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Date : 4 September 2025

Judges
Court of Appeal

Registrar / Deputy Registrars/ Senior Assistant Registrars
Court of Appeal

Research Officers
to the Judges of the Court of Appeal

**PRACTICE DIRECTION OF
THE PRESIDENT OF THE COURT OF APPEAL
NUMBER 1 OF 2025
PROCEDURE ON THE HANDLING OF CASES AND CASE
MANAGEMENT IN THE COURT OF APPEAL**

IN exercise of the powers conferred by rule 77 of the Rules of the Court of Appeal 1994 [P.U. (A) 524/1994], I hereby issue this Practice Direction to set the procedure on the handling of cases and case management in the Court of Appeal as follows:

APPLICATION

1. This Practice Direction applies as guidelines for all appeal cases and applications filed in the Court of Appeal

INTERPRETATION

2. In this Practice Direction, unless the context otherwise requires –

“e-Filing” means a platform in the Court's application system that is used for the purpose of filing and sending documents electronically;

“e-Record of Appeal” means a platform in the Court's application system that is used to generate Record of Appeal for criminal cases automatically;

“e-Review” means a platform in the Court's application system that is used between the Court and the parties to conduct Case Management through remote communication technology;

“Sub-Registry Office of the Court of Appeal in Sabah and Sarawak” means the Sub-Registry Office of the Court of Appeal established by the President of the Court of Appeal in 2017 for the administration of appeal cases originating from Sabah and Sarawak, as the case may be;

“Registrar” means the Registrar, Deputy Registrar or Senior Assistant Registrar of the Court of Appeal, Malaysia;

“digital platform” means a remote communication technology channel including e-mail, e-Review, video conferencing application or video network or other digital channels deemed appropriate by the Court;

“e-Court system” means any electronic application developed by the Office of the Chief Registrar of the Federal Court for the matters and proceedings of the Court.

PART I GENERAL

A. Notice of Appeal for Criminal Cases

3. The procedure for the filing of the Notice of Appeal for criminal cases is as follows:

(a) for the Notice of Appeal filed –

(i) by the appellant, as per the Notice of Appeal in Form 5 of the Rules of the Court of Appeal 1994 (“RCA 1994”); and

(ii) on behalf of the prisoner, as per Form 6 of the RCA 1994

(b) The Notice of Appeal shall clearly state whether the appeal is only against the sentence or against the whole decision.

4. In accordance with the provisions of sections 52, 53 and 54 of the Courts of Judicature Act 1964 [Act 91], the Registrar of the High Court and the parties will receive notification of the criminal appeal number from the Registrar once the Notice of Appeal has been registered.

B. Notice of Appeal for Civil Cases

5. The procedure for the filing of the Notice of Appeal for civil cases is as follows:

- (a) by using the Notice of Appeal in Form 1 of the RCA 1994; and
- (b) if there is more than one decision on the applications heard on the same day, whether jointly or separately, a Notice of Appeal shall be filed for each decision appealed against.

C. Notice of Motion

6. Any application in Court shall be filed through a Notice of Motion as follows:

- (a) for criminal cases is as provided under Chapter 3, Part II of the RCA 1994;
- (b) for civil cases is as provided under Chapter 2, Part VIII of the RCA 1994; and
- (c) every application shall be filed together with an affidavit in support.

7. All affidavits shall be paginated on each sheet of the affidavits.

D. Classification of Appeal Codes

8. All appeals and applications filed in the Court of Appeal shall use the State Code and Matter Code as follows:

(a) State Codes –

NO	STATE CODE	STATE
1.	A	Perak
2.	B	Selangor
3.	C	Pahang
4.	D	Kelantan
5.	J	Johor
6.	K	Kedah
7.	M	Melaka
8.	N	Negeri Sembilan
9.	P	Pulau Pinang
10.	Q	Sarawak
11.	R	Perlis
12.	S	Sabah (including the Federal Territory of Labuan)
13.	T	Terengganu
14.	W	Wilayah Persekutuan (Putrajaya and Kuala Lumpur)

