

STATUTORY INSTRUMENTS SUPPLEMENT

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S T A T U T O R Y I N S T R U M E N T S

2025 No. 26

**THE ADMINISTRATION OF THE JUDICIARY (JUDICIARY
SERVICE) REGULATIONS, 2025**

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STATUTORY INSTRUMENTS

2025 No. 26

The Administration of the Judiciary (Judiciary Service) Regulations, 2025

*(Under sections 13 and 39 of the Administration of the
Judiciary Act, Cap. 4)*

IN EXERCISE of the powers conferred upon the Minister responsible for justice by section 39 of the Administration of the Judiciary Act and after consultation with the Chief Justice, these Regulations are made this 13th day of March, 2025.

PART I – PRELIMINARY

1. Citation

These Regulations may be cited as the Administration of the Judiciary (Judiciary Service) Regulations, 2025.

2. Application

These Regulations apply to the Judiciary Service.

3. Interpretation

In these Regulations, unless the context otherwise requires-

“Act” means the Administration of the Judiciary Act, Cap.4;

“Appointing Authority” means the President or the Judicial Service Commission as established by article 146(1) of the Constitution;

“appointment” means an offer to a person of a job or position of responsibility in the Judiciary Service;

“child” means a son or daughter of a member of staff of the Judiciary and includes an adopted child of the member of staff or his or her spouse;

“Commission” means the Judicial Service Commission established by article 146 of the Constitution;

“Council” means the Judiciary Council established by section 4 of the Act;

“date of assumption of duty” means the date on which a member of staff of the Judiciary assumes the duties of the office after deployment or transfer;

“department” means an administrative unit within the Judiciary which includes Finance and Administration, Engineering and Technical Services, Human Resource Management, Policy and Planning and Information and Communications Technology;

“disciplinary committee” means the disciplinary committee of the Judiciary constituted under the Administration of the Judiciary (Establishment of Committees) Regulations, 2023;

“duty station” means the place where a member of staff of the Judiciary is posted or deployed for the purpose of providing the services of the Judiciary;

“effective date of appointment” means the date on which a member of staff of the Judiciary assumes duty or the date specified by the Appointing Authority in the instrument of appointment of the member of staff of Judiciary;

“family member” means a spouse, child or dependant relative of a member of staff of the Judiciary;

“Government Medical Officer” means an officer employed in the Health Service or a medical school to perform medical duties, including a Senior Consultant, Consultant, Senior Registrar, Registrar, Senior Medical Officer, Medical Officer or Senior House Officer;

“interdiction” means the temporary removal of a member of staff of the Judiciary from exercising the duties of his or her office while an investigation of misconduct is being carried out;

“judicial officer” means a judicial officer appointed under the Constitution and the Act;

“Judiciary property” includes any building, plant, equipment, vehicle, supplies and any other property belonging to the Judiciary;

“long-term training” means a course including study tours and practical attachments lasting more than three months;

“lower bench” means a magistrate’s court or other court lower than the High Court;

“Minister” means the Minister responsible for justice;

“overtime” means the period worked on weekends, public holidays or over and above 8 hours a day on Monday to Friday after 5.00 p.m.;

“pensionable service” means service taken into account in computing pension under the Pensions Act;

“pensionable office” means an office to which an administrative or other member of staff of the Judiciary is appointed on probation or otherwise by the Appointing Authority and

includes eligibility for pension and gratuity in accordance with the Pensions Act;

“probation” means six months of continuous service in office following the date of assumption of duty in that office;

“promotion” means the appointment of a member of staff of the Judiciary to a higher office;

“qualifying service” means the service which shall be taken into account in determining whether an administrative or other staff of the Judiciary is eligible, by length of service, for pension or gratuity under the Pensions Act;

“Responsible Officer” means the Chief Justice, Deputy Chief Justice, Principal Judge, Chief Registrar or the Secretary to the Judiciary, as the case may be, to whom the concerned member of staff of the Judiciary reports;

“retirement in public interest” means a situation where the Appointing Authority requires a member of staff of the Judiciary to relinquish his or her office as a disciplinary measure which does not merit dismissal;

“short-term training course” means a course, including a seminar, workshop, symposium, study tour or practical attachment lasting three months or less;

“spouse” means a legally married wife or husband of a member of staff of the Judiciary;

“staff of the Judiciary” means all judicial officers, administrative and other staff appointed by the Appointing Authority to perform judicial, administrative and other functions of the Judiciary;

“superior courts” means the Supreme Court, the Court of Appeal and the High Court;

“training institution” means a school, college, university, institution or other place at which training courses are held and where a member of staff of the Judiciary may attend training locally or abroad.

PART II—JUDICIARY SERVICE

4. Judiciary Service

(1) There is established within the Judiciary, a service known as the Judiciary Service in accordance with section 13 (1) of the Act.

(2) The Judiciary Service shall consist of judicial officers, administrative and other staff of the Judiciary in accordance with section 13(2) of the Act.

(3) The staff of the Judiciary shall be appointed by the Judicial Service Commission, except those appointed by the President.

(4) The Commission is responsible for reviewing and making recommendations relating to the terms and conditions of service of the staff of the Judiciary.

(5) The Chief Justice may, on the advice of the Council recommend to the Commission matters relating to staff development and welfare.

5. Structure of Judiciary Service

(1) Subject to section 13 (3) of the Act, the Chief Justice shall, on the advice of the Council and in consultation with the Commission, establish a structure in the Judiciary Service.

(2) The structure established under subregulation (1) shall be approved by Cabinet.

6. Appointment to Judiciary Service

(1) The appointment of the staff of the Judiciary shall be as follows—

- (a) the Chief Justice, the Deputy Chief Justice, the Principal Judge, a justice of the Supreme Court, a justice of the Court of Appeal and a judge of the High Court shall be appointed by the President acting on the advice of the Commission and with the approval of Parliament in accordance with article 142 (1) of the Constitution;
- (b) the Chief Registrar and Registrars shall be appointed by the President on the advice of the Commission in accordance with article 145 of the Constitution;
- (c) the Secretary to the Judiciary shall be appointed by the President on the advice of the Public Service Commission in accordance with section 17 (1) of the Act;
- (d) a Deputy Registrar, an Assistant Registrar and a Magistrate shall be appointed by the Commission;
- (e) a head of department in the Judiciary shall be appointed by the President on the advice of the Commission; and
- (f) administrative and other staff of the Judiciary, other than those specified in paragraph (e), shall be appointed by the Commission in accordance with article 148 and article 148A of the Constitution and section 13 (3) of the Act.

(2) Appointment in the Judiciary Service shall be subject to the availability of vacancies declared by the Chief Justice in accordance with the approved structure of the Judiciary.

7. Eligibility for appointment

(1) A person shall be eligible for appointment to an office in the Judiciary Service, where he or she possesses the specified minimum qualifications and requisite experience required for the office as advertised by the Commission.

(2) In addition to the qualifications and requisite experience in subregulation (1), a person shall be eligible for appointment in the Judiciary Service where he or she possesses the following attributes—

- (a) independence;
- (b) propriety;
- (c) integrity;
- (d) impartiality;
- (e) equality;
- (f) competence; and
- (g) diligence.

(3) A person shall not be eligible for appointment to any office in the Judiciary Service where he or she—

- (a) has been convicted of an offence involving dishonesty or fraud;
- (b) has been convicted of any offence under the Anti-Corruption Act; or
- (c) has been dismissed from any public or private employment for dishonesty or fraud.

8. Method of filling vacancies

(1) Vacancies in the Judiciary Service shall be filled through—

(a) internal advertisement; or

(b) external advertisement.

(2) Notwithstanding subregulation (1), a vacancy may be filled by head-hunting suitable persons where the Commission fails to attract candidates to fill a position on two consecutive occasions of externally advertising the position.

9. Notification of vacancies

(1) Where a vacancy occurs, or where it is known that a vacancy will occur in the Supreme Court, the Court of Appeal, the High Court, or in the office of Chief Registrar, Registrar, Deputy Registrar and Assistant Registrar, the Chief Justice shall notify the Commission.

(2) The Chief Justice shall forward a list of all judicial officers in the relevant cadre or post who are available to fill the vacancies specified in subregulation (1), together with their records of service and any recommendations.

(3) Where a vacancy occurs, or where it is known that a vacancy will occur in any other judicial office, the Chief Registrar shall notify the Commission.

(4) The Chief Registrar shall forward a list of all judicial officers in the relevant cadre or post who are available to fill the vacancies specified in subregulation (3), together with their records of service and any recommendations.

(5) Where a vacancy occurs or where it is known that a vacancy will occur in the cadre of administrative and other staff of the Judiciary, the Secretary to the Judiciary shall notify the Commission.

(6) The Secretary to the Judiciary shall forward a list of all administrative and other staff in the relevant cadre or post who are available to fill the vacancies specified in subregulation (5), together with their records of service and any recommendations.

(7) Where any recommendation under this regulation involves the supersession of a member of staff of the Judiciary, reasons for the supersession shall be given.

(8) The Chief Registrar or the Secretary to the Judiciary, as the case may be, shall forward to the Secretary to the Commission, a draft advertisement setting out the details of the vacant posts in subregulation (1),(3) and (5) and the duties and qualifications attached to each post.

10. Terms of appointment to Judiciary Service

(1) Appointment in the Judiciary Service for a judicial officer, administrative or other staff shall be—

- (a) permanent appointment, which shall be attained—
 - (i) on confirmation following a period of probation, where the staff of the Judiciary had no previous non-pensionable service;
 - (ii) on confirmation, where the period of probation has been waived;
 - (iii) on transfer from the Public Service to the Judiciary Service;
 - (iv) on appointment on promotion; or
 - (v) on appointment from one cadre to another within the Judiciary Service; or

- (b) contract appointment, which shall be—
 - (i) on contract in which both the period of employment and terminal gratuity are specifically expressed;
 - (ii) on acting basis; or
 - (iii) on temporary basis for a period not exceeding twelve months.

(2) Except on promotion, a person shall not be appointed on pensionable terms as an administrative or other staff of the Judiciary in the Judiciary Service if, from the date of his or her appointment, he or she will not complete ten years qualifying service before attaining mandatory retirement age.

(3) Appointment in the Judiciary Service on transfer from a ministry, department or agency of Government or from a local government shall be in accordance with the appointment procedures of the Judicial Service Commission.

(4) A person who is not a citizen of Uganda may be appointed into the Judiciary Service on contract, where he or she possesses a rare skill that is not available in Uganda.

11. Permanent appointment

All appointments in the Judiciary Service shall be on permanent basis except where otherwise specifically stated.

12. Appointment on promotion

(1) A member of staff of the Judiciary may be considered for appointment on promotion where a vacancy exists in the approved structure of the Judiciary specified in section 13(3) of the Act and where funds for wage and non-wage expenses are available.

(2) Promotions in the Judiciary Service shall be in accordance with these Regulations and the procedure of the Commission.

(3) Subject to subregulation (1), the following attributes shall be taken into account in considering a person for appointment on promotion—

- (a) independence;
- (b) propriety;
- (c) integrity;
- (d) impartiality;
- (e) equality;
- (f) competence;
- (g) diligence;
- (h) academic qualifications;
- (i) character;
- (j) merit;
- (k) relevant skills; and
- (l) professional experience.

(4) A member of staff of the Judiciary shall not be considered for promotion—

- (a) while on probation; or

(b) during his or her absence—

- (i) on leave without pay, sabbatical leave, study leave, leave to serve in other institution, if, after promotion, he or she shall not be able to assume duty within thirty days;
- (ii) on interdiction.

(5) Without prejudice to the general effect of subregulation (3), seniority in the Judiciary Service may be taken into account while evaluating candidates for promotion.

13. Contract appointments

(1) The President may, acting on the advice of the Commission appoint a Justice, Judge or head of department on contract in accordance with articles 142(2) and 172 of the Constitution.

(2) The Commission may appoint a member of staff of the Judiciary on contract as the Commission may determine, on the recommendation of the Responsible Officer.

(3) An appointment on contract under this regulation shall not exceed two years unless otherwise specified by the Appointing Authority and shall include all leave entitlements.

(4) A contract of employment under this regulation may be renewed subject to satisfactory performance of the member of staff of the Judiciary.

(5) Where a member of staff of the Judiciary on contract is offered a different appointment, the existing contract shall terminate on the date he or she accepts the new appointment.

(6) A member of staff of the Judiciary with special skills who has attained the retirement age or has retired from the Judiciary Service may be appointed on contract.

(7) A person who has attained the retirement age or who has retired from the Judiciary Service, and is employed on contract, is eligible to receive a gratuity in respect of the contract of service and in accordance with the terms of appointment.

(8) The benefits payable to a member of staff of the Judiciary referred to in subregulation (7) shall be on such terms and conditions as specified in the contract.

