

THE JUDICIAL DEPARTMENT, MALAYSIA

REGISTRAR'S CIRCULAR NO. 2 OF 1967

Service of Summons by Process Servers

In order to keep an effective control of service of process of Court by Process Servers, it is necessary for Senior Assistant Registrars, Magistrates, Assistant Registrars, Registrars and Interpreters in charge of Courts to maintain a record of the summons served. This can be done by recording in a book each time the Magistrates, Assistant Registrars, Registrars and Interpreters in charge of Courts sign the affidavit of service of summons produced by the process server.

2. All Vouchers in respect of travelling claims by Process Servers should be supported by copies of memos stating that process fees have been received and credited to revenue in each instance. For Departmental record the number of the memo will be noted on the Civil File.

3. The above will enable a monthly check to be made as to whether or not the Process Server is discharging his duties efficiently. If there is a paucity in the number of summons served in a month he should be warned to show improvement and where noticeable improvement has not been made over a period the matter should be reported to this Registry.


(HAMZAH BIN DATO' ABU SAMAH)
REGISTRAR.

High Court Registry,
The Law Courts,
Kuala Lumpur.

30th May, 1967.

(Ref. No. 70 in RSC. 39/54)

Distribution:

All Senior Assistant Registrars, High Court.
All Assistant Registrars, High Court.
All Presidents, Sessions Courts.
All Circuit Magistrates.

TEL/AS

31 MAY 1967
Despatched on _____
By _____