



SUPREME COURT OF NIGERIA

SUPREME COURT (MANDATORY UPLOAD OF ELECTRONIC COPIES OF PROCESSES, RECORD OF APPEAL, AND OTHER MATTERS) PRACTICE DIRECTIONS, 2026

ARRANGEMENT

Commencement	3
1. Purpose	3
2. Scope of Application	3
3. Use of Legal Email for NCMS.....	3
4. Mandatory Submission of Electronic Copies of Records and Filed Processes.....	3
5. Responsibility for Submission.....	4
6. File Requirements.....	4
7. Document Naming Convention.....	4
8. Mode of Submission.....	4
9. Declaration of Completeness and Authenticity.....	4
10. Deadline for Submission	4
11. Effect of Non-Compliance with Mandatory Submission.....	5
12. Direct Compilation and Transmission of Record by Appellant.....	5
13. Electronic Record of Appeal	5
14. Date of Transmission of Record.....	6
15. Fee for Transmission of Record	6
16. Security for Costs and Due Prosecution.....	6
17. Exemption for Indigent Parties.....	6
18. Additional Default Fee	6
19. Mandatory Formatting of all Processes	Error! Bookmark not defined.
20. Citation	Error! Bookmark not defined.

Commencement Date:

1st July, 2026

In the exercise of the powers conferred upon me by Section 236 of the Constitution of the Federal Republic of Nigeria, 1999 (as amended); Order 5 Rule 1(2); Order 17 Rule 2; Order 19 Rule 3 and Order 22 Rule 5 of the Supreme Court Rules 2024 and by virtue of all other powers enabling me in that behalf, I, *Kudirat Motonmori Olatokunbo Kekere-Ekun, GCON*, Chief Justice of Nigeria, hereby issue the following Practice Directions:

1. Purpose

The purpose of these Practice Directions is to facilitate ongoing efforts to ensure timeliness in justice delivery, improve case management, simplify access to court records, and enhance overall administration of justice.

2. Scope of Application

These Practice Directions shall apply to and be observed in all matters currently pending or initiated before the Supreme Court after the commencement of these Practice Directions.

3. Use of Legal Email for NCMS

The Nigeria Case Management System (NCMS) shall only be accessible by the legal mail system issued by the Court or such other electronic mail system as the Chief Registrar of the Court may designate from time to time.

4. Mandatory Submission of Electronic Copies of Records and Filed Processes

- (1) From the Commencement Date, all parties shall submit electronic copies of the records and filed processes in accordance with these Practice Directions.
- (2) For pending matters, each party shall submit electronic copies of records and filed processes:
 - (a) filed by that party; and
 - (b) served on that party by another party in the proceeding.
- (3) For matters commenced after these Practice Directions, each party shall submit electronic copies of processes filed by that party.

5. Responsibility for Submission

Each party or, where they are represented by counsel, their counsel, shall be responsible for making submissions in accordance with these Practice Directions.

6. File Requirements

All electronic documents shall:

- (1) be submitted in an Optical Character Recognition (OCR) enabled PDF format with the text fully searchable for accessibility and navigation.
- (2) include a hyperlinked table of contents at its beginning, to facilitate easy navigation to specific sections within the document.

7. Document Naming Convention

Electronic copies must be saved and submitted using the naming convention stipulated in the First Schedule to these Practice Directions.

8. Mode of Submission

Electronic copies required shall be submitted through the Court's designated online portal at <https://efiling.courts.gov.ng>, or such other portal as may from time to time be designated by the Chief Registrar of the Court.

9. Declaration of Completeness and Authenticity

The party or counsel making a submission shall make a solemn declaration on oath in the manner provided on the submission portal, affirming that the electronic copies submitted represent a true and complete version of the documents filed in Court.

10. Deadline for Submission

Unless otherwise directed by the Chief Justice

- (1) The deadline for submission of electronic copies of documents in pending matters shall not be later than thirty (30) days before the hearing.
- (2) The hard copies of electronically filed documents shall be submitted to the registry within seven (7) days or 48 hours before the Hearing (whichever is earlier).

11. Effect of Non-Compliance with Mandatory Submission

Upon the expiration of the deadline in paragraph 10 of these Practice Directions, no matter shall be scheduled for hearing unless all processes filed in the matter have been submitted in accordance with these Practice Directions.

