JIGAWA STATE MINISTRY OF JUSTICE

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PROCEDURE FOR OBTAINING LEGAL SERVICES AT THE DEPARTMENT OF CIVIL LITIGATION

In accordance with the Constitution of the Federal Republic of Nigeria 1999 (as amended), the Ministry of Justice is responsible for providing essential legal services to individuals, businesses, and government entities. These services include Public Prosecutions, Civil Litigation, and Legal Drafting, ensuring compliance with state laws, promoting justice, and fostering an enabling environment for business operations.

Below is a step-by-step guide to accessing these services at the Department of Civil Litigation, including timelines, documentation requirements, applicable fees, and references to relevant laws.

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1. Services Provided by the Department of Civil Litigation The Department of Civil Litigation offers the following legal services:

1. Representation in civil cases on behalf of the Jigawa State Government and its agencies.
2. Legal advisory services on civil matters.
3. Mediation and settlement of disputes involving government institutions.
4. Defense against lawsuits filed against the state or its agencies.
5. Enforcement of judgments and orders in civil cases.

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2. Step-by-Step Guide for Requesting Legal Services

Step 1: Submission of a Formal Request

1. Prepare a formal letter addressed to the Attorney General and Commissioner for Justice, Jigawa State.
2. Clearly specify the nature of the legal service required (e.g., representation, advisory, or mediation).
3. Include the following in the request:
    - Details of the matter or dispute.
    - Copies of relevant documents (e.g., contracts, correspondence, court documents).
    - Contact information for the requesting party.
4. Submit the letter to the Department of Civil Litigation in person or via official email stated above

Step 2: Acknowledgment of Receipt

1. Upon submission, the Department will acknowledge receipt of the request within **2 working days**.
2. A reference number will be assigned for tracking purposes.

Step 3: Preliminary Review

1. The Department will conduct a preliminary review of the request and supporting documents within **5 working days**.
2. If additional information or clarification is required, the requesting party will be notified promptly.

Step 4: Assignment of Counsel

1. The Department will assign a counsel to handle the matter based on its complexity and urgency.
2. A meeting may be scheduled between the assigned counsel and the requesting party within **7 working days** of assignment.

Step 5: Execution of Legal Services

1. The assigned counsel will commence work on the case, which may include:
    - Drafting and filing court processes.
    - Representing the party in court.
    - Providing legal advice or mediation services.
2. Regular updates will be provided to the requesting party.

Step 6: Conclusion of Services

1. Upon conclusion of the matter, a report will be prepared and shared with the requesting party.
2. Copies of relevant documents (e.g., court judgments or settlement agreements) will be issued as necessary.

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3. Timeline Summary

Step	Activity	Timeline
1	Submission of Request	Immediate
2	Acknowledgment of Receipt	Within 2 working days
3	Preliminary Review	Within 5 working days
4	Assignment of Counsel	Within 7 working days
5	Execution of Legal Services	Varies (based on complexity)
6	Conclusion of Services	Upon resolution

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4. Applicable Fees

Fees for legal services are determined based on the nature and complexity of the matter. Below is a general guide:

Service Type	Fee (NGN)
Advisory Services	25,000 - 50,000
Mediation Services	50,000 - 100,000
Representation in Simple Cases	100,000 - 200,000
Representation in Complex Cases	250,000 - 500,000
Judgment Enforcement	75,000 - 150,000

Note: Government agencies and institutions may be exempt from certain fees or eligible for reduced rates, subject to approval by the Attorney General.

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.
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