JIGAWA STATE MINISTRY OF JUSTICE

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PROCEDURES FOR LEGAL SERVICES AT THE JIGAWA STATE MINISTRY OF MUSTICE

DEPARTMENT OF PUBLIC PROSECUTIONS

Under the provisions of section 211 (1 &2) of 1999 Constitution of the Federal Republic of Nigeria (as altered) all legal services relating to criminal matters must be processed through the Department of Public Prosecutions (DPP) to whom the powers to prosecute cases were delegated by the Honorable Attorney General of the state.

1. Public Prosecution Services

Step 1: Submission of Request

Where to Submit:

Submit a formal request to the Director of Public Prosecutions (DPP) at the Ministry of Justice Headquarters at the address indicated above. The request is by way of written application submitted to the office of the Hon. Attorney General, Block B, 2nd Floor, New State Secretariat, Jigawa State Ministry of Justice Dutse. stating clearly the nature of one's complaint, with full details of the person or authority complaint against, including full name, address and phone number. The complainant is also required to provide his full contact details.

Mode of Submission: In person at the Ministry of Justice Headquarters, Block "B" 2nd and 3rd Floors, New Secretariat Complex, Dutse, Jigawa State, Dutse OR by email to prosecutions@jsg.gov.ng

Case summary or preliminary investigation report: Evidence documents (e.g., medical reports, forensic evidence, witness statements or detailed facts of the case which form the basis of the complaint).

Acknowledgement of Request: You will receive an acknowledgement slip or email confirming receipt within 24 hours.

Step 2: Review and Case Assignment

Review Process: The DPP will conduct a preliminary review of the case file to ensure all necessary documentation is included. Missing documents will be requested via written request, phone call, SMS, or email within 48 hours of submission.

Assignment: The case is assigned to a State Counsel for prosecution within 5 working days.

Step 3: Prosecution Process

The assigned Counsel will draft a legal advice and charge(s) (where applicable) and return same to the DPP within 5 working days, the DPP vetted the legal advice and charges within 5 working days and revert same to counsel for corrections and filing the charges at the Office of the Hon. Chief Judge or any other appropriate court within 5 working days.

Notifications regarding courts where charges are directed to, will be sent via a copy of the charge bearing the court's direction.

Notifications regarding court dates and progress will be sent via hearing notices, email, SMS or phone call.

Timeline: Total time from submission to court filing: 15 working days.

Resolution timelines depend on court schedules. This averages 3 to 6 months.

Fees: Public prosecution services are free of charge for criminal cases.

Step 4: Trial Process

Where the Ministry of Justice after reviewing a case file sees reason to file a formal charge against an accused person, the charge is filed at the Office of the Hon. Chief Judge of the High Court of Justice of the state. The Chief Judge directs the charge to any of the High courts' divisions in the state to try the case. When the charge is directed to a particular High Court, then the Prosecution proceeds as follows:

1. The defendant is conveyed to court and arraigned on the charge filed.
2. Witnesses are presented at the relevant adjourned dates and concluded.
3. Counsel filed and exchanged their final addresses for adoption.
4. Final addresses adopted by counsel and court reserved the case for judgment.
5. Judgment is delivered by the court on a slated date.

The total average timeline for the above processes is 6 months per case.

Step 5: Appeal Process

- Notices of appeal, records of proceedings and counsel's brief of argument should be filed and served on the respondent within 90 days.
- The appellant files the appeal and the Respondent files a response to the appeal. Both (appeal and response to the appeal) are filed at the Court of Appeal, Supreme Court or the High Court, depending on which of the court's decisions one is appealing, as the case may.
- Date of hearing sent via written hearing notices, SMS, phone call or email.
- The Appeal is heard and judgment is reserved by the appeal court to a particular date convenient to the court.
- Judgment of the court delivered on a given date, within an average of 7 working days.

OTHER SERVICES RENDERED BY PUBLIC PROSECUTIONS:

- Liaison with investigation Agencies like Police, Civil Defense and DSS etc for proper investigation of cases for prosecution. In this process, a lawyer

from the Ministry of Justice attends the investigation office to guide a just and proper investigation in accordance with the provisions of the law. The service is free and depends on the complexity of a given case and the duration to complete the process.

- Attending Magistrate Courts to show cause in cases of remand proceedings exceeding stipulated days by the law. This is undertaken when a request is received from the court of remand and is normally a day assignment. It is also free.
- Preparation of motions, affidavits, counter affidavits and addresses in relevant cases before courts. This may take five days or as may be required by the law in appropriate cases.
- Supporting conveyance of suspects/defendants to appropriate courts to face their trials. The Ministry of Justice through the Department of Public Prosecutions provides logistics for the conveyance of accused persons to their court of trials after direction of charges by the Hon. Chief Judge. The logistics are provided transporting inmates to courts outside Dutse, like Gumel, Hadejia, Kazaure, Ringim and Birnin Kudu.
- Liaison with correctional services and the courts for proper tracking of cases and whereabouts of the suspects/defendants.
- Ensuring attendance of witnesses to courts to give evidence and payment of their transport and feeding. Jigawa state Government pay witnesses' transport who attended court and gave evidence in criminal cases to ensure speedy trials.

If you have any queries or require any assistance, kindly contact the State Ministry of Justice. Ministry of Justice Headquarters, Block "B" Q-4, 2nd Floor, New Secretariat Complex, Phase II, Three Arms Zone, Dutse, Jigawa State.
Telephone: +234 7047 254 728 WhatsApp: +234 8084 461 826 | Email Address: justice@jigawastate.gov.ng ; attorneygeneraljg@gmail.com

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For: Hon. Attorney General

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