12. Direct Compilation and Transmission of Record by Appellant

Without prejudice to the provisions of Order 6 Rules 4(1) & 7(1), Order 14 Rule 3(1) and Order 15 Rule 4(2):

- (1) An Appellant in an appeal to which Order 6 Rule 1(1) or (2) of the Rules (General Civil and Criminal Proceedings) relates may, upon written notice to the Registrar of the Court below, compile and transmit the Record of Appeal directly to the Supreme Court before the time prescribed for transmission of the Record of Appeal by the Registrar of the Court below has elapsed, and shall compile and transmit the Record of Appeal not later than thirty (30) days after the time prescribed for transmission of the Record by the Registrar of the Court below has elapsed.
- (2) Where an Appellant compiles and transmits the Record of Appeal pursuant to sub-paragraph (1) of this Paragraph, the provisions of Order 6 Rules (2), (3), (4), (5) and (7) of the Rules shall apply *mutatis mutandis*.
- (3) An Appellant in an appeal to which Order 14 of the Rules (Fast Track Criminal Appeals) relates may, upon written notice to the Registrar of the Court below, compile and transmit the Record of Appeal directly to the Supreme Court before the time prescribed for transmission of the Record of Appeal by the Registrar of the Court below has elapsed.
- (4) An Appellant in an appeal to which Order 15 of the Rules (Procedure in Election Matters) relates may, upon written notice to the Registrar of the Court below, compile and transmit the Record of Appeal directly to the Supreme Court before the time prescribed in Order 15 Rule 4(2) has elapsed.

13. Electronic Record of Appeal

An Appellant who compiles the Record of Appeal pursuant to Paragraph 12 of these Practice Directions shall upload onto the NCMS, accessible at

<https://efiling.courts.gov.ng>, an OCR enabled electronic copy of the Record in PDF format with the text fully searchable for accessibility and navigation. The Appeal Number generated on the NCMS platform shall be clearly inscribed on all physical copies of the Record of Appeal transmitted to the Court.

14. Date of Transmission of Record

The Record of Appeal shall be deemed to have been transmitted on the day on which an electronic copy is uploaded onto the NCMS platform and an Appeal Number generated.

15. Fee for Transmission of Record

- (1) In addition to such amount as may be assessed by the Registrar of the Court below for compilation and transmission of the Record of Appeal, the Appellant shall, upon transmission and uploading of the Record, pay the sum of Five Hundred Thousand Naira (₦500,000.00) or such other amount as the Chief Justice may from time to time prescribe.
- (2) Any party requesting the transmission and uploading of Additional copies of Record of Appeal shall pay a fee of Two Hundred and Fifty Thousand (₦250,000.00) or such other amount as the Chief Justice may from time to time prescribe.

16. Security for Costs and Due Prosecution

Without prejudice to Order 6 Rule 3(2) of the Rules, in assessing the amount of security for costs and due prosecution of the appeal, the Registrar may have regard to the complexity of the case and any previous order as to costs made by the Courts below which remains unpaid by the Appellant.

17. Exemption for Indigent Parties

A person who has obtained leave to proceed as an indigent Party under Order 5 Rule 3 of the Rules shall not be required to pay the fee under Paragraph 15 or give security under Paragraph 16 of these Practice Directions.

18. Additional Default Fee

The default fee set out in the Second Schedule of these Practice Directions shall apply in addition to the fees set out in the Second Schedule of the Rules.

19. Mandatory Formatting of all Processes

- (1) Without prejudice to the provisions of Order 15 Rule 10(2) and Order 16 Rule 3(7)(b) of the Rules, every process filed before the Court shall be typed using standard page margins of 2.54 centimeters on the top, bottom, left and right sides of each page.
- (2) Every process shall be legible, well-bound, prepared in 210mm by 297mm paper size (A4) and typed in clear typographic character. The font type shall be in Arial, Times New Roman or Tahoma of 14 font size with at least 1.5 line spacing.
- (3) A process which does not conform to the formatting specifications shall not be accepted for filing on the NCMS and submission at the physical registry of the Court. Where it is accepted, it shall not be deemed as properly filed.

20. Citation

These Practice Directions may be cited as the Supreme Court (Mandatory upload of Electronic Copies of Processes, Record of Appeal, and Other Matters) Practice Directions, 2026.

DATED this 30TH day of JUNE 2026

HON. JUSTICE Kudirat Motonmori Olatokunbo Kekere-Ekun, GCON
CHIEF JUSTICE OF NIGERIA

FIRST SCHEDULE

Naming Convention for Electronic Copies of Processes

(Pursuant to Paragraph 7)

1. Every electronic copy of a process uploaded pursuant to these Practice Directions shall be named in the following format:

Appeal Number(hyphen)Description of Process(hyphen)Filing Party(hyphen) Document Reference Number

2. The file name shall comprise the following components in the order specified:

- (a) the appeal number;
- (b) a brief description of the process;
- (c) the identity of the filing party; and
- (d) a sequential document reference number assigned by the filing party, commencing with "001" for the first process filed by that party in the appeal and continuing consecutively for each subsequent process.

Examples

- SC_000_2012–Record of Appeal–Appellant–001
- SC_CV_000_2026–Appellant's Brief–Appellant–002

3. Where the appeal number contains the forward slash ("/") character, the forward slash shall be replaced with the underscore ("_") character, as computer file names do not permit the use of the forward slash.

Examples

- SC/4381/2012 shall be written as SC_4381_2012
- SC/CV/2649/2026 shall be written as SC_CV_2649_2026

SECOND SCHEDULE

Amendment to Schedule of Fees in Civil Matters.

Appellate Jurisdiction

S/N		₦ : K
14A	For failure to file any process within the prescribed period, for each additional day thereof.	10,000: 00