(9) A member of staff of the Judiciary on contract who wishes to join the service on permanent terms, shall, where there is a vacancy in the Judiciary Service, be subjected to the recruitment process by the Commission.

(10) Subject to section 20(3) and (4) of the Act, where a member of staff of the Judiciary on permanent terms is appointed on contract in another institution—

- (a) the period of absence granted to the member of staff shall not be counted as part of that member of staff's period of service for the purposes of computing—
 - (i) the one-off lumpsum retirement benefit under paragraph 2 of Schedules 2, 4, 5, and 6 of the Act, or gratuity, as the case may be, for judicial officers;
 - (ii) pension for the administrative and other staff; and
- (b) he or she may return to the Judiciary Service at the same or a higher level than he or she was at prior to the appointment on contract.

14. Acting appointment of Justices and Judges

(1) The President may, acting on the advice of the Commission, appoint a person qualified for appointment as a justice of the Supreme Court or a justice of Appeal or a judge of the High Court to act as

such a justice or judge even though that person has attained the age prescribed for retirement in respect of that office in accordance with article 142(2) of the Constitution, where—

- (a) the office of a justice of the Supreme Court or a justice of Appeal or a judge of the High Court is vacant;
- (b) a justice of the Supreme Court or a justice of Appeal or a judge of the High Court is, for any reason unable to perform the functions of his or her office; or
- (c) the Chief Justice advises the Commission that the state of business in the Supreme Court, Court of Appeal or the High Court so requires.

(2) A person appointed under subregulation (1) to act as a justice of the Supreme Court, a justice of the Court of Appeal or a judge of the High Court shall continue to act for the period of the appointment or, if no period is specified, until the appointment is revoked by the President acting on the advice of the Commission, whichever is the earlier.

15. Acting appointment for judicial officers of lower bench and administrative and other staff

(1) Where a member of staff of the Judiciary, other than a Justice of the Supreme Court, a Justice of the Court of Appeal or a Judge of the High Court is appointed in acting capacity to a post higher than his or her substantive post by the Commission, the appointment shall be known as an acting appointment.

(2) The Commission shall, when making an acting appointment under subregulation (1), consider the qualifications, merit and experience of the member of staff of the Judiciary.

- (3) An acting appointment shall be made where—

- (a) an office is vacant;
- (b) the substantive holder of the office is temporarily out of office; or
- (c) a new registry, department or unit is created, until such a time when a substantive appointment is made.

(4) An acting appointment shall be for a period of six months or, for a period until the substantive holder of the office returns to office or until the vacancy is filled.

16. Acceptance of appointment

(1) The appointment of a person in the Judiciary Service shall be deemed to be effective when the Secretary to the Judiciary has communicated an offer of appointment in writing to the person, stating the terms and conditions of service.

(2) A person appointed under subregulation (1) shall indicate his or her acceptance, or otherwise, of the appointment, within fourteen working days from the date of receipt of the letter offering the appointment.

(3) The salary attached to an appointment in the Judiciary Service shall not be paid until the person appointed has formally accepted the offer of appointment in writing and has assumed duty at his or her duty station.

(4) Where a person appointed to any position in the Judiciary Service does not accept the offer of appointment within fourteen working days from the date of receipt of the letter, he or she shall be deemed to have declined the appointment and the Chief Registrar or the Secretary to the Judiciary, as the case may be, shall notify the Commission.

17. Medical examination

A person appointed in the Judiciary Service shall undergo medical examination by a Government medical officer.

18. Declaration of personal information

Where a person accepts an appointment in the Judiciary Service, he or she shall, on first appointment, be required to submit a personal record form in Form 1 prescribed in Schedule 1 to these Regulations.

19. Effective date of appointment

The effective date of an appointment of a person to an office in the Judiciary Service shall, unless the Appointing Authority otherwise directs, be the date of his or her assumption of duty.

20. Probationary period

(1) A newly appointed judicial officer of the lower bench, administrative or other member of staff of the Judiciary on permanent terms, shall serve a probationary period of six months.

(2) The probationary period shall be effective from the date of assumption of duty.

(3) Where any member of staff of the Judiciary referred to in subregulation (1) has been confirmed in a pensionable office and is appointed to another pensionable office on promotion, he or she shall not be required to serve a probationary period.

(4) The immediate supervisor of a member of staff of the Judiciary shall assess the performance of the member of staff of the Judiciary on probation twice during the six-month period of probation and shall submit an appraisal report on the member of staff of the Judiciary to the Responsible Officer.

(5) While on probation, a member of staff of the Judiciary shall be—

- (a) under guidance, coaching, counselling and mentoring and shall be helped to improve his or her performance;
- (b) given all possible facilities for acquiring experience; and
- (c) placed and rotated, as far as practicable, in such a way that he or she can master the basic elements of the job.

(6) Administrative or other staff of the Judiciary appointed on probation shall not be entitled to pension.

(7) A member of staff of the Judiciary appointed on probation shall, during the probationary period, perform the duties of the post for which he or she was appointed and any other relevant duties as may be assigned by the supervisor, in accordance with the terms and conditions of the appointment.

(8) A member of staff of the Judiciary on probation shall not—

- (a) be considered for promotion or assigned duties of a higher office;
- (b) be granted leave without pay; or
- (c) be granted training exceeding a period of two months.

(9) Where a member of staff of the Judiciary has not performed satisfactorily during the probationary period, the Responsible Officer may, one month before the expiry of the probationary period, recommend to the Commission the extension of the probationary period.

(10) The Commission shall consider a member of staff of the Judiciary for confirmation in his or her appointment or consider an extension of the probationary period where justifiable, for a period not exceeding six months.

(11) Where a member of staff of the Judiciary fails to fulfil the requirements of probation, the probationary appointment shall terminate.

(12) A member of staff of the Judiciary shall be eligible for confirmation in service at the expiry of the probationary period, subject to satisfactory conduct and performance.

(13) The power to confirm a member of staff in the Judiciary Service is vested in the Appointing Authority.

(14) The directive of the Appointing Authority to confirm a member of staff of the Judiciary Service shall be contained in the minutes of the Commission and when received, the Responsible Officer shall immediately inform the member of staff of the Judiciary in writing of the confirmation in service.

(15) A member of staff of the Judiciary who is not confirmed shall be entitled to remuneration for the period for which he or she has worked, up to the date of termination.

21. Confirmation in appointment

(1) A Responsible Officer shall issue a letter of confirmation in appointment to a member of staff in the Judiciary Service confirmed in service in the form prescribed in Form 2 set out in Schedule 1 to these Regulations.

(2) Confirmation in service of a member of staff of the Judiciary on permanent terms shall be effective from the date of assumption of duty.

22. Re-employment in Judiciary Service

(1) A person may be re-employed in the Judiciary Service in any of the following circumstances—

- (a) after resignation;
- (b) after early retirement; or
- (c) after retirement on abolition of office.

(2) A person referred to in subregulation (1) may be allowed to join the Judiciary Service on a new appointment in accordance with the appointment procedures specified in these Regulations.

(3) A person who has previously resigned from the Judiciary Service or the Public Service shall only be re-employed in the Judiciary Service after an inquiry into the circumstances under which he or she resigned from that Service.

(4) A person previously employed in the Judiciary Service or the Public Service shall not be re-employed in the Judiciary Service where he or she left the Judiciary Service or the Public Service under any of the following circumstances—

- (a) abandonment of duty;
- (b) retirement in public interest; or
- (c) dismissal from the Judiciary Service or the Public Service.

23. Petition by Chief Registrar or Secretary to Judiciary

The Chief Registrar or the Secretary to the Judiciary may petition the Commission for review of a decision relating to the appointment of a member of staff in the Judiciary Service within fourteen working days of the decision.

24. Assignment of administrative duties

(1) The Chief Justice may, in exercise of his or her administrative and supervisory authority under article 133 of the Constitution and section 3 of the Act, assign administrative duties of a higher status to a member of staff of the Judiciary for a specified period of time.

(2) The Chief Justice may delegate his or her powers under subregulation (1) to—

- (a) the Deputy Chief Justice, in the case of the Court of Appeal;
- (b) the Principal Judge, in the case of the High Court;
- (c) the Chief Registrar, in the case of the lower bench; and
- (d) the Secretary to the Judiciary, in the case of the administrative and other staff.

PART IV—DEPLOYMENT AND TRANSFER IN JUDICIARY SERVICE

25. Deployment and transfer within Judiciary Service

(1) A member of staff of the Judiciary may be deployed or transferred to serve in any part of Uganda.

(2) A member of staff of the Judiciary shall comply with the deployment or transfer instructions issued in accordance with subregulation (1).

(3) Upon receipt of deployment or transfer instructions, a member of staff of the Judiciary shall report to the head of court, registry or department to which he or she is posted within the time specified in the deployment or transfer instructions.

(4) The head of court, registry or department where a member of staff has been deployed or transferred shall inform the Responsible Officer in writing of the date of assumption of duty of the member of staff within seven days after assumption of duty.

(5) A member of staff of the Judiciary who does not comply with the deployment or transfer instructions without reasonable cause shall be liable to disciplinary action.

26. Consideration for transfer

(1) Subject to subregulation (2), a member of staff of the Judiciary shall be eligible for transfer after serving at a station for a minimum of three years, except where—

- (a) owing to the exigencies of service, it is deemed necessary for the member of staff of the Judiciary to be transferred before the expiry of three years; or
- (b) the member of staff of the Judiciary is promoted to a higher rank while serving in the same station.

(2) A member of staff of the Judiciary may serve at a station for more than three years, where the Responsible Officer considers that there is reasonable cause for the member of staff to continue serving at the station.

(3) Where a member of staff of the Judiciary has a spouse working for the Judiciary Service, that fact may be taken into account when determining deployment and transfer.

(4) Consideration shall be made to deploy or transfer a member of staff of the Judiciary with special needs to a station that will enable him or her to perform his or her duties.

27. Ordinary transfer

(1) A judicial officer transferred to another station shall be notified by the 30th of October, every year, and the judicial officer transferred shall report to his or her new station in January of the following year.

(2) A judicial officer who is transferred shall complete any work pending before him or her including submitting a hand over report within two months from the date of the notice of transfer.

(3) An administrative or other staff member of the Judiciary may be transferred at any time in the calendar year in the interest of the Judiciary Service.

(4) An administrative or other staff of the Judiciary referred to in subregulation (3) shall be given thirty days' notice to report to the new station.

28. Special transfer

(1) Subject to regulation 27(3), the Responsible Officer may transfer a member of staff of the Judiciary at any time in the calendar year where he or she deems it necessary.

(2) The Responsible Officer may transfer a member of staff of the Judiciary at any time in the calendar year, upon the request of the member of staff for any of the following reasons—

- (a) where the member of staff, or his or her spouse or child is suffering from a disease which requires specialised treatment, confirmed by a Government medical officer in writing and specialised treatment required can only be accessed from a specific area;
- (b) where the member of staff has received security threats and the Responsible officer is satisfied that the threat exists;

- (c) where the member of staff of the Judiciary has five years or less to retire and requests to be near where he or she expects to settle after retirement;
- (d) where the member of staff of the Judiciary is enrolled in a program of study recommended by the Judicial Training Institute and requires regular attendance of classes in a particular area;
- (e) where the member of staff of the Judiciary is elected or appointed to a position in an organisation and is required to be in a particular area more frequently than in the area in which he or she is deployed; or
- (f) for any other justifiable reason.

29. Petition on deployment or transfer

(1) A member of staff of the Judiciary who receives deployment or transfer instructions may petition the respective Responsible Officer for reconsideration of the deployment or transfer, requesting either to be retained in his or her current station or to be transferred or deployed to a different station from that to which he or she has been transferred or deployed.

(2) A petition referred to in subregulation (1) shall be made within fourteen working days from the date of receipt of the deployment or transfer instructions and shall specify the reason for the petition.

(3) The Responsible Officer shall consider the petition and make a decision within fourteen days from the date of receipt of the petition.

(4) Where a member of staff of the Judiciary is not satisfied with the decision of the Responsible Officer in subregulation (3), he or she may appeal to the Chief Justice.

(5) The Chief Justice shall communicate his or her decision to the concerned Responsible Officer and the petitioner in writing within fourteen days of receipt of the appeal referred to in subregulation (4).

PART V—SALARIES AND ALLOWANCES

30. Salaries in Judiciary Service

(1) The Chief Justice shall, on the advice of the Council, recommend appropriate terms and conditions of service for the staff of the Judiciary to the Commission for consideration.

(2) The Commission shall review and make recommendations on the terms and conditions of staff of the Judiciary in accordance with article 147 (1)(b) of the Constitution.

(3) A salary paid to a judicial officer shall not be varied to his or her disadvantage in accordance with articles 128(7) and 158(1) of the Constitution.

(4) The grading or regrading of salaries in the Judiciary Service shall be done by the Commission, following a job evaluation exercise.

