEN)</b>	<b>ABBREVIATION</b>
CAPE COAST	CC	AWUTU BERAKU	AB
SWEDRU	SD	ESSARKYIR	EK
ASSIN FOSU	AF	AFRANSI	AF
KASOA	KS	POTSIN	PS
WINNEBA	WB	APAM	AP
ELMINA	EL	HEMANG	HM
SALTPOND	SP	TWIFU PRASO	TP
DUNKWA-ON-OFFIN	DNO	DIASO	DS
ABURA DUNKWA	AD	MANKESIM	MK
NSABA	NB	OFAAKOR	OF
AJUMAKO	AK	DAWURAMPONG	DM
BREMAN ASIKUMA	BA	NYANKOMASI AHENKRO	NA
ASSIN BEREKU	ABK	GOMOA AFRANSI	GA
KYEKEWERE/NSUAEM	KK	AGONA NSABAA	AN

<b>EASTERN REGION(EAS)</b>	<b>ABBREVIATION</b>	<b>EASTERN REGION(EAS)</b>	<b>ABBREVIATION</b>
KUKURANTUMI	KT	COALTAR	CT
KIBI	KB	NEW ABIREM	NA

AKROPONG AKWAPIM	AA	AKIM SWEDRU	AS
AKIM ODA	AO	AKWATIA	AT
KADE	KD	BEGORO	BG
NKAWKAW	NK	OSINO	OSN
ODUMASE KROBO	OK	DONKORKROM	DK
EFFIDUASE	ED	TEASE	TS
KOFORIDUA	KF	ABETIFI	AT
NSAWAM	NW	MPRAESO	MS
SUHUM	SH	ADUKROM	AK
ASAMAKESE	AK	ASESEWA	AW
SOMANYA	SN	ADEISO	AS
ACHIASE	ACH	KYEBI	KYB
ABURI	AB	MPRAESO	MS
OFOASE	OS	AKIM OFOASE	AKO
MANSO	MS	MAMPONG- AKWAPIM	MA
ATIMPOKU	AP	SENCHI FERRY	SF
ANYINAM	AN	NEW TAFO	NT
KWABENG	KWB	NKWATIA	NK

<b>GREATER ACCRA (GR)</b>	<b>ABBREVIATION</b>	BAATSONA-SPINTEX	BAS
ACCRA	ACC	KPONE	KN

TEMA	TM	NUNGUA	NG
LATEBIOKORSHIE	LK	LA	LA
ABLEKUMA NORTH	AN	MADINA	MD
DANSOMAN	DC	TESHIE	TS
ADENTA	AD	ABEKA	ABK
ASHAIMAN	ASH	WEIJA	WJ
KOKOMLEMLE	KK	ADA FOAH	ADF
NIMA	NM	SEGE	SG
ACCRA NEWTOWN	ANT	PRAMPAM	PP
DZORWULU	DZW	DODOWA	DD
NGLESHIE AMANFROM	NGA	KANESHIE	KS
SOWUTUOM	SWT	DORVSU, POLICE HQ	DPH
ABOKOBI	AK	ASOFAN – OFANKOR	ASF
OFANKOR	OFK	GBESE	GS
AMASAMAN	AS	GBETSELE	GT
OSU	OS	ACHIMOTA	ACH

<b>NORTHERN (NOR)</b>	<b>ABBREVIATION</b>	<b>NORTHERN (NOR)</b>	<b>ABBREVIATION</b>
TAMALE	TML	KUMBUNGU	KBG
GUSHEIGU	GSH	SANG	SG