(b) Matter Codes –

NO	MATTER CODE	MATTER
1.	01	Civil appeal –

NO	MATTER CODE	MATTER
		<p>(a) from the High Court by or against the Government in relation to –</p> <p>(i) the Government Proceedings Act 1956 [Act 359];</p> <p>(ii) the Federal Constitution or State Constitution;</p> <p>(iii) Land reference; or</p> <p>(iv) Income tax appeal</p> <p>(b) involving statutory bodies; and</p> <p>(c) involving tribunal cases</p>
2.	02	General civil appeal (excluding appeal under Code 01, 03 and 04)
3.	03	Civil appeal from the decision of the Deputy Registrar or Senior Assistant Registrar of the High Court
4.	04A	Civil appeal from the decision of the Subordinate Court by or against the Government, Statutory Bodies or tribunal
5.	04B	Civil appeal from the decision of the Subordinate Court
6.	05	Criminal appeal from the decision of the High Court not involving public servants
7.	06	Criminal review
8.	06A	Criminal appeal from the decision of the High Court involving public servants

NO	MATTER CODE	MATTER
9.	06B	Criminal appeal from the decision of the Subordinate Court involving public servants
10.	07	Criminal application
11.	08	Application for leave to appeal
12.	08(L)	Civil application other than the application for leave to appeal
13.	08(Review)	Civil review application
14.	09	Criminal appeal from the decision of the Subordinate Court not involving public servants

- (c) Classification of Codes according to the subject matter for criminal appeal is in **ANNEXURE A1** and for civil appeal is in **ANNEXURE A2**.

E. Filing of Document

9. The filing of Documents using the e-Filing platform shall be done through the following methods:

- (a) for lawyers, through the e-Court system; or
- (b) for the public, through the Service Bureau at the Service Bureau counter of the Court of Appeal.

10. All documents filed through the e-Filing platform shall be filed in portable document format (pdf).

11. Notwithstanding paragraph 10, the parties shall submit a printed copy of the following documents at the Registry of the Court of Appeal –

NUMBER OF COPIES	DOCUMENT TYPE
one (1) copy or any number of copies as directed by the Registrar from time to time	(a) Record of Appeal; (b) Supplementary Record of Appeal; (c) Notice of Motion; (d) Affidavit; (e) Written Submissions and Bundle of Authorities; (f) Executive Summary; (g) Common Core Bundle; (h) Special Bundle; and Other documents as directed by the Registrar

12. Copies of documents as stated in paragraph 11 shall be served at the following locations –

STATE	LOCATION
States in Peninsular Malaysia	Registry of the Court of Appeal in Putrajaya
Sabah	Sub-Registry of the Court of Appeal at the Kota Kinabalu Court Complex, Sabah
Sarawak	Sub-Registry of the Court of Appeal at the Kuching Court Complex, Sarawak

PART II
PREPARATION OF RECORD OF APPEAL

A. Binding of Record of Appeal

13. The Record of Appeal shall comply with the following formats –

- (a) each sheet in the Record of Appeal shall be paginated sequentially from the front cover till the last page of each volume;
- (b) the page number sequence for each volume shall start with number one (1);
- (c) each volume of the Record of Appeal shall not exceed two hundred (200) pages and each volume shall be marked with the word "VOLUME" in the upper right corner of the front page;
- (d) for documents that exceed two hundred (200) pages, they shall be bound as a new volume and marked as follows –

“VOLUME 1(1), 1(2), 1(3) and so forth”

- (e) for documents that are less than two hundred (200) pages, they can be combined into one volume;
- (f) each document included in each volume shall be clear and readable;
- (g) the printed copy of the Record of Appeal shall be neatly bound using the comb binding;

- (h) each volume of the Record of Appeal shall have its own index;
- (i) the first volume of the Record of Appeal for civil cases shall include a primary index;
- (j) in the middle of the front page of each volume shall state the intitulement of the action at the Court of Appeal and at the High Court, and at the bottom of the page shall state the names of the legal firms representing the parties;
- (k) documentary exhibits to be included shall be arranged according to the list of exhibits tendered during the trial;
- (l) exhibits stored in electronic form including compact disc, video and audio shall be submitted to the Court of Appeal together with a physical copy of the Record of Appeal;
- (m) the marking of the page number and volumes of the printed copy of the Record of Appeal shall be the same as the copy filed in the e-Filing system; and
- (n) to enable the Court to take security measures for documents subjected to a Protective Order made by any court and filed in the Record of Appeal, the parties shall notify the Registrar as soon as these documents are filed.