(5) Where a member of staff of the Judiciary is paid a salary above the approved salary scale, the Secretary to the Judiciary shall recover the amount overpaid by deducting the money from the salary of the member of staff of the Judiciary.

31. Salary increment

Salary increments in the Judiciary Service shall be determined by Cabinet, taking into account the prevailing economic circumstances.

32. Salary deductions

The Secretary to the Judiciary shall effect statutory deductions, where applicable, including pay as you earn, local service tax or any deductions ordered by court.

33. Salary arrears

(1) Salary arrears that accrue within a financial year shall be paid through the payroll within the same financial year.

(2) Residual salary arrears shall be processed and paid in the next following financial year upon receipt of funds from the Treasury.

(3) All claims for salary arrears shall be approved by the Secretary to the Judiciary.

34. Personal to holder salary

(1) When a post has been down graded as a result of restructuring, the member of staff of the Judiciary occupying the post shall have the right to retain his or her salary on a personal to holder basis.

(2) A member of staff of the Judiciary receiving a personal to holder salary shall be entitled to a pay review when the salary of staff in the same pay grade has been increased above his or her pay on a personal to holder basis.

35. Allowances

(1) A member of staff of the Judiciary may, in addition to his or her basic salary, be paid allowances to—

- (a) compensate him or her for extra effort on his or her part arising out of additional duties or responsibilities that he or she may be required to carry out or shoulder over a period of time; and
- (b) meet personal expenses relating to a specific assignment undertaken from time to time in the course of official duties in furtherance of the public interest.

(2) All claims for payment of allowances shall be submitted and processed based on requisitions submitted to the Secretary to the Judiciary, in writing.

(3) All claims for allowances shall be made within the financial year of accrual.

(4) Allowances in the Judiciary Service shall be paid in accordance with the formulae prescribed in circular standing instructions communicated by the Secretary to the Judiciary, after approval by the Ministry responsible for finance.

(5) Payment of allowances shall be subject to availability of funds.

(6) A member of staff of the Judiciary may receive any of the following allowances—

- (a) acting allowance;
- (b) duty or assignment allowance;
- (c) subsistence or night allowance;
- (d) out of pocket allowance;
- (e) safari day allowance;
- (f) lunch or dinner allowance;
- (g) warm clothing allowance;
- (h) kilometerage or mileage allowance;
- (i) transit allowance;

- (j) transport allowance;
- (k) honoraria;
- (l) sitting allowance;
- (m) overtime allowance;
- (n) paper presentation allowance;
- (o) disturbance allowance;
- (p) settling-in allowance;
- (q) housing allowance;
- (r) medical allowance;
- (s) pre-session allowance;
- (t) session and session support allowance;
- (u) hardship allowance;
- (v) baggage allowance;
- (w) training allowance;
- (x) research allowance;
- (y) staff welfare allowance;
- (z) innovation allowance; and
- (aa) any other allowance approved by the Ministry responsible for finance.

36. Acting allowance

(1) A member of staff of the Judiciary shall be paid an acting allowance when he or she has been appointed to act in an office higher than his or her substantive office by the Appointing Authority, in accordance with the Constitution and relevant laws.

(2) Acting allowance of a member of staff of the Judiciary shall be the amount arrived at by subtracting his or her substantive current basic monthly salary from the monthly salary for the higher office.

(3) Acting allowance shall not attract retirement benefits for judicial officers or pension for administrative and other staff of the Judiciary.

(4) Acting allowance shall not be paid where—

- (a) the acting appointment does not last for at least thirty calendar days;
- (b) the salary of the acting member of staff of the Judiciary is already equal to or higher than the fixed or maximum salary on which the higher post is graded; or
- (c) there is a period in excess of fifteen days during which the acting member of staff of the Judiciary does not exercise the functions of the higher office for any reason, such as leave, training or assignments unrelated to the office to which the member of staff is acting.

37. Duty or assignment allowance

(1) A member of staff of the Judiciary shall be paid duty or assignment allowance for carrying out responsibilities of a higher office in addition to the duties attached to the substantive appointment.

(2) The duty or assignment allowance shall be paid to the member of staff of the Judiciary where the higher responsibilities are carried out for not less than thirty continuous days.

(3) Duty or assignment allowance shall lapse after six months' payment.

(4) Notwithstanding subregulation (3), a member of staff of the Judiciary may apply for extension of duty or assignment allowance where the substantive holder of the higher office in which he or she is carrying out the duties is away on authorised leave.

38. Subsistence or night allowance

(1) A member of staff of the Judiciary shall be paid subsistence or night allowance where he or she is on official duty requiring overnight stay within or outside Uganda.

(2) A member of staff of the Judiciary shall be facilitated to travel to the place where he or she is to carry out his or her duties.

(3) Subsistence or night allowance shall not be paid —

(a) where accommodation and meals are provided;

(b) to a family member, where a member of staff of the Judiciary travels with his or her family member.

39. Out of pocket allowance

(1) A member of staff of the Judiciary shall be paid out of pocket allowance to cater for incidentals where expenses of meals and accommodation are fully covered by the Government, sponsoring organisation, agency or institution.

(2) Out of pocket allowance shall not be paid concurrently with subsistence or night allowance.

40. Safari day allowance

(1) A member of staff of the Judiciary shall be paid safari day allowance when he or she is travelling on official duty within Uganda and is away from office for a period of six hours or more in any one day.

(2) Safari day allowance shall not be claimed concurrently with subsistence or night allowance.

41. Lunch or dinner allowance

(1) A member of staff of the Judiciary shall be paid lunch or dinner allowance where he or she is required to remain in office during lunch or dinner time.

(2) Lunch or dinner allowance shall not be paid concurrently with safari day allowance or subsistence allowance.

42. Warm clothing allowance

A member of staff of the Judiciary proceeding on duty overseas to temperate or cold climates shall be paid warm clothing allowance, once in three years.

43. Kilometrage or mileage allowance

(1) Kilometrage or mileage allowance shall be paid to a member of staff of the Judiciary who is authorised to use his or her personal vehicle for home to office running and for official duties.

(2) A member of staff of the Judiciary who is provided with a Government motor vehicle, boat or motor cycle for official use is not entitled to kilometrage or mileage allowance.

44. Transit allowance

Transit allowance shall be paid to a member of staff of the Judiciary travelling on official duty per round trip to cover costs incurred while waiting for flight connections for six hours or more.

45. Transport allowance

(1) Transport allowance shall be paid to a member of staff of the Judiciary to cover home to office running using public means of transport.

(2) Transport allowance shall not be paid where a member of staff of the Judiciary receives kilometerage or mileage allowance or has an official vehicle.

46. Honoraria

(1) Honoraria shall be paid to a member of staff of the Judiciary where the Judiciary requires an assignment to be carried out by the member of staff within a specified period of time which—

- (a) is of exceptional importance to the Judiciary Service;
- (b) is outside the normal scope of his or her official duties;
- (c) involves a disproportionate amount of his or her official and private time;
- (d) involves temporary additional responsibilities; and
- (e) requires the direct use of his or her special talent or professional skill or active participation in the actual assignment.

(2) The circumstances specified in subregulation (1) may be regarded as fulfilled when a member of staff of the Judiciary is required—

- (a) to serve as Chairperson, Deputy Chairperson, Secretary, Assistant Secretary, or Member or as support staff of a Commission of Inquiry or Review or an adhoc committee set up by the Judiciary Service; or

(b) to undertake a special assignment required by the Judiciary Service.

(3) Honoraria shall be paid on satisfactory completion of the assignment.

(4) Subsistence allowance or transport costs paid in connection with the execution of the assignment shall not be considered in computation of honoraria.

47. Sitting allowance

Sitting allowance shall be paid to a member of staff of the Judiciary or other member of a Committee, Council or Board established by law or constituted by the Responsible Officer to deliver on a specific assignment.

48. Overtime allowance

(1) A member of staff of the Judiciary specified in subregulation (2) shall be paid overtime allowance in the following circumstances—

(a) where the usual office hours are insufficient for the member of staff to deal with the pressure of work; and

(b) where the member of staff is required to stay on duty beyond normal working hours.

(2) The members of staff of the Judiciary referred to in subregulation (1) are drivers and office attendants only.

(3) The members of staff of the Judiciary referred to in subregulation (2) shall be paid overtime allowance upon authorisation by the Secretary to the Judiciary and on the recommendation of the immediate supervisor of the member of staff of the Judiciary.

49. Paper presentation allowance

Paper presentation allowance shall be paid to a member of staff of the Judiciary or an invited external facilitator required to present a paper at a training, seminar, workshop or conference organised by the Judiciary Service.

50. Disturbance allowance

(1) Disturbance allowance shall be paid to a member of staff of the Judiciary to offset expenses incurred under the following circumstances—

- (a) where he or she is transferred from one duty station to another and the distance between the previous duty station of the member of staff and his or her new duty station is not less than 40 kilometers by road, using the most direct route; and
- (b) where the transfer is caused by the needs of the Judiciary Service and not as a result of a request by the member of staff .

(2) Disturbance allowance shall be equivalent to the basic monthly salary of the member of staff of the Judiciary.

(3) Disturbance allowance shall not apply to deployment of a member of staff of the Judiciary, arising out of his or her promotion.

(4) Where a member of staff of the Judiciary loses personal effects due to emergency evacuation, reasonable compensation shall be paid to him or her, subject to confirmation by the Secretary to the Judiciary.

51. Settling-in allowance

Settling-in allowance of fifty percent of the basic monthly salary of a member of staff shall be payable to a member of staff of the Judiciary on first appointment into the Judiciary Service.

52. Housing allowance

A member of staff of the Judiciary shall be paid housing allowance, except where the member of staff is provided with accommodation by the Judiciary.

53. Medical allowance

A member of staff of the Judiciary who is a Justice or Judge shall be paid a medical allowance.

54. Pre-session allowance

Pre-session allowance shall be paid to a member of staff of the Judiciary during pre-sessions organised by the International Crimes Division of the High Court.

55. Session and session support allowance

(1) Session allowance shall be paid to a judicial officer during sessions organised at all levels of courts to hear and dispose of cases.

(2) Session support allowance shall be paid to a member of staff of the Judiciary who supports a judicial officer during a session.

56. Hardship allowance

Hardship allowance shall be paid on a monthly basis to a member of staff of the Judiciary in a hard to stay area in Uganda as specified in the Judiciary Service Human Resource Manual.

57. Baggage allowance

(1) A member of staff of the Judiciary shall be paid baggage allowance when he or she is travelling outside Uganda for official duty that requires him or her to carry along official materials necessary for use while on duty or where the member of staff of the Judiciary is given bulk material relating to the training, conference, workshop or seminar, which he or she requires to carry back to Uganda.

(2) Baggage allowance shall cater for the cost of packaging, collection, storage, delivery, insurance, handling, deck and freight charges.

58. Training allowance

(1) A member of staff of the Judiciary may be paid training allowance to facilitate him or her while undertaking short-term training or long term training programme in or out of Uganda.

(2) Training allowance shall only be paid where a course has been duly approved and study leave, where applicable, granted to the member of staff prior to undertaking the course.

(3) Training allowance shall include the costs of purchasing books, equipment and other reference materials recommended by the training institution.

59. Research allowance

Research allowance shall be paid where—

- (a) a member of staff sponsored by the Judiciary is required to undertake research in partial fulfilment of the requirement of training in accordance with the recommendation of the training institution;
- (b) a member of staff of the Judiciary is required to write a paper which requires extensive research as recommended by the supervisor from the training institution; or
- (c) the nature of the assignment requires the member of staff to undertake research.

60. Staff welfare allowance

Staff welfare allowance may be paid to a member of staff of the Judiciary on a monthly basis to supplement the welfare of the member of staff.

61. Innovation allowance

A member of staff of the Judiciary may be paid an allowance for innovation and research undertaken in the professional field of the member of staff, subject to the prior approval of the Responsible Officer.

PART VI—LEAVE IN JUDICIARY SERVICE

62. Leave

(1) A member of staff of the Judiciary may take leave by making an application in writing to a Responsible Officer using Form 3 set out in Schedule 1 to these Regulations.

(2) The types of leave referred to in subregulation (1) are—

- (a) annual leave;
- (b) special leave;
- (c) sick leave;
- (d) maternity leave;
- (e) paternity leave;
- (f) study leave;
- (g) sabbatical leave;
- (h) leave to serve in other institutions;
- (i) forced leave; and
- (j) leave without pay.

63. Annual leave

(1) Subject to this regulation, every member of staff of the Judiciary Service shall be entitled to annual leave in respect of each calendar year.

(2) The annual leave referred to in subregulation (1) shall be approved subject to the exigencies of the Judiciary Service.

