



**PEJABAT PENDAFTAR MAHKAMAH TINGGI SABAH DAN SARAWAK**

KOMPLEKS MAHKAMAH KOTA KINABALU  
NO. 1, JALAN KEBAJIKAN  
PETI SURAT NO. 10837, 88300 KOTA KINABALU  
SABAH

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Ruj. Tuan :

~~PMTSS~~ /SBH/100-1/14 (2)

Tarikh 21 November 2024

Sessions Court Judges  
Sabah and Sarawak

Deputy Registrars  
Sabah and Sarawak

Magistrates  
Sabah and Sarawak

Senior Assistant Registrars  
Sabah and Sarawak

Assistant Registrars  
Sabah and Sarawak

Tuan/ Puan,

**REGISTRAR'S CIRCULAR NO. 1 OF 2024**

**APPEAL RECORDS FOR CRIMINAL CASES FROM THE SUBORDINATE COURTS IN SABAH AND SARAWAK TO THE HIGH COURTS IN SABAH AND SARAWAK**

I respectfully refer to the above matter and the Direction on Preparation of Appeal Records in the High Courts and Subordinate Courts in Sabah and Sarawak issued on 11 November 2021.

2. For the purpose of standardisation and consistency, and having consulted the Right Honourable Chief Judge of Sabah and Sarawak, the Record of Appeals in criminal cases from the Subordinate Courts in Sabah and Sarawak to the High Courts in Sabah and Sarawak shall comprise of four main volumes with the contents compiled in the following manner:

VOLUME	CONTENTS
1	1. Particulars of trial; 2. Notice of Appeal to the High Court; 3. Petition of Appeal to the High Court; 4. Charge sheet; 5. Sealed Order from the Sessions Court/Magistrates' Court; 6. Grounds of Judgment from the Sessions Court/Magistrates' Court;

	<p><b>NOTE:</b></p> <p>(i) Pursuant to section 307(3) of the Criminal Procedure Code, in the event of an appeal upon filing of the Notice of Appeal, the Court will only be preparing and serve the Grounds of Judgment to the appellant or his advocate;</p> <p>(ii) As for the period of filing of Petition of Appeal, it is as provided under section 307(4) and (5) of the Criminal Procedure Code.</p>
2	<p>1. Notes of Proceedings from the Sessions Court/Magistrates' Court;</p> <p>2. Witnesses' Statements (Where applicable);</p> <p><b>NOTE:</b></p> <p>(i) Each bundle must not exceed 200 pages;</p> <p>(ii) If it exceeds 200 pages, the subsequent notes of proceedings and/or witnesses' statements must be compiled in separate volumes marked as 2A, 2B and so forth;</p> <p>(iii) Notes of proceedings will only be provided upon request as provided under section 307(5) of the Criminal Procedure Code.</p>
3	<p>1. All documentary exhibits and/or photographs.</p> <p><b>NOTE:</b></p> <p>(i) Coloured photographs are only required for ONE set of Record of Appeal;</p> <p>(ii) Each bundle must not exceed 200 pages;</p> <p>(iii) If it exceeds 200 pages, the subsequent documentary exhibits and/or photographs must be compiled in separate volumes marked as 3A, 3B and so forth.</p>
4	<p>1. Prosecution's Written Submissions;</p> <p>2. Defence's Written Submissions</p> <p><b>NOTE:</b></p> <p>This bundle must not contain bundle of authorities.</p>

3. Please note that the court will only be preparing the Record of Appeal and serve the same to the parties upon the filing of the Petition of Appeal as provided under section 308 of the Criminal Procedure Code.

4. This directive shall take effect immediately and the Registrar's Circular No. 1 of 2016 is hereby revoked.

Thank you.

**“MALAYSIA MADANI”**

**“BERKHIDMAT UNTUK NEGARA”**

Saya yang menjalankan amanah,



**(NIXON ANAK KENNEDY KUMBONG)**

Registrar  
High Court of Sabah and Sarawak  
Kota Kinabalu  
Sabah

c.c.

1. The Right Honourable Chief Judge of Sabah and Sarawak
2. The Honourable Judges  
High Court in Sabah and Sarawak
3. The Honourable Judicial Commissioners  
High Court in Sabah and Sarawak
4. Director of Sabah Courts
5. Director of Sarawak Courts
6. Registrar  
Subordinate Courts of Sabah and Sarawak
7. Director of Prosecution  
Sabah
8. Director of Prosecution  
Sarawak
9. President  
Sabah Law Society
10. President  
Advocates Association of Sarawak