B. Record of Appeal for Criminal Cases

14. Record of Appeal and Supplementary Record of Appeal for criminal cases must be uploaded into the e-Court system by the High Court Registry.

15. The Record of Appeal must comply with the format of the content and numbering as follows:

(a) Criminal Appeal from the High Court (Full Trial)

VOLUME	CONTENT
1	(i) Index for Volume 1; (ii) Particulars of trial at the High Court (Form 7); (iii) Notice of Appeal to the Court of Appeal; (iv) Sealed order of the High Court; (v) Charge sheet; and (vi) Grounds of Judgment of the High Court
2	(i) Index for Volume 2; and (ii) Notes of Evidence of the High Court and Witness Statement (if available)
3	(i) Index for Volume 3; and (ii) Exhibits in the form of document and/or photograph

VOLUME	CONTENT
4	<ul style="list-style-type: none"> (i) Index for Volume 4; and (ii) Written Submissions by the Prosecution and the Defence without Bundle of Authorities

(b) Criminal Appeal from the Subordinate Courts (Full Trial)

VOLUME	CONTENT
1	<ul style="list-style-type: none"> (i) Index for Volume 1; (ii) Particulars of hearing at the High Court (Form 7); (iii) Sealed order of the Court of Appeal (leave to appeal), if applicable; (iv) Notice of Appeal to the Court of Appeal; (v) Sealed order of the High Court; (vi) Grounds of Judgment of the High Court; and (vii) Notes of Proceedings of the High Court
2	<ul style="list-style-type: none"> (i) Index for Volume 2; (ii) Particulars of trial at the Subordinate Court; (iii) Notice of Appeal to the High Court;

VOLUME	CONTENT
	(iv) Petition of Appeal to the High Court; (v) Charge sheet; (vi) Sealed order of the Subordinate Court; and (vii) Grounds of Judgment of the Subordinate Court
3	(i) Index for Volume 3; and (ii) Notes of Evidence of the Subordinate Court and Witness Statement (if available)
4	(i) Index for Volume 4; and (ii) Exhibits in the form of document and/or photograph
5	(i) Index for Volume 5; and (ii) Written Submissions before the High Court by the Prosecution and the Defence without Bundle of Authorities
6	(i) Index for Volume 6; and (ii) Written Submissions before the Subordinate Court by the Prosecution and the Defence without Bundle of Authorities

(c) Criminal Appeal from the High Court (Criminal Application)

VOLUME	CONTENT
1	<ul style="list-style-type: none">(i) Index for Volume 1;(ii) Particulars of hearing at the High Court (Form 7);(iii) Notice of Appeal to the Court of Appeal;(iv) Sealed order of the High Court;(v) Notice of Motion; and(vi) Grounds of Judgment of the High Court
2	<ul style="list-style-type: none">(i) Index for Volume 2;(ii) Notes of Proceedings of the High Court;(iii) Affidavit in Support;(iv) Affidavit in Opposition; and(v) Affidavit in Reply
3	<ul style="list-style-type: none">(i) Index for Volume 3; and(ii) Written Submissions before the High Court by the Prosecution and the Defence without Bundle of Authorities.