(3) The annual leave entitlement for staff of the Judiciary is as follows—

Salary scale	Annual entitlement
JSS2 and above	36 working days
JSS7 to JSS3	30 working days
JSS8	24 working days

(4) In computing annual leave, Saturdays, Sundays and public holidays shall not be included.

(5) Annual leave shall not be computed in lieu of cash payment.

(6) Annual leave for a member of staff serving on contract shall be calculated as stipulated in the contract.

(7) Additional leave shall not be granted for purposes of travel.

(8) Where it is anticipated that a member of staff of the Judiciary shall not be in the pay of the Judiciary Service for a full calendar year, the leave entitlement of the member of staff shall be assessed on the basis of completed months of service multiplied by the appropriate leave entitlement rate shown in subregulation (3).

(9) Subject to the exigencies of the Judiciary Service, annual leave may be taken in installments during a leave year.

(10) A member of staff of the Judiciary may be recalled to duty from leave.

(11) Where a member of staff of the Judiciary is recalled to duty from leave under subregulation (10), the remainder of the leave of the member of staff, shall be deferred to a later date during the leave year or subsequent leave year.

(12) Where a member of staff of the Judiciary does not take his or her annual leave in a given year, the leave entitlement may be carried forward provided that it is applied for by the 15th day of December and deferred with the consent of the Responsible Officer.

(13) A judicial officer or Head of Department or unit who wishes to spend his or her annual leave at his or her own expense outside Uganda shall seek permission from the Responsible Officer prior to his or her departure.

(14) The Responsible Officer or member of staff of the Judiciary designated by the Responsible Officer shall prepare and maintain an annual leave roster for the staff of the Judiciary for the ensuing year by 31st December of the current year.

(15) A member of staff of the Judiciary who fails to take annual leave within a calendar year and fails to obtain approval to carry the leave forward shall forfeit the annual leave.

64. Special leave

(1) A Responsible Officer may grant special leave to a member of staff of the Judiciary in any of the following circumstances—

- (a) where the member of staff of the Judiciary is required to participate or is otherwise involved in an activity or event through which the public interest or national prestige will directly or indirectly be served or enhanced;

- (b) where the member of staff of the Judiciary is proceeding to another part of Uganda, in order to collect his or her children from school for the holidays or return them to school at the end of the holidays;
- (c) where a member of staff of the Judiciary suffers a personal catastrophe or tragic loss; or
- (d) when a member of staff of the Judiciary is attending to a sick member of his or her family.

(2) Special leave shall not exceed ten working days in any calendar year.

(3) Special leave shall be on full pay and shall not be counted against the annual leave entitlement.

(4) An extension of special leave of absence—

- (a) may be authorised by the Responsible Officer; and
- (b) shall be offset from the annual leave entitlement of a member of staff of the Judiciary.

(5) A member of staff of the Judiciary who fails to return to work after the period authorised as special leave by the Responsible Officer shall be subjected to disciplinary action.

65. Sick leave

(1) A member of staff of the Judiciary who is unable to perform his or her duties due to ill health may, on application to the Responsible Officer, be granted sick leave.

(2) An application for sick leave shall be supported by a recommendation from a Government medical officer.

(3) Where a member of staff of the Judiciary is prevented by ill health from returning to duty at the end of his or her annual leave, the member of staff of the Judiciary shall be required to apply for sick leave.

(4) Sick leave may be approved retrospectively, depending on the medical condition of the member of staff of the Judiciary.

(5) Sick leave shall not constitute a break in Service.

(6) The Responsible Officer may, on the recommendation of a Government medical officer, grant a member of staff of the Judiciary sick leave up to three months which may be renewed, where necessary, but may not exceed nine months.

(7) Where a member of staff of the Judiciary fails to return to work from sick leave after nine months, the Responsible Officer shall request the Medical Board to ascertain whether the member of staff is fit to perform his or her duties.

(8) Where the Medical Board finds that the member of staff of the Judiciary is not fit to continue serving, the Responsible Officer shall recommend to the Appointing Authority that the member of staff of the Judiciary should be retired on medical grounds.

66. Maternity leave

(1) A female member of staff of the Judiciary shall, as a consequence of pregnancy, have a right to a period of sixty working days leave, or full remuneration, hereafter referred to as “maternity leave” of which at least four weeks shall follow the child birth or miscarriage.

(2) Maternity leave granted under subregulation (1) shall be in addition to any other leave.

(3) For the avoidance of doubt, maternity leave shall not be considered sick leave.

(4) Where a female member of staff of the Judiciary requires, for maternity purposes such as sickness arising out of pregnancy or confinement, affecting either the mother or the baby, an additional period of absence from duty over and above the sixty days of maternity leave specified in subregulation (1), the female member of staff shall apply to the Responsible Officer for additional days.

(5) Subject to subregulation (4), absence from duty beyond the limits specified in this regulation shall be treated as absenteeism and may lead to disciplinary action against the member of staff of the Judiciary.

(6) A female member of staff of the Judiciary shall not be transferred to her disadvantage, punished or dismissed on grounds of pregnancy or on any other ground relating to her being pregnant during the period when she is on maternity leave.

67. Paternity leave

A male member of staff whose spouse has given birth or suffered a miscarriage shall be entitled to a period of four working days' leave on full pay.

68. Study leave

(1) Study leave shall be granted to enable a member of staff of the Judiciary to pursue studies in a course relevant to the needs of the Judiciary or the career progression of the member of staff of the Judiciary.

(2) A member of staff of the Judiciary identified for a full-time training course, shall be granted study leave as follows—

- (a) for short-term training, by the Chief Justice; and
- (b) for long-term training, by the Commission.

(3) Where it is established that a member of staff of the Judiciary is proceeding for a training program exceeding three months, whether locally or overseas, the Responsible Officer shall submit a recommendation permitting the member of staff of the Judiciary to proceed for training or study leave in accordance with Form 4 set out in Schedule 1 to these Regulations.

(4) The Responsible Officer shall, in respect of a member of staff of the judiciary proceeding for study leave, submit to the Commission a recommendation form, a duly filled application form for study leave and a bond agreement prescribed in Form 5 set out in Schedule 1 to these Regulations for approval.

(5) Approved study leave shall be on full salary for the duration of the course.

(6) Where a member of staff of the Judiciary submits an application for study leave, a Responsible Officer shall apply the Judicial Service Commission Regulations, 2025.

(7) A Responsible Officer shall ensure that a member of staff of the Judiciary proceeding on a long-term training program takes all approved earned leave before or immediately after the course.

(8) A member of staff of the Judiciary who proceeds on full time studies without authorisation shall be regarded as having abandoned duty.

(9) A member of staff of the Judiciary may apply to the Commission or to the Responsible Officer, as the case may be, for extension of study leave, with justifiable reasons.

(10) Study leave shall not be extended beyond the stated duration of the course unless extended by the Commission or the Responsible Officer as the case may be, in accordance with subregulation (9).

(11) A Responsible Officer shall administer a bond agreement to a member of staff of the Judiciary preceding any long-term training

sponsored by the Judiciary, for a period equivalent to the approved study leave.

69. Sabbatical leave

(1) Sabbatical leave shall be granted to a member of staff of the Judiciary for the purpose of a study tour or research for a limited period.

(2) Sabbatical leave shall be granted by the Commission on recommendation of the Responsible Officer—

- (a) to a member of staff of the Judiciary who is confirmed in appointment and has served the Judiciary for a continuous period of at least ten years;
- (b) for a maximum of twelve months with pay, once in every ten years; and
- (c) upon evidence that the leave will benefit both the member of staff of the Judiciary and the Judiciary.

(3) The Judiciary shall not provide duty facilitating allowances to a member of staff proceeding on sabbatical leave.

70. Leave to serve in other institutions

(1) Where a judicial officer or a person in the Judiciary Service—

- (a) is appointed to an institution outside the Judiciary, that officer or person shall apply to the Commission for leave of absence without pay from the Judiciary; or
- (b) is seconded to an institution outside the Judiciary, that officer or person shall apply to the Commission for leave of absence from the Judiciary.

(2) Subject to subregulation (3), the Commission may grant to an applicant under subsection (1) the leave applied for in each case for a period not exceeding three years.

(3) A judicial officer or a member of staff in the Judiciary who is appointed to an institution outside the Judiciary for a period exceeding three years may, in consultation with the Commission, retire from the Judiciary.

(4) The period of three years prescribed in subregulation (2) does not apply to a judicial officer who is appointed to an institution outside the Judiciary—

- (a) against a national quota of personnel vacancies required to be filled by Uganda and when it is in the interest of Uganda to fill its quota of places on the staff of that body; or
- (b) in accordance with any law, treaty or convention to which Uganda is a State Party.

(5) A judicial officer appointed to an institution outside the Judiciary in accordance with subregulation (4) is entitled to leave of absence without pay for the duration of the period for which the judicial officer is appointed.

(6) The period of absence granted to the judicial officer or a person in respect of service under subregulation (1)(a) shall not be counted as part of the officer's period of service for purposes of computing the one-off lumpsum retirement benefit under paragraph 2 of Schedules 2, 4, 5 and 6 of the Act.

(7) Where a Justice of the Supreme Court, Justice of the Court of Appeal or a Judge of the High Court is granted leave of absence without pay in accordance with this regulation, the President may, acting on the advice of the Commission, appoint, in accordance with

article 142 of the Constitution, an acting Justice of the Supreme Court, Justice of the Court of Appeal or Judge of the High Court as the case may be, to act in place of the judicial officer, but the person appointed shall not be entitled to retirement benefits granted under the Act.

(8) This regulation does not apply to a judicial officer or a person in the Judiciary Service who is assigned to perform a specific task in addition to his or her routine duty for a period not exceeding two years.

71. Forced leave

(1) Where a member of staff of the Judiciary—

(a) refuses to take annual leave for over two years, or

(b) is required to pave way for investigations after a complaint made against him or her,

the member of staff of the Judiciary shall be sent on forced leave by the Responsible Officer.

(2) The leave mentioned in subregulation (1) shall not be more than thirty days.

72. Leave without pay

(1) A member of staff of the Judiciary may be granted leave without pay for the purpose of preserving continuity of service.

(2) The duration of the leave referred to in subregulation (1) is qualifying period for purposes of computing pension in the case of administrative and other staff but it does not attract other privileges and benefits.

(3) Leave without pay shall be granted to a member of staff proceeding to serve in another institution in accordance with section 20 of the Act.

(4) A member of staff of the Judiciary shall hand over all Judiciary property under his or her possession before proceeding on leave without pay.

PART VII—HEALTH CARE AND HEALTH MANAGEMENT

73. Health care and health management

The Secretary to the Judiciary shall put in place mechanisms to encourage and support the staff of the Judiciary to live a healthy life.

74. Critical, contagious illness or accidents

(1) A member of staff of the Judiciary, who is critically ill, has a critical contagious illness or is a victim of an accident, shall inform the Responsible Officer of the nature of the illness or accident.

(2) The Responsible Officer may inform the next-of-kin of a member of staff of the Judiciary where the member of staff is critically ill, has a contagious illness or has been involved in an accident.

(3) The Responsible Officer shall take measures to remove any member of staff from a work place or premises that presents imminent danger and if exposed, subject the member of staff to appropriate medical examination, treatment and compensation in accordance with the Workers Compensation Act and any other applicable law.

PART VIII—OBLIGATIONS AND CONDUCT OF STAFF OF JUDICIARY

75. Oaths

(1) A member of staff of the Judiciary, other than a judicial officer, shall, on assumption of duty in the Judiciary Service, take the Oath of Allegiance, the Official Oath or the Oath of Secrecy, as the case may be.

(2) A judicial officer shall, on assumption of duty in the Judiciary Service, take the Oath of Allegiance and the Judicial Oath.

(3) For the purposes of these Regulations, the oaths shall be administered by the persons authorised under the Oaths Act.

(4) A Responsible Officer shall ensure that a member of staff of the Judiciary takes the prescribed Oaths set out in Schedule 2 to these Regulations, immediately upon assumption of duty in accordance with the Oaths Act.

76. Code of Conduct

A member of staff of the Judiciary shall pay allegiance to the Judiciary Service and the institution of the Judiciary, and shall abide by the principles in the Judiciary Service Code of Conduct developed in accordance with these Regulations, and in the case of a judicial officer, the Uganda Code of Judicial Conduct set out in Schedule 3 to these Regulations.

77. Hours of work

(1) The official working hours for the staff of the Judiciary shall be Monday to Friday, 8.00 a.m. to 12.45 p.m. and 2.00 p.m. to 5.00 p.m.

(2) Notwithstanding subregulation (1), a member of staff of the Judiciary may be required to work beyond the stipulated official working hours and days due to the exigencies of Service.

(3) The Responsible Officer shall put in place a system, modality or mechanism including biometrics, attendance registers, applications or any other tool or device to monitor staff attendance to duty.

