



JIGAWA 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.

moj.jg.gov.ng

Email Address: justice@jigawastate.gov.ng; attorneygeneraljg@gmail.com

Guideline for Requesting Legal Drafting Services from the Legal Drafting Department of Jigawa State Ministry of Justice

In accordance with the Constitution of the Federal Republic of Nigeria 1999 (as amended), the Ministry of Justice outlines the procedure for requesting legal drafting services from the Legal Drafting Department of the Jigawa State Ministry of Justice. It provides guidance on the relevant laws, step-by-step procedures, timelines, and applicable fees to ensure a seamless process for all stakeholders.

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 state the purpose of the request and provide detailed information about the proposed legislation, agreement, or document to be drafted.
3. Attach all relevant supporting documents, including:
 - Concept notes or background information.
 - Existing policies or laws related to the request.
 - Any other relevant materials.
4. Submit the letter to the office of the Legal Drafting Department in person at Ministry of Justice Headquarters, Block “B” Q-4, 2nd Floor, New Secretariat Complex, Phase II, Three Arms Zone, Dutse, Jigawa State or via official email: justice@jigawastate.gov.ng; attorneygeneraljg@gmail.com

Step 2: Acknowledgment of Receipt

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

Step 3: Preliminary Review

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

Step 4: Drafting Process

1. The drafting process begins once all required information is provided.
2. Depending on the complexity of the request, the drafting process may take:
 - **Simple documents:** 7-14 working days.
 - **Complex legislation or agreements:** 21-30 working days.
3. Regular updates will be provided to the requesting party during this stage.

Step 5: Review and Approval

1. The draft document will be sent to the requesting party for review and feedback.
2. Any requested changes or revisions will be incorporated within **5-7 working days**.
3. Once finalized, the document will be submitted for approval by the Attorney General and Commissioner for Justice.

Step 6: Issuance of Final Document

1. Upon approval, the final document will be issued to the requesting party.
2. The requesting party may collect the document in person or request delivery via official email.

4. 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	Drafting Process	7-30 working days
5	Review and Approval	5-7 working days
6	Issuance of Final Document	Upon approval

5. Applicable Fees

Fees for legal drafting services are determined based on the complexity of the request and are regulated by the Fees and Charges Regulations. Below is a general guide:

Service Type	Fee (NGN)
Simple Drafting Requests	50,000 - 100,000
Complex Legislation Drafting	150,000 - 300,000
Amendments to Existing Laws	75,000 - 150,000

Note: Government agencies and public institutions may be eligible for discounted fees or exemptions, subject to approval.

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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For: Hon. Attorney General/Commissioner for Justice.

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