(d) Criminal Appeal from the Subordinate Courts (Criminal Application)

VOLUME	CONTENT
1	<ul style="list-style-type: none">(i) Index to Volume 1;(ii) Particulars of hearing at the High Court (Form 7);(iii) Notice of Appeal to the Court of Appeal;(iv) Sealed order of the High Court;(v) Grounds of Judgment of the High Court; and(vi) Notes of Proceedings of the High Court
2	<ul style="list-style-type: none">(i) Index to Volume 2;(ii) Particulars of trial at the Subordinate Court;(iii) Notice of Appeal to the High Court;(iv) Petition of Appeal to the High Court;(v) Notice of Motion;(vi) Sealed order of the Subordinate Court; and(vii) Grounds of the Judgment of the Subordinate Court
3	<ul style="list-style-type: none">(i) Index to Volume 3;(ii) Notes of Proceedings at the Subordinate Court;(iii) Affidavit in Support;(iv) Affidavit in Opposition; and(v) Affidavit in Reply

VOLUME	CONTENT
4	(i) Index to Volume 4; and (ii) Written Submissions before the High Court by the Prosecution and the Defence without Bundle of Authorities
5	(i) Index to Volume 5; and (ii) Written Submissions before the Subordinate Court by the Prosecution and the Defence without Bundle of Authorities

C. Record of Appeal in Civil Cases

16. The appellant shall comply with the following format in preparing the Record of Appeal for civil cases:

(a) Civil Appeal from the High Court (Full Trial by Witness)

PART	CONTENT
A	(i) Primary Index; (ii) Index to Part A; (iii) Chronology of the case, starting from the date the case is filed at the court of first instance until the date the Record of Appeal is filed;

PART	CONTENT
	(iv) Memorandum of Appeal; (v) Judgment, decree or order appealed from; (vi) Notice of Appeal; (vii) Grounds of judgment or grounds of decision of the High Court Judge; and (viii) Pleadings at the High Court
B	(i) Index to Part B; (ii) Sub-index with pagination regarding the witnesses referred to in the Notes of Evidence at the High Court; (iii) Notes of Evidence of the High Court; and (iv) Documentary Exhibits
C	(i) Index to Part C; and (ii) Written Submissions of the parties at the High Court (without Bundle of Authorities).

(b) Civil Appeal from the High Court (Hearing by Affidavit)

PART	CONTENT
A	(i) Primary Index; (ii) Index to Part A; (iii) Chronology of the case, starting

	<p>from the date the case is filed at the court of first instance until the date the Record of Appeal is filed;</p> <p>(iv) Memorandum of Appeal;</p> <p>(v) Judgment, decree or order appealed from;</p> <p>(vi) Notice of Appeal;</p> <p>(vii) Grounds of judgment or grounds of decision of the High Court Judge; and</p> <p>(viii) Originating Summons, Pleadings (if applicable), Petition and/or Notice of Application at the High Court</p>
B	<p>(i) Index to Part B;</p> <p>(ii) Sub-index with pagination regarding the affidavits by the deponents and exhibits filed and/or read at the High Court;</p> <p>(iii) Notes of Proceedings at the High Court;</p> <p>(iv) Copies of the affidavits (with exhibits) filed and/or read at the High Court appealed from (arranged according to the date filed); and</p> <p>(v) Exhibits in electronic form (compact disc, video and audio)</p>
C	<p>(i) Index to Part C; and</p> <p>(ii) Written Submissions of the parties</p>

	at the High Court (without Bundle of Authorities)
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(c) Civil Appeal from Subordinate Court (Full Trial by Witness)

PART	CONTENT
A	<ul style="list-style-type: none"> (i) Primary Index; (ii) Index to Part A; (iii) Chronology of the case, starting from the date the case was filed at the court of first instance until the date the Record of Appeal is filed; (iv) Memorandum of Appeal; (v) Judgment, decree or order appealed from; (vi) Notice of Appeal; and (vii) Grounds of judgment or grounds of decision of the High Court Judge
B	<ul style="list-style-type: none"> (i) Index to Part B; and (ii) Written Submissions of the parties at the High Court (without Bundle of Authorities)
C	<ul style="list-style-type: none"> (i) Index to Part C; (ii) Sub-index of documents referred to in the Record of Appeal at the Subordinate Court; and (iii) Record of Appeal from the