78. Absence from duty

(1) A member of staff of the Judiciary shall seek and obtain permission from his or her immediate supervisor to be absent from duty, in writing, stating the reasons for his or her absence.

(2) Permission to be absent from duty shall not be unreasonably denied.

79. Abandonment of duty

(1) A member of staff of the Judiciary shall, during official working hours, report his or her absence from office to his or her immediate supervisor.

(2) In the absence of communication from the member of staff of the Judiciary and failure to resume duty after five days without reasonable cause, the member of staff of the Judiciary shall be deemed to have abandoned duty.

(3) An immediate supervisor shall require a member of staff of the Judiciary who is absent from duty without permission for five days or more to resume duty immediately with a written explanation of his or her absence.

(4) Where a member of staff of the Judiciary is deemed to have abandoned duty under subregulation (3), the supervisor of the member of staff shall inform the Responsible Officer.

80. Financial embarrassment

(1) A member of staff of the Judiciary Service shall not be indebted to the extent of being financially embarrassed.

(2) In the context of the Judiciary, financial embarrassment may arise in respect of any of the following circumstances—

- (a) issuing a false cheque;
- (b) issuance of court orders for attachment of salary;
- (c) failure to pay a debt;
- (d) obtaining goods, money, services or works under false pretenses, extortion and blackmail; and
- (e) failure to fulfil agreements under various schemes, such as hire purchase or loan scheme.

(3) A member of staff of the Judiciary who causes financial embarrassment to the Judiciary shall, where accused of any of the circumstances in subregulation (2), be liable to disciplinary action.

81. Use and care of Judiciary property

(1) A member of staff of the Judiciary shall ensure that any property of the Judiciary entrusted to his or her care is well managed and reasonably used.

(2) A member of staff of the Judiciary shall not drive a Judiciary vehicle unless he or she is authorised to do so by the Secretary to the Judiciary.

(3) A member of staff of the Judiciary shall be held personally liable for any loss, damage or destruction of Judiciary property, where the loss, damage or destruction occurs without justifiable explanation.

82. Handing over and taking over of office

(1) A member of staff of the Judiciary who is leaving office temporarily or permanently, or who is on transfer, shall hand over his or her office to an incoming member of staff.

(2) An outgoing member of staff of the Judiciary shall make a conscientious effort to clear his or her pending workload.

(3) A hand over report shall be signed by both parties and shall include—

- (a) a summary of duties and responsibilities;
- (b) achievements registered and challenges faced while in office;
- (c) a financial status report, where applicable;

- (d) major policy issues which the incoming member of staff shall be involved in for continuity and, other matters for follow up;
 - (e) the Judiciary property under the custody of the member of staff;
 - (f) specific assignments to be handled;
 - (g) organisations or clients that the member of staff has been involved with in the course of performing his or her duties;
 - (h) a list of pending cases, where applicable;
 - (i) a brief about the court, including geographical coverage and jurisdiction, where applicable; and
 - (j) a list of cases due for delivery of judgments and rulings, stating the dates for delivery of those judgments and rulings where applicable.
- (4) Where hand over takes place, the following shall apply—
- (a) the incoming member of staff shall report to the in-charge of the court or the Responsible Officer;
 - (b) the outgoing member of staff shall introduce the incoming member of staff to other members of staff at the court, registry, department or unit;
 - (c) the outgoing and incoming members of staff shall discuss the office routine, paying particular attention to the chain of command, to whom the incoming member of staff will report and from whom he or she shall expect to receive work, and where he or she fits into the Judiciary Service;

- (d) the outgoing member of staff of the Judiciary shall give the incoming member of staff an assessment of the capabilities of any of his or her subordinate staff and in particular any weak points which require monitoring or duties which require additional supervision;
- (e) the outgoing member of staff shall provide the incoming member of staff with a list of files to be dealt with;
- (f) the outgoing and incoming members of staff shall discuss the work schedules, key result areas, work plans of the court, registry or department and major outstanding issues;
- (g) the outgoing member of staff of the Judiciary shall hand over any items listed in the hand over notes in his or her charge and where imprest is involved, cash shall be handed over strictly in accordance with Treasury Accounting Instructions; and
- (h) where the job of the member of staff involves responsibility for any field installations, the outgoing member of staff shall induct the incoming member of staff around those installations and introduce him or her to the member of staff in charge of these installations.

(5) Where an outgoing member of staff is leaving the station and has been resident in Judiciary accommodation, he or she must settle all personal outstanding bills including water and electricity, before departure.

(6) A hand over report shall be witnessed and countersigned by the Registrar, in the case of a Judge, and by the office supervisor, in case of a non-judicial officer.

(7) Where there is no incoming member of staff of the Judiciary to take over from the outgoing member of staff, the outgoing member of staff shall hand over to his or her immediate supervisor.

(8) Where a member of staff of the Judiciary leaves the Service and a Responsible Officer subsequently finds that the hand over was not properly and systematically done, the member of staff shall be recalled at his or her own expense to hand over properly.

(9) A member of staff of the Judiciary shall be held personally liable for any damage or loss of property of the Judiciary which cannot be traced owing to his or her failure to comply with these Regulations.

83. Gifts and benefits in kind

A gift or donation to a member of staff of the Judiciary at any public or ceremonial occasion, or a commission to a member of staff on any transaction, shall be dealt with in accordance with the Leadership Code Act.

PART IX—PERFORMANCE MANAGEMENT, REWARDS AND SANCTIONS

84. Performance Management System

There is established a Performance Management System within the Judiciary in accordance with section 18 of the Act.

85. Performance management

(1) Performance management shall be based on an approved performance enhancement evaluation mechanism and shall include annual target setting, rewarding excellent performance and managing poor performance.

(2) Responsible Officers shall ensure that the staff of the Judiciary are provided with schedules of duty and assigned work.

(3) There shall be a reward and recognition scheme for individuals and teams in the Judiciary Service for their contribution to the attainment of the goals and objectives of the Judiciary, as part of the performance management system.

(4) The Performance Management and Awards Committee established under the Administration of the Judiciary (Establishment of Committees) Regulations, 2023, shall receive and evaluate nominations and determine rewards for good performance or sanctions for poor performance in accordance with these Regulations.

(5) The Judiciary shall develop institutional annual performance plans at the beginning of every financial year, which shall be aligned to the Judiciary Strategic Plan and form the basis for individual performance plans.

(6) Responsible Officers shall ensure that the performance of staff of the Judiciary is monitored and evaluated on the basis of annual objectives, outputs, performance indicators and targets in the performance plan.

86. Performance appraisal

(1) There shall be submitted, in respect of every member of staff of the Judiciary, an annual performance appraisal report.

(2) The annual performance appraisal report shall be evidence based and scores shall be supported by availing documents or other means of verification.

(3) The staff performance appraisal system in the Judiciary Service shall be guided by objectivity, transparency, fairness and participation.

(4) The performance appraisal system shall involve the following processes—

- (a) performance planning;
- (b) performance monitoring;
- (c) performance evaluation;

- (d) performance improvement; and
- (e) rewards and sanctions.

(5) A member of staff of the Judiciary on study leave, prolonged sick leave or leave without pay shall not be required to fill appraisal forms until his or her return.

(6) Performance and competence gaps identified during the performance appraisal process shall form the basis for training and development in the Judiciary Service.

87. Performance planning

An immediate supervisor and a member of staff of the Judiciary shall establish clear and specific job expectations in accordance with the Judiciary annual performance plans.

88. Performance monitoring

(1) The immediate supervisor shall continuously monitor the performance of a member of staff of the Judiciary.

(2) The immediate supervisor of a member of staff of the Judiciary shall discuss the performance with the member of staff and provide the necessary support, including coaching and mentoring.

89. Performance evaluation

The immediate supervisor of a member of staff of the Judiciary shall hold an interactive discussion and document assessment, focusing on establishing achievements and performance gaps.

90. Performance improvement

(1) The immediate supervisor and the member of staff of the Judiciary shall devise means of improving performance and fulfilling the development and learning needs of the member of staff of the Judiciary.

(2) Performance improvement may include training, mentoring, coaching, counseling and attachment.

91. Rewards and sanctions

(1) Responsible Officers shall ensure that good performance is rewarded and poor performance sanctioned, for staff of the Judiciary.

(2) The Performance Management and Awards Committee shall receive and evaluate nominations and determine rewards for good performance in accordance with these Regulations and the Rewards and Sanctions Framework for the Judiciary Service.

92. Client Charter

(1) The Judiciary shall develop and disseminate a Client Charter containing service delivery standards.

(2) The Client Charter developed under subregulation (1) shall—

- (a) inform clients and stakeholders of the services provided by the Judiciary, the rights, expectations and obligations of the clients and the commitments of the Judiciary in terms of service delivery standards;
- (b) provide an accountability framework for the Judiciary to account to its clients and stakeholders on a regular basis, on the commitments made;
- (c) enable clients and stakeholders to hold the Judiciary to account for its outputs, services and commitments; and
- (d) act as a tool for continuous performance improvement through addressing service delivery challenges.

(3) Periodic service delivery surveys shall be undertaken to provide a comprehensive assessment of the trends in service delivery contained in the Client Charter.

PART X—GRIEVANCE MANAGEMENT

93. Grievance management

(1) A member of staff of the Judiciary who has a grievance may report the grievance to his or her immediate supervisor, in writing or orally, for appropriate action.

(2) Where an immediate supervisor has received a grievance from a member of staff, he or she shall address the grievance within fourteen working days.

(3) Where an immediate supervisor is unable to address the grievance, he or she shall forward it to the head of department or in-charge of the court for further action.

(4) Where a grievance has been forwarded to a head of department or in-charge of a court, he or she shall, within seven days, investigate the matter and advise the concerned member of staff on the action being taken.

(5) Where a head of department or in charge of a court is unable to address the grievance, he or she shall forward it to the Responsible Officer for further action.

(6) A member of staff of the Judiciary who has a grievance against his or her immediate supervisor, may report the grievance to his or her Responsible Officer in writing, for appropriate action.

(7) Where a Responsible Officer has received a grievance from a member of staff, he or she shall address the grievance within fourteen working days.

PART XI—DISCIPLINE, DISCIPLINARY PROCEDURE AND DISCIPLINARY ACTION

94. Acts constituting misconduct

(1) Any act done without reasonable excuse by a member of staff of the Judiciary, which amounts to failure to perform any duty

assigned to him or her, or which contravenes any law relating to the Judiciary Service or the Public Service in general, or which is otherwise prejudicial to the efficient conduct of the Judiciary Service or tends to bring the Judiciary Service into disrepute constitutes misconduct or gross misconduct.

- (2) Misconduct shall include the following—
 - (a) disclosure of information in contravention of the law;
 - (b) acts that bring the Judiciary Service into disrepute;
 - (c) bullying or victimisation;
 - (d) threatening behaviour;
 - (e) fighting or assaulting a person at the place of work;
 - (f) financial embarrassment;
 - (g) engaging in private interests at the expense of his or her official duties;
 - (h) breach of trust or confidentiality;
 - (i) issuing media statements or granting media interviews without authority;
 - (j) misuse of electronic and social media;
 - (k) unauthorised use or possession of Judiciary property or facilities;
 - (l) acts or omissions against the public interest;
 - (m) rude, abusive and disrespectful or use of vulgar language;

- (n) holding more than one full-time job concurrently;
- (o) uttering false statements;
- (p) driving a Judiciary vehicle under the influence of liquor or stupefying drug;
- (q) incitement with intent to cause disobedience;
- (r) use or abuse of drugs or alcohol;
- (s) absence from duty without permission;
- (t) disregarding the chain of command in his or her place of employment without reasonable excuse;
- (u) refusal to comply with posting instructions or orders;
- (v) insubordination;
- (w) abuse of judicial authority;
- (x) habitual late coming;
- (y) neglect of duty; and
- (z) noncompliance to performance management requirements.

(3) Misconduct shall result in disciplinary measures, other than removal or dismissal from the Judiciary Service.

(4) Gross misconduct is conduct which destroys the relationship of trust and confidence between the member of staff of the Judiciary and the Judiciary Service and renders the working relationship untenable.

(5) Gross misconduct shall result in retirement in the public interest, removal or dismissal from office, and includes—

- (a) commission of offences under the Anti-Corruption Act, the Leadership Code Act and the Penal Code Act in the course of duty;
- (b) breach of health and safety rules, endangering the safety and lives of others;
- (c) unauthorised destruction or misuse of official documents and records;
- (d) contravention of the Uganda Code of Judicial Conduct, the Judicial Oath or any other oath taken;
- (e) contravention of the Public Service Code of Conduct;
- (f) disclosure of information prejudicial to national security;
- (g) misuse or malicious damage to Judiciary property;
- (h) failure to account for public resources;
- (i) disregard of or breach of laws, regulations or procedures causing loss;
- (j) discrimination contrary to the Constitution; and
- (k) sexual harassment.

