

THE SUPREME COURT OF THE MALAYAN UNION

CIRCULAR NO. 7 OF 1946

To: The Assistant Registrar, S.C.

The District Judge,

Judge's Secretary.

CORRESPONDENCE

Attention is drawn to the fact that the volume of correspondence which passes through this Registry has assumed considerable proportions. It is essential therefore that the provisions of General Orders relating to correspondence be closely observed. The following simple rules should be followed:-

- (i) All correspondence should be numbered and dated at source. The numbering should have reference to the file of the registry from which the correspondence emanates.
- (ii) When replying, the Registry or Chief Justice's correspondence number should be quoted.
- (iii) Correspondence in each letter should be confined to one subject only.
- (iv) Sufficient copies of correspondence should be sent in cases where such copies would normally be expected to go to other officers or departments, e.g.
 - (a) a letter from a District Judge⁽²⁾ for a ruling on a matter of practice - two copies, one copy for submission to the Chief Justice;
 - (b) an application for an Interpreter's post - three copies, two to go to the Chief Secretary⁽³⁾

2. This Circular has been occasioned by the fact that, recently, long letters have been received on diverse subjects, and in order to conform to and facilitate the system of filing in this Registry it has been necessary to make copies of those letters or cut them up for purposes of assigning them to their appropriate files.

Sd:
REGISTRAR

The Registry,
Supreme Court,