



PART 2

HEADQUARTERS

Correspondences are referred to the Chief Registrar at the mail box address— P.O.Box 501, Betio, Tarawa, Republic of Kiribati.

63030010

The phone number 63030010 (land line) connects you with all divisions and officers in the Judiciary HQs and to Bairiki court and Bikenibeu court.

PUBLIC RELATIONS AND COMPLAINT CENTER

One way to improve the services of the Judiciary is through the complaints. So, complaints are seen and treated positively. A Complaint Form is available at the front desk in the Reception Area.

COMPLAINT BY THOSE WITH SPECIAL NEEDS

Complaint by those with special needs must be visited for assistance by the Complaint Center.

COMPLAINT THAT CANNOT BE ASSISTED BY THE COMPLAINT CENTER AND THE SOLUTION

1. Matters that are adjudicated inside the court room are matters for lawyers to resolve inside the court room.
2. If you are not happy with the Judge or Magistrate to hear your case, you have the right to raise it inside the court room to the Judge or the Magistrate.
3. Complaint on lawyers are addressed to the President, Kiribati Law Society. Deliver letter to the Judiciary Complaint Center in closed envelope and we will deliver it to President KLS.

PART 1 continuation

NON-COURT FUNCTIONS OR GENERAL ADMINISTRATION OF THE JUDICIARY

The Corporate Service Division (CSD) is administered by the Executive Director (ED) with these responsibilities -

1. GENERAL ADMINISTRATION under the **Administrative Manager (AM)**—Registry, Reception, Staff Matters [recruitment, discipline, transport, staff records/database, performance appraisals, increment, appointment (temporary, contract, permanent)].

Email—am@kiribatijudiciary.gov.ki

2. DEVELOPMENT AND PUBLIC RELATIONS under the **Development and Public Relations Manager (DPRM)**— Development (HRD and infrastructure development), Public Relations, Complaint Center.

Email—ded@kiribatijudiciary.gov.ki

3. ACCOUNT UNIT under the **Senior Accountant (SA)**— Receipt, Payment, Procurement, Budget, Financial advise.

Email—s_a@kiribatijudiciary.gov.ki

4. INFORMATION TECHNOLOGY under the **IT Manager (ITM)** — Website, Internet, Communications, Software/Hardware management.

Email—itm@kiribatijudiciary.gov.ki

5. LAW LIBRARY AND ARCHIVES under the **Senior Law Librarian and Archivist (SLLA)**— Law Library, High Court Archives, Magistrate Court Archives.

Email—ca@kiribatijudiciary.gov.ki

CORPORATE SERVICE DIVISION, JUDICIARY KIRIBATI

PART 1

In March 2019 the High of Court Kiribati became known as the Judiciary Kiribati.

The High Court Division, the Magistrate Court Division and the Corporate Service Division all together form the Judiciary with the **Chief Registrar** as the **Senior Responsible Officer** of the 3 divisions and the **Chief Justice** as the **Head** of the Judiciary.

After March 2019, the Magistrate Court Division was severed from the High Court Division and administered by the Chief Magistrate. The Corporate Service Division was created to administer the non-court functions or general administrations of the Judiciary. The Chief Registrar administered the High Court and the Court of Appeal.

CORPORATE SERVICE DIVISION BRIEF STRUCTURE AFTER MARCH 2014

Chief Justice



Chief Registrar as SRD and Accounting Officer



Executive Director



Deputy Executive Director



AM



ITM



DPRM



SA



SLLA

PART 3

COMPLAINT THAT CAN BE ASSISTED BY THE COMPLAINT CENTER

For assistance contact — am@kiribatijudiciary.gov.ki, ded@kiribatijudiciary.gov.ki, ed@kiribatijudiciary.gov.ki

You will be required to complete the Complaint Form to register the complaint and to get a registered assistance.

1. Written Judgment—When the hearing is concluded, you must ask for a written judgment. This is the most important documents that you must have after a conclusion of the case. **No written judgment no justice.**

(Written Judgement heard on the outer islands are available only on the outer islands. But after 10 years these documents are available only in the Judiciary HQs Betio)

2. Adjourned Cases— When the case is adjourned you must be fully aware of it and why it is adjourned and when is the next hearing. If the case is being adjourned more than 2 times, you must ask why. It could be you who caused the adjournment or it could be your lawyer or it could be the court. **A delayed case is delayed justice and delayed justice is no justice at all.**

3. Ongoing Cases with no ending— A case must be concluded within disposal timeframe. But a case can be going on and on for many years. **A delayed case is delayed justice and delayed justice is no justice at all.**

4. Lost Cases or case files. A case can be lost because you fail to follow it up or fail to pay your lawyer or simply lost interest in it. But a case being lost due to negligence of the court officers can be assisted by the Complaint Center. **Any negligence of a judiciary officer is an act against justice** and must be reported to the Complaint Center.

PART 3 continuation

COMPLAINT THAT CAN BE ASSISTED BY THE COMPLAINT CENTER

For assistance contact — am@kiribatijudiciary.gov.ki, ded@kiribatijudiciary.gov.ki, ed@kiribatijudiciary.gov.ki

You will be required to complete the Complaint Form to register the complaint and to get a registered assistance.

5. Absences of judiciary officers from work during working hours— Officers of the Judiciary can be absence from work being on approved leave or on sick leave.

6. Judiciary officers are champions of human rights — Officers of the Judiciary protects human right whether function as officers of the Judiciary or acting as citizens outside the judiciary .

PART 4

COMPLAINT PROCESS AND PROCEDURE

Betio, South Tarawa, Outer Islands and islands in the Lines and Phoenix Group

1. Visit a Court Clerk nearest to you
2. Ask for the Complaint Form
 - (i) ask court clerk to assist you completing the form if you need assistance. But the contents of the Form is in Kiribati language.
 - (ii) if your complaint is related to a case, ask court clerk to provide you with case number.
3. Complete the Form and sign it.
4. Leave it with court clerk to send it to Judiciary HQ.
5. If the Complaint Form is not available, submit your complaint by email to these emails -

am@kiribatijudiciary.gov.ki,
ded@kiribatijudiciary.gov.ki,
ed@kiribatijudiciary.gov.ki

PART 5

FUNDAMENTAL RIGHTS WHEN CHARGED WITH A CRIMINAL OFFENCE

1. You are entitled to a fair and public hearing by a competent, independent and impartial tribunal established by law.
2. You are presumed innocent until proven guilty according to law.
3. You are entitled to be informed promptly of any charge against you, to have adequate time and facilities to prepare a defence, to be tried without undue delay, and to defend yourself in person or through legal assistance of your choosing or (where the interests of justice require) provided without payment.
4. You are entitled to have witness on your behalf and to examine witnesses against you.
5. You are entitled to an interpreter if required.
6. You cannot be compelled to testify against yourself or to confess guilt.
7. Juveniles (children), those with disabilities and other vulnerable people require special protection.
8. You cannot be tried twice for the same offence.

PART 6

Receipt of monies

Processing of payment. Payment is collected at Bairiki in the Ministry of Finance.

Cashier Counter opens at 9am and closes at 4pm.