(6) Where a member of staff of the Judiciary is suspected to have been involved in an act or acts constituting gross misconduct, the Commission shall frame charges with full particulars of the case, including the applicable provisions of the law.

95. Disciplinary procedure

A person who alleges that a member of staff of the Judiciary has committed an offence or an act constituting misconduct may make a complaint in respect of the member of staff—

- (a) to the supervisor of the member of staff of the Judiciary;
- (b) to a Responsible Officer;
- (c) to the Inspectorate of Courts; or
- (d) to the Commission.

96. Procedure by supervisor

(1) A supervisor who receives a complaint against a member of staff of the Judiciary shall inquire into the substance of the complaint and require the member of staff to respond to the allegation.

(2) Where the supervisor fails to resolve the matter or finds that the matter is grave in nature, he or she shall refer the matter to the Responsible Officer.

97. Procedure by Responsible Officer

(1) Upon receipt of a report from the supervisor, the Responsible Officer shall require the member of staff to show cause why disciplinary proceedings should not be commenced against him or her, or forward the matter to the Disciplinary Committee or to the Commission.

(2) Where a member of staff of the Judiciary makes a satisfactory response as to why disciplinary proceedings should not be commenced against him or her, the Responsible Officer shall close the matter.

(3) Where a member of staff of the Judiciary fails to make a satisfactory response as to why disciplinary proceedings should not be commenced against him or her, the Responsible Officer shall forward the matter to the Disciplinary Committee or to the Commission.

(4) Notwithstanding the procedure laid out in subregulations (1), (2) or (3), the Responsible Officer may refer a complaint of misconduct against a member of staff of the Judiciary to the Commission for disciplinary action.

98. Procedure at Inspectorate of Courts

Where an Inspector of Courts receives a complaint against a member of staff of the Judiciary, he or she shall handle the complaint in accordance with the procedure laid out in the Administration of the Judiciary (Inspectorate of Courts) Regulations, 2023.

99. Proceedings in Disciplinary Committee

Where the Responsible Officer refers the complaint to the Disciplinary Committee, the complaint shall be handled in accordance with the Administration of the Judiciary (Establishment of Committees) Regulations, 2023.

100. Interdiction

(1) Where the Chief Registrar or the Secretary to the Judiciary considers that the public interest requires that a judicial officer, other than a justice, judge, Chief Registrar, Registrar or head of department should cease to perform the functions of his or her office, the Chief Registrar or the Secretary to the Judiciary may interdict the judicial officer or administrative or other staff member from the performance of his or her functions, if disciplinary proceedings are being taken or, if criminal proceedings are being instituted against the judicial officer or administrative or other staff member.

(2) Where a member of staff of the Judiciary is interdicted, he or she shall be informed of the reasons for the interdiction.

(3) A member of staff of the Judiciary shall not be interdicted for more than three months for cases that do not involve the police and the courts of judicature, and six months for cases that involve the police and courts of law.

(4) A member of staff who is interdicted shall receive half of his or her salary.

(5) Where disciplinary or criminal proceedings have been taken or instituted against a member of staff under interdiction and the member of staff is not dismissed or, as the case may be, convicted as a result of those proceedings, the salary withheld under subregulation (4) shall be paid to the member of staff and he or she shall be restored to full pay upon the termination of the proceedings.

(6) A member of staff under interdiction shall not leave Uganda without the permission of the Chief Justice, in the case of a judicial officer or the Secretary to the Judiciary in the case of an administrative or other staff member.

(7) Where investigations are not concluded within the time stipulated in subregulation (3), the member of staff of the Judiciary may appeal to the Commission to have his or her interdiction lifted.

101. Other action of Responsible Officer

A Responsible Officer who identifies any deficiency or inadequacy of a member of staff of the Judiciary may—

- (a) give the member of staff an oral or written warning;
- (b) recommend areas that require improvement to enable the member of staff to reform; or
- (c) refer the member of staff for supervision, mentorship or counselling.

102. Criminal prosecution

(1) Where criminal proceedings of a nature likely to warrant disciplinary proceedings are instituted against a member of staff of the Judiciary in any court, the Responsible Officer shall immediately report the matter to the Secretary to the Commission with a statement as to whether the member of staff has or has not been interdicted from the performance of his or her duties.

(2) Notwithstanding the institution of criminal proceedings in any court against a member of staff under subregulation (1), proceedings for removal or dismissal upon any grounds in a criminal charge may be taken against the member of staff but the decision of the Commission under this regulation shall not in any way be influenced by the decision of the court.

(3) Where criminal proceedings are instituted against a member of staff of the Judiciary, or where a member of staff of the Judiciary has been acquitted of a criminal charge in a court of law, the Commission or Responsible Officer shall not be prevented from instituting administrative sanctions or otherwise punishing him or her on any other charge arising out of his or her misconduct in the matter.

103. Proceedings after acquittal or conviction on criminal charge

(1) Where a member of staff of the Judiciary is convicted of a criminal offence, where no appeal is preferred, or where a final appeal has been heard and is unsuccessful, the Commission shall determine if, by virtue of the conviction, the employment of the member of staff of the Judiciary should be terminated with effect from the date of his or her conviction.

(2) Where a member of staff of the Judiciary is successful in his or her appeal, he or she shall, subject to the attainment of mandatory retirement age or dismissal for misconduct, be entitled to be reinstated to an office not lower in grade than his or her former office.

(3) Where there is no vacancy to which a member of staff of the Judiciary may be suitably reinstated in accordance with subregulation (2), the member of staff shall continue as an unattached member of staff until a suitable vacancy occurs, provided that he or she shall be entitled to his or her remuneration.

PART XII—EXIT FROM JUDICIARY SERVICE

104. Leaving the Judiciary Service

A member of staff of the Judiciary may leave the Judiciary Service in any of the following ways, as applicable—

- (a) retirement in any of the following ways—
 - (i) on attainment of the statutory minimum or mandatory retirement age;
 - (ii) early retirement;
 - (iii) on medical grounds;
 - (iv) on abolition of office;
 - (v) in the public interest;
- (b) by resignation;
- (c) upon termination of probationary appointment;
- (d) upon expiry or termination of contract;
- (e) upon removal;
- (f) upon dismissal;
- (g) upon appointment on transfer of service from the Judiciary Service to the Public Service; or
- (h) upon death.

105. Retirement of judicial officer from Judiciary Service

(1) A judicial officer may retire at any time after attaining the age of sixty years, and shall vacate his or her office—

(a) in the case of the Chief Justice, the Deputy Chief Justice, a justice of the Supreme Court and a justice of Appeal, on attaining the age of seventy years as provided for in article 144(1) of the Constitution;

(b) in the case of the Principal Judge and a judge of the High Court, on attaining the age of sixty-five years,

but may continue in office after attaining the age at which he or she is required to vacate office, for a period not exceeding three months necessary to enable him or her to complete any work pending before him or her.

(2) A Chief Registrar, Registrar or Magistrate shall retire from the Judiciary Service on attaining the age of sixty years.

(3) A judicial officer referred to under this regulation shall be entitled to retirement benefits.

106. Retirement of administrative or other staff

An administrative or other staff member of the Judiciary may retire from the Judiciary Service in any of the following ways—

(a) upon attainment of the statutory mandatory retirement age;

(b) upon early retirement;

(c) on medical grounds;

(d) on abolition of office; or

(e) in the public interest.

107. Early retirement of member of staff of Judiciary

(1) A justice or judge may retire at any time after attaining the age of sixty years.

(2) A Chief Registrar, Registrar, Magistrate and an administrative or other staff member of the Judiciary may apply for retirement before attaining the age of mandatory retirement if he or she is forty-five years of age and has served for a continuous period of ten years in the Judiciary Service.

(3) For the avoidance of doubt, any period served by a Chief Registrar, Registrar, Magistrate and an administrative or other staff member of the Judiciary in the Public Service before transfer to the Judiciary Service shall be taken into account in computing the period referred to in subregulation (2).

(4) A member of staff referred to in subregulation (1) or (2) may apply for early retirement—

- (a) to the President, through the Commission, in respect of members of staff appointed by the President;
- (b) to the Commission with a copy to the Responsible Officer, in respect of members of staff appointed by the Commission,
by giving notice of ninety days.

(5) A member of staff to whom this regulation applies shall be entitled to gratuity or terminal benefits, irrespective of the period served.

108. Retirement on medical grounds

(1) Where a member of staff of the Judiciary Service becomes incapable of discharging the duties of his or her office due to permanent infirmity of mind or body, he or she may apply to retire on medical grounds.

(2) A member of staff who wishes to retire on medical grounds shall apply—

- (a) to the President through the Commission, in the case of a member of staff appointed by the President; and
- (b) to the Commission, with a copy to the Responsible Officer in the case of a member of staff appointed by the Commission.

(3) The application referred to in subregulation (2) shall be accompanied by the recommendation of the medical board.

(4) A member of staff retired on medical grounds by the Appointing Authority shall be entitled to retirement benefits or pension, as applicable.

109. Retirement on abolition of office

(1) Except for the Chief Registrar or a Registrar as specified in the Constitution, a judicial officer of the lower bench and an administrative or other staff member of the Judiciary whose office is made redundant on the basis of restructuring of the Judiciary shall be retired on abolition of office, upon notice of three months from the Commission.

(2) A member of staff referred to in subregulation (1) considered for retirement on abolition of office shall be encouraged to apply for any other office for which he or she qualifies within the Judiciary Service, if there is a vacancy.

(3) A judicial officer of the lower bench to whom this regulation applies, shall be entitled to retirement benefits irrespective of whether he or she has attained the statutory minimum retirement age or completed ten years' qualifying service.

(4) An administrative or other staff member retiring on abolition of office shall be paid severance pay and be entitled to pension, irrespective of whether he or she has attained the statutory minimum retirement age or completed ten years' qualifying service.

(5) Severance pay shall be paid to compensate an administrative or other staff member for loss of office and to facilitate his or her return to his or her place of residence or home.

(6) Severance pay shall be calculated in accordance with the Pensions Regulations, in the case of an administrative or other staff member.

110. Retirement in public interest

(1) Where a judicial officer of the lower bench is removed from the Judiciary Service in the public interest, the judicial officer shall be entitled to retirement benefits.

(2) Where an administrative or other staff member of the Judiciary is retired from the Judiciary Service in the public interest, the administrative or other staff member shall be entitled to pension, gratuity and other applicable allowances.

111. Resignation from Judiciary Service

(1) A member of staff of the Judiciary may resign from the Judiciary Service.

(2) A member of staff of the Judiciary who wishes to resign from the Judiciary Service shall write—

(a) to the President, through the Commission, in the case of a member of staff appointed by the President; or

(b) to the Commission, in the case of a member of staff appointed by the Commission, with a copy to the Responsible Officer,

by giving notice of thirty days.

(3) Where a member of staff of the Judiciary fails to give thirty days' notice of his or her resignation to the President or the Commission, one month's salary shall be withheld.

(4) The resignation of a member of staff of the Judiciary whose office is established by the Constitution shall take effect in accordance with the terms on which the member of staff was appointed, or, if there are no such terms, when the writing signifying the resignation is received by the Appointing Authority.

(5) A member of staff of the Judiciary who wishes to resign and to whom subregulation (4) does not apply, shall not leave office until his or her application to resign has been approved by the Appointing Authority in writing, indicating the date on which the member of staff may leave Judiciary Service.

(6) The Appointing Authority may refuse to accept the resignation of a member of staff of the Judiciary where there are pending disciplinary proceedings against the member of staff.

(7) Where a member of staff of the Judiciary resigns from his or her office, he or she shall relinquish all rights and privileges attached to the office.

112. Termination of probationary appointment

(1) Where a member of staff of the Judiciary fails to fulfil the requirements of probation, his or her appointment may be terminated by the Appointing Authority, on the recommendation of the Responsible Officer.

(2) A member of staff of the Judiciary referred to in subregulation (1) shall leave the Judiciary Service upon termination of the probationary appointment.

(3) A member of staff of the Judiciary whose probationary appointment is terminated, other than by dismissal, shall—

- (a) be given fourteen days' notice;
- (b) hand over any Judiciary property in his or her possession;
- (c) be granted the cost of transport to his or her place of residence or home;
- (d) have no claim to any retirement or other terminal benefits; and
- (e) upon request, be given a certificate of service.

(4) A member of staff whose probationary appointment is terminated under subregulation (1) shall be entitled to remuneration for the period worked, up to the date of termination.

113. Expiry or termination of contract

(1) For the avoidance of doubt, where a member of staff of the Judiciary is serving on contract basis, his or her service in the Judiciary shall cease upon the expiry of his or her contract period.

(2) Where a contract is terminated before its expiry, the member of the Judiciary shall stop offering his or her services to the Judiciary.

114. Removal of judicial officer from office

(1) A judicial officer of a superior court may be removed from office for—

- (a) inability to perform the functions of his or her office arising from infirmity of body or mind;
- (b) misbehavior or misconduct; or
- (c) incompetence.

(2) The Chief Registrar, a Registrar or a Magistrate may be removed from office on the grounds specified in regulation 94 and on conviction of any offence prescribed under the Judicial Service Commission Regulations, 2025.

115. Dismissal from Judiciary Service

(1) An administrative or other staff member of the Judiciary may be dismissed from the Judiciary Service for gross misconduct as prescribed in these Regulations and the Judicial Service Commission Regulations, 2025.

(2) Where an administrative or other staff member of the Judiciary is dismissed from the Judiciary Service, he or she shall forfeit all rights and privileges of his or her office, including a claim to notice.

116. Appointment on transfer of service from Judiciary Service to Public Service

Where a member of staff of the Judiciary is appointed in any office in the Public Service, the member of staff of the Judiciary shall leave the Judiciary Service.

117. Pre-exit meeting

(1) A Responsible Officer may schedule a pre-exit meeting with a member of staff of the Judiciary leaving the Judiciary Service to explain the procedure for leaving the Service and the Responsible Officer shall clarify any benefits or pension due to the member of staff.

(2) A Responsible Officer may schedule a pre-exit meeting with a member of staff of the Judiciary who has resigned from the Service, and the reasons for resignation shall be recorded.

118. Certificate of service

(1) Upon leaving employment in the Judiciary Service, a Responsible Officer shall, if so requested by a former member of staff

of the Judiciary, other than a Judge of a Superior Court, provide him or her with a certificate indicating—

- (a) the name and address of the judicial officer or member of staff;
- (b) the nature of the business undertaken by the Judiciary;
- (c) the length of the period of continuous service with the Judiciary;
- (d) the capacity in which the member of staff was employed;
- (e) the wages payable at the date of termination of the employment; and
- (f) where the member of staff so requests, the reason for the termination of his or her employment.

(2) The certificate referred to in subregulation (1) shall not contain any evaluation of the work of the member of staff of the Judiciary, but where it is requested for by the member of staff, the Responsible Officer may provide it in a separate document.

PART XIII—RETIREMENT BENEFITS

119. Retirement benefits for judicial officers

Retirement benefits for judicial officers shall be processed in accordance with Part VIII of the Act.

120. Retirement benefits for administrative and other staff of Judiciary

The Pensions Act shall apply to the processing of retirement benefits of administrative or other staff retiring from the Judiciary Service.

PART XIV—PROCUREMENT AND DISPOSAL OF SUPPLIES, SERVICES AND
WORKS IN THE JUDICIARY

121. Procurement of supplies, services and works

The procurement of supplies, services and works in the Judiciary shall be in accordance with the Public Procurement and Disposal of Public Assets Act.

122. Disposal of Judiciary property

(1) Where a member of staff of the Judiciary considers that an inventory, vehicle, plant or equipment has reached the end of its useful life and is beyond economical repair or is unserviceable or has become redundant through obsolescence, he or she shall give details of the article and, where appropriate, its age and approximate value to his or her immediate supervisor.

(2) Where the immediate supervisor receives the information in subregulation (1), he or she shall forward the information to the Secretary to the Judiciary.

(3) Upon receipt of the information referred to in subregulation (2), the Secretary to the Judiciary shall appoint an adhoc Board of Survey to inspect the inventory, vehicle, plant or equipment and make recommendations as to the condemnation and disposal of the inventory, vehicle, plant or equipment.

(4) Disposal of Judiciary property referred to in subregulation (3) shall be in accordance with the Public Procurement and Disposal of Public Assets Act.

PART XV—DEATH IN THE JUDICIARY SERVICE

123. Death

(1) The death of a member of staff of the Judiciary shall be reported, immediately, by the quickest means of communication, to the Responsible Officer.

(2) Where a member of staff of the Judiciary dies while on duty, the Responsible Officer shall immediately, by the quickest means of communication, notify his or her next of kin, of the death.

(3) The Responsible Officer shall write a condolence message to the family of the deceased member of staff which shall refer to the member of staff's contribution to the Judiciary Service.

(4) Where a member of staff dies as a result of injuries sustained during the course of his or her service or is killed on duty, the Responsible Officer shall send a full report of the circumstances which led to the death of the member of staff to the Commissioner responsible for labour together with a copy of the death certificate, signed by the Government Medical Officer, for compensation purposes.

(5) The Secretary to the Judiciary shall ensure that the benefits of a deceased member of staff of the Judiciary are paid promptly to the legal representative of the deceased member of staff.

(6) Where a judicial officer dies while in service, the surviving spouse or spouses and dependent children of the deceased judicial officer shall be entitled to benefits as provided in section 29 of the Act.

(7) Where an administrative or other staff dies while in the service of the Judiciary, the surviving spouse or spouses and any child under eighteen years shall be entitled to benefits in accordance with the Pensions Act.

(8) The payment of salary of a deceased member of staff of the Judiciary shall cease at the end of the month in which he or she dies.

124. Funeral management for staff of Judiciary

(1) The funeral of a person who dies while holding the office of Chief Justice, Deputy Chief Justice, Principal Judge or Justice of the Supreme Court shall be conducted in accordance with section 23 of the Act and Schedule 3 to the Act.

(2) The funeral of a member of staff of the Judiciary, other than one referred to in subregulation (1) shall be borne by the Judiciary as specified in the Judiciary Service Human Resource Manual.

PART XVI—GENERAL

125. Rights of members of staff with disabilities

The Judiciary shall ensure respect, uphold and promote the fundamental and other human rights and freedoms of members of staff of the Judiciary with disabilities as enshrined in the Constitution and the Persons with Disabilities Act including—

- (a) accessible and adequate working areas;
- (b) access to parking;
- (c) access to services and information related to the disability;
- (d) assistive technology and equipment; and
- (e) changes to job schedules and working hours.

126. Communication in the Judiciary

(1) The Chief Registrar is responsible for communicating with the Government and the public on matters relating to the Judiciary Service or any other matter with which the Government may be concerned.

(2) Except for the Chief Justice, the Deputy Chief Justice, the Principal Judge and the Secretary to the Judiciary, a member of staff of the Judiciary shall not communicate with the Government or the public on matters relating to the Judiciary without the approval of the Chief Registrar.

127. Judiciary Service Human Resource Manual

The Judiciary shall develop a Judiciary Service Human Resource Manual to further detail the provisions of these Regulations.

128. Transition and savings

Any proceedings, decisions or other activity undertaken before the coming into force of these Regulations shall continue or remain in force until discontinued or revoked in accordance with these Regulations.

SCHEDULES

SCHEDULE 1 – FORMS

FORM 1

Regulation 18

PERSONAL RECORD FORM

Two copies of this form must be filled in person by all persons joining the Judiciary Service for the first time or on re-appointment. The Responsible Officer should forward a copy of this form to the Judicial Service Commission. A copy should be kept in the open file of the member of staff of the Judiciary.

SECTION A – PERSONAL INFORMATION

1. Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Other names:

--	--	--	--	--	--	--	--	--	--

3. **File number

--	--	--	--	--	--	--	--	--

4. **Personal number (from pay):

--	--	--	--	--	--	--	--	--	--	--

5. NIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6. Date of Birth: (DD MM YYYY)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7. Nationality and Sex:
 - (a) Ugandan Male
 - (b) Non-Ugandan Male
 - (c) Ugandan Female
 - (d) Non-Ugandan Female

8. Home District (*If Ugandan*) _____

9. Country of Origin (*If Non-Ugandan*) _____
10. Marital status:
- (a) Married
 - (b) Single
 - (c) Divorced
 - (d) Widowed
 - (e) Separated
11. Name of husband*/wife* (*if applicable*) _____

12. Number of children _____
13. Age of children

--	--	--
14. Location of residence (*Address*) _____
15. Place of work (*Address*) _____
16. Telephone contact _____
17. E-mail address _____
18. Religious denomination _____
19. Bank and branch _____
20. Bank account number _____
19. Bank account title*** _____

* *Delete whichever is not applicable*

***To be filled in by the Head of Personnel,*

****The Bank account title should be same as the names on the appointment letter.*

SECTION B – EDUCATIONAL STATUS/QUALIFICATIONS

	Year Completed	School/ Institution	Award and Class	Area of Study/ Specialisation
PHD				
Masters				
Postgraduate				
Diploma				
First Degree				
Vocational				
Training				
A' Level				
O' Level				
Apprentice				
Training				
PLE				

SECTION C – NEXT OF KIN

Names of two persons who should be contacted in case of an emergency.

1 (a) Name	
(b) Relationship	
(c) Place of work/organisation	
(d) Telephone/mobile contact	
(e) E-mail address	
(f) Place of residence	
(e) Postal address	

2.(a) Name	
(b) Relationship	
(c) Place of work/organisation:	
(d) Telephone/mobile	
(e) Email address	
(f) Place of residence	
(g) Postal address	

SECTION D – CERTIFICATION

I certify that the information provided is true and correct to the best of my knowledge and belief

Name of member of staff _____

Designation _____

Signature _____

Date _____

**Delete whichever is not applicable*

**Provision of wrong information is a criminal offence*

FORM 2

CONFIRMATION LETTER

Regulation 21(1)

Ref

Date.....

Address.....

Mr.*/Mrs.*/Ms.*/Rev*/Dr.*

Address

Dear Sir*/Madam*,

CONFIRMATION IN APPOINTMENT

1. I am pleased to inform you that the
under Minute No. has directed that you be confirmed in
your appointment as and admitted to the
Judiciary Service with effect from the date of your appointment
on probation.
2. Your attention is drawn to the Administration of the Judiciary
Act and Regulations made under the Act that explain the effect of
confirmation.

Yours faithfully

.....
Responsible Officer

Copy to: Auditor General
Secretary, Judicial Service Commission

** Delete whichever is not applicable*

FORM 3

Regulation 62(1)

APPLICATION FOR LEAVE

Note: To be addressed to the Responsible Officer.

To:.....

Thru:.....

Thru:.....

Thru:

Name.....

Designation.....

Department

Leave applied fordays from.....to.....

Leave address

Telephone No./E-mail address

.....
Date

.....
Signature of Officer

SECTION II: To be completed by the Head of Human Resource

COMPUTATION OF LEAVE

Leave due in (year)

Less leave taken

Balance

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED

This application is in accordance with the leave roster. Computation checked and leave recorded by;

.....
Head of Human Resource

.....
Date

SECTION III

To

Your application for leave from.....to
..... is approved/not approved (*reasons for not
approving must be given*)

.....
Signature of Responsible Officer

.....
Date

Name

Designation

Official stamp and date _____

FORM 4

Regulation 68(3)

**RECOMMENDATION BY THE RESPONSIBLE OFFICER
FOR A MEMBER OF STAFF TO PROCEED ON STUDY
LEAVE**

1. Personal Information
 - (a) Name.....
 - (b) Date of birth.....
 - (c) Date and minute number of first appointment
 - (d) Confirmation minute number
 - (e) Present Post (*date and minute number of appointment*)
.....
 - (f) Salary Scale of the post.....
2. Educational background
 - (a) Uganda Certificate of Education (UCE) or equivalent (*grade and year*).....
 - (b) Uganda Advanced Certificate of Education or equivalent (UACE) (*grade and year*).....
 - (c) Diploma(s) - (*class and year*).....
 - (d) Degree(s) - (*class and year*).....
 - (e) Any examinations passed other than in (a), (b), (c) or (d)
.....
 - (f) If the member of staff did not pass the Uganda Certificate of Education examination, full details to be given of examination passed and dates
.....
3. Proposed course
 - (a) Title of the course.....
 - (b) Location of course (*Institution and Country*)
 - (c) Commencement & ending date.....
 - (d) Evidence of admission*.....
 - (e) Brief description of course

(f) Award expected.....

4. Details of any member of staff already possessing the same qualifications the applicant is aspiring to obtain

.....

5. Particulars of any member of staff undergoing training to obtain the same qualifications as will be obtained by the applicant.....

6. Particulars of other member of staff in need of the same training.
**

.....

.....

7. Supersession

If the answer to (b) or (c) in section 4 is in the affirmative, give details of any member of staff who would then be superseded and the reasons therefore.

.....

.....

8. Source of funding/sponsorship (*Indicate costs and source of funding for the training*)

.....

.....

9. Recommendation of Responsible Officer:

.....

.....

.....

Name

Designation

Signature

Date

**Documentary evidence should be attached.*

***Separate sheets should be attached if necessary*

FORM 5

Regulation 68(4)

BOND AGREEMENT

BETWEEN

.....

AND

.....

Know all men by these presents that
has been awarded a scholarship byfor
training in..... and under the terms of the said scholarship is
required to enter the conditions set out herein below and which said
conditions and rules shall form an integral part of this agreement.

The conditions referred to above are as follows:

The person to whom the scholarship is awarded shall be required—

- (a) to complete the course for which the scholarship has been awarded and follow the rules as may hereafter be made whether by way of amendment or otherwise by the Responsible Officer or other person or committee of persons so appointed or nominated by him or her, governing the award of scholarship; and
- (b) on completion of training, to return to his or her office and resume work in the capacity for which his or her course of instruction was approved by the Responsible Officer and to continue in that service for a period equivalent to the study leave granted.

PROVIDED that the Responsible Officer shall have the power to release him or her from the obligation at any time before the expiration of the bond period as thought fit, but in the event of a breach of any or all the above conditions the bond shall remain in full force and effect.

- (a) This scholarship is sponsored by
- (b) The training course commences on the day of and ends on the..... day of

I, hereby declare in the presence of..... that the scholarship awarded to me shall be governed by these rules and that in the event of a breach by me of any of the above rules my scholarship shall be suspended or terminated forthwith and I shall be called upon to pay the equivalent of the salary and other training related expenses incurred to sponsor me for the said training, within 6 months.

SIGNED by the said this day of, 20.....

In the presence of GUARANTOR.

Signed by this day of, 20.....

..... RESPONSIBLE OFFICER

this day of, 20.....

SCHEDULE 2

Regulation 75(4)

OATHS

Part I

Oath of Allegiance

I, _____, swear in the name of the Almighty God/solemnly affirm that I will be faithful and bear true allegiance to the Republic of Uganda and that I will preserve, protect and defend the Constitution. (So help me God.)

.....
Signature of Declarant

SWORN before me at this day of 20

.....
Signature of Person authorised to administer Oath.

Part II

Judicial Oath

I, _____, swear in the name of the Almighty God/solemnly affirm that I will well and truly exercise the judicial functions entrusted to me and will do right to all manner of people in accordance with the Constitution of the Republic of Uganda as by law established and in accordance with the laws and usage of the Republic of Uganda without fear or favour, affection or ill will. (So help me God.)

.....
Signature of Declarant

SWORN before me atthis day of 20.....

.....
Signature of Person authorised to administer Oath.

Part III
Official Oath

I, _____, swear that I will at all times well and truly serve the Republic of Uganda in the office of _____ and that I will support and uphold the Constitution of the Republic of Uganda as by law established. (So help me God.)

.....
Signature of Declarant

SWORN before me atthis day of 20.....

.....
Signature of Person authorised to administer Oath.

Part IV
Oath of Secrecy

I, _____, swear that I will not directly or indirectly communicate or reveal any matter to any person which shall be brought under my consideration or shall come to my knowledge in the discharge of my official duties except as may be required for the discharge of my official duties or as may be specifically permitted by the President. (So help me God.)

.....
Signature of Declarant

SWORN before me atthis day of 20.....

.....
Signature of Person authorised to administer Oath.

SCHEDULE 3

Regulation 76

THE UGANDA CODE OF JUDICIAL CONDUCT

Contents

Preamble

Definitions

1. Independence
2. Impartiality
3. Integrity
4. Propriety
5. Equality
6. Competence and diligence
7. Promotion and enforcement

PREAMBLE

RECOGNISING THAT the Uganda Courts of Judicature are established by the Constitution to exercise judicial power in the name of the people of Uganda in conformity with the law and with the values, norms and aspirations of the people, and are enjoined to administer substantive justice impartially and expeditiously;

CONSCIOUS THAT in conformity with those values, norms, and aspirations, the Courts in exercising judicial authority must uphold the principles laid down in the Constitution, as well as in regional and international conventions to which Uganda subscribes;

AWARE that the effectiveness of judicial authority lies in the respect and acceptance the public accords to its exercise, which in turn ultimately depends on the proper manner in which the administration of justice is conducted;

RECOGNISING that in order to strengthen the rule of law, to protect human rights and freedoms and to properly administer justice, and in order to enhance and maintain public confidence in the Judiciary, it is imperative for it, both at individual and institutional level, to respect and honour the judicial office as a public trust and to strive to protect judicial independence; and

HAVING reviewed and modified the code known as “The Code of Conduct for Judges, Magistrates and other Judicial Officers 1989”.

NOW WE THE JUDICIAL OFFICERS OF UGANDA DO HEREBY ADOPT the following principles and rules designed to provide guidance for regulating judicial conduct AND to be known as “The Uganda Code of Judicial Conduct”.

DEFINITIONS

In this Code, unless the context otherwise permits or requires, the following meanings shall be attributed to the words used—

“judicial officer “ shall have the same definition as specified in the Constitution.

“judicial officer’s family “ includes the judicial officer’s spouse, son, daughter, son in-law, daughter-in-law, parent and any other close relative or employee who lives in the judicial officer’s household.

1. INDEPENDENCE

Principle: An independent Judiciary is indispensable to the proper administration of justice. A judicial officer therefore should uphold and exemplify the independence of the Judiciary in its individual and institutional aspects.

1.1. A judicial officer shall exercise the judicial function independently on the basis of his or her assessment of the facts, and in accordance with conscientious understanding of the law, free of any direct or indirect extraneous influences, inducements, pressures, threats or interference from any quarter or for any reason.

1.2. A judicial officer shall reject any attempt, arising from outside the proper judicial process, to influence the decision in any matter before the judicial officer for judicial decision.

1.3. A judicial officer shall be independent of judicial colleagues in respect of decisions which he or she is obliged to make independently, proper professional consultation shall be excepted.

1.4. A judicial officer shall encourage and uphold safeguards for the discharge of judicial duties in order to maintain and enhance the institutional and operational independence of the judiciary.

2. IMPARTIALITY

Principle: Impartiality is the essence of the judicial function and applies not only to the making of a decision but also to the process by which the decision is made. Justice must not merely be done but must also be seen to be done.

2.1. A judicial officer shall perform judicial duties without fear, favour, ill-will, bias, or prejudice.

2.2. A judicial officer shall ensure that his or her conduct, both in and out of court, maintains and enhances the confidence of the legal profession, the litigants and the public, in the impartiality of the judicial officer and of the Judiciary.

2.3. A judicial officer shall avoid close personal association with individual members of the legal profession who practice in his or her court, where such association might reasonably give rise to suspicion or appearance of favouritism or partiality.

2.4. A judicial officer shall refrain from participating in any proceedings in which the impartiality of the judicial officer might reasonably be questioned. Without limiting the generality of the foregoing, a judicial officer shall disqualify himself or herself from participating in any proceedings in the following instances: -

2.4.1. Where the judicial officer has personal knowledge of the disputed facts concerning the proceedings;

2.4.2. Where a member of the judicial officer's family is representing a litigant, is a party, or has interest in the outcome of the matter in controversy, in the proceedings.

3. INTEGRITY

Principle: Integrity is central to the proper discharge of the judicial office. The behaviour and conduct of a judicial officer must re-affirm the people's faith in the integrity of the judiciary.

3.1. A judicial officer shall respect and uphold the laws of the country.

3.2. A judicial officer shall at all times and in every respect be of an upright character and ensure that his or her conduct is above reproach in the view of a reasonable fair minded and informed person.

3.3. A judicial officer shall exhibit and promote high standards of judicial and personal integrity.

3.4. In addition to observing the standards of this Code personally, a judicial officer shall encourage, support and help other judicial officers to do the same.

4. PROPRIETY

Principle: Propriety and the appearance of propriety are essential to the performance of all the activities of a judicial officer. A judicial officer shall avoid impropriety and the appearance of impropriety in all judicial and personal activities.

4.1. A judicial officer shall at all-times conduct himself or herself in a manner consistent with the dignity of the judicial office, and for that purpose must freely and willingly accept appropriate personal restrictions.

4.2. A judicial officer shall exhibit and promote high standards of judicial conduct.

4.3. A judicial officer shall not use or lend the prestige of the judicial office to advance his or her private interests, or the private interests of a member of his or her family or of anyone else, nor shall a judicial officer convey or permit others to convey the impression that anyone is in a special position to improperly influence the judicial officer in the performance of judicial duties.

4.4. A judicial officer shall refrain from conduct and from associating with persons, groups of persons and organisations which, in the mind of a reasonable, fair-minded and informed person, might undermine confidence in the judicial officer's impartiality or otherwise with regard to any issue that may come before the Courts.

4.5. A judicial officer shall not, without authority of the law or the consent of the parties, carry out investigation of the facts of a case before him or her in the absence of any of the parties, nor communicate with any party to such a case in the absence of the other party

4.6. A judicial officer shall refrain from all active political activity or involvement, and from conduct that, in the mind of a reasonable fair-minded and informed person, might give rise to the appearance that the judicial officer is engaged in political activity.

4.7. A judicial officer, by himself or herself or through a family member, or other person, shall neither ask for, nor accept, any gift, bequest, loan, hospitality or favour, from any person with interest in any litigation before the courts, or from any person in relation to anything done or to be done or omitted to be done by the judicial officer in connection with the performance of judicial duties. Loans from banks and other financial institutions shall be excepted.

4.8. Save for holding and managing appropriate personal or family investments, a judicial officer shall refrain from being engaged in financial or business dealings which may interfere with the proper performance of judicial duties or reflect adversely on the image or impartiality of the judicial officer.

4.9. A judicial officer, whilst the holder of judicial office, may own and manage property and may be a dormant partner or shareholder in a firm or company but shall not serve as an officer, manager or employee of any business concern, and shall, under no circumstances, practice law or be an active or dormant partner or associate in a firm practicing law.

4.10. Subject to the proper performance of judicial duties, a judicial officer may take part in civic and charitable activities that do not, in the mind of a reasonable, fair-minded and informed person reflect ‘adversely upon the judicial officer’s impartiality or performance of judicial duty.

4.11. Subject to the proper performance of judicial duties, a judicial officer may engage in such activities as to write, lecture, teach and may participate in other activities concerning the law, the legal system, the administration of justice and related matters, and may serve as a member of a body devoted to the improvement of the said matters.

4.12. A judicial officer may receive reasonable remuneration and actual reimbursement of expenses for the extrajudicial activities permitted by this code, if such payments do not give the appearance of inducing the judicial officer in the performance of judicial duties or otherwise give the appearance of impropriety.

5. EQUALITY

Principle: All persons are entitled to equal protection of the law. A judicial officer shall accord equal treatment to all persons who appear in court, without distinction on unjust discrimination based on the grounds of sex, colour, race, ethnicity, religion, age, social or economic status, political opinion, or disability.

5.1. A judicial officer shall not, in the performance of judicial duties, by words or conduct manifest bias or prejudice towards any person or group on the basis of unjust discrimination.

5.2. A judicial officer shall not be a member of, nor be associated with, any society or organisation that practices unjust discrimination.

6. COMPETENCE AND DILIGENCE

Principle: Competence and diligence are prerequisites to the performance of the judicial office. A judicial officer shall give judicial duty precedence over all other activities.

6.1 A judicial officer shall endeavour to maintain and enhance knowledge, skills and personal qualities necessary for the proper and competent performance and discharge of judicial duties.

6.2 A judicial officer shall promptly dispose of the business of the court, but in so doing, must ensure that justice prevails. Protracted trial of a case must be avoided wherever possible. Where a judgment is reserved, it should be delivered within 60 days, unless for good reason, it is not possible to do so.

6.3 A judicial officer shall maintain order and decorum in court and shall be patient and dignified in all proceedings, and shall require similar conduct of advocates, witnesses, court staff and other persons in attendance.

7. PROMOTION AND ENFORCEMENT

The Judicial Integrity Committee, Peer Committees, and the Judiciary as a whole shall promote awareness of the principles and rules set out in this Code and shall encourage all judicial officers to comply with them.

Enforcement of these principles and ensuring the compliance of judicial officers with them, are essential to the effective achievement of the objectives of this Code.

The enforcement of this Code shall take into account the legitimate need of a judicial officer, by reason of the nature of judicial office, to be afforded protection from vexatious or unsubstantiated accusations, and to be accorded due process of law, in the resolution of complaints against him or her.

Cross References

Anti-Corruption Act, Cap. 116

Constitution

Leadership Code Act, Cap. 33

Oaths Act, Cap. 21

Penal Code Act, Cap. 128

Pensions Act, Cap. 89

Persons with Disabilities Act, Cap. 115

Public Procurement and Disposal of Public Assets Act, Cap. 205

Workers Compensation Act, Cap. 233

Administration of Judiciary (Establishment of Committees) Regulations, 2023, S.I. No. 93 of 2023

Administration of Judiciary (Inspectorate of Courts) Regulations, 2023, S.I. No. 92 of 2023

Judicial Service Commission Regulations, 2025 S.I. No. 4 of 2025

NORBERT MAO,

Minister of Justice and Constitutional Affairs.