PART	CONTENT
	Subordinate Court filed at the High Court

(d) Civil Appeal from the Subordinate Court (Hearing by Affidavit)

PART	CONTENT
A	<ul style="list-style-type: none"> (i) Primary Index; (ii) Index to Part A; (iii) Chronology of the case, starting from the date the case is filed at the court of the first instance until the date the Record of Appeal is filed; (iv) Memorandum of Appeal; (v) Judgment, decree or order appealed from; (vi) Notice of Appeal; and (vii) Grounds of judgment or grounds of decision of the High Court Judge
B	<ul style="list-style-type: none"> (i) Index to Part B; and (ii) Written Submissions of the parties at the High Court (without Bundle of Authorities)
C	<ul style="list-style-type: none"> (i) Index to Part C; and (ii) Record of Appeal from the

PART	CONTENT
	Subordinate Court filed at the High Court

17. The Record of Appeal for Civil cases specified in paragraph 16 in Parts A, B and C shall be filed in as follows:

- (a) Volume 1 Part A;
- (b) Volume 2 Part B; and
- (c) Volume 3 Part C.

18. If there is more than one volume for each Part filed, the filing of documents in the e-Filing system shall be filed in the following sequence:

- (a) Volume 2 Part B(1);
- (b) Volume 2 Part B(2);
- (c) Volume 2 Part B(3);
- (d) Volume 3 Part C(1); and
- (e) Volume 3 Part C(2).

19. The Appellant shall ensure that the documentary exhibits in the Record of Appeal are –

- (a) relevant;
- (b) clear and legible; and
- (c) arranged in chronological order.

D. Special Bundle

20. For Civil Appeals, the appellant shall ensure that –

- (a) the following documents are filed in one Special Bundle –
 - (i) Notice of Appeal and Notice of Cross-Appeal (if applicable);
 - (ii) Sealed Order of the High Court;
 - (iii) Sealed Order of the Subordinate Court or the Tribunal Order (if applicable);
 - (iv) Grounds of Judgment of the High Court;
 - (v) Grounds of Judgment of the Subordinate Court or Grounds of Judgment of the Tribunal (if applicable); and
 - (vi) Memorandum of Appeal.
- (b) The Special Bundle shall be filed no later than one (1) month before the hearing date.

E. Common Core Bundle

21. The parties shall ensure that the Common Core Bundle is filed no later than one (1) month before the hearing date.

22. A Common Core Bundle shall be prepared if the Record of Appeal is more than five (5) volumes and shall contain –

- (a) the main documents related to the issues in the appeal; and
- (b) the documents that will be referred to by the parties during the hearing of the appeal.

23. The parties shall cooperate in preparing the Common Core Bundle as follows:

- (a) The appellant's counsel shall provide the draft index of the Common Core Bundle to the respondent's counsel;
- (b) The respondent's counsel shall respond or make amendments (if necessary) to the draft index and serve it on the appellant's counsel;
- (c) If there is no response by the respondent's counsel within forty-eight (48) hours on the draft index, the appellant's counsel shall prepare and file the Common Core Bundle according to the documents listed in the draft index.

F. Written Submissions and Bundle of Authorities

24. The parties shall ensure that the Written Submissions and Bundle of Authorities are—

- (a) filed through the e-Filing system;
- (b) served on the opposing party; and
- (c) in accordance with the following:
 - (i) time frame for filing of Written Submissions –
 - (A) unless otherwise directed, Written Submissions and Bundle of Authorities shall be filed at least one (1) month before the hearing date;

(B) Submissions in Reply (if available) and Bundle of Authorities shall be filed within fourteen (14) days before the hearing date; and

- (ii) if Written Submissions are not filed within the period as stipulated in paragraph 24 (c) (i), the time for oral submission is limited to twenty (20) minutes only and any extension of time is subject to the discretion of the Chairman of the Panel;
- (iii) the total number of pages for Written Submissions or Bundle of Authorities that exceed two hundred (200) pages shall be divided into several volumes and each volume is limited to two hundred (200) pages only;
- (iv) Written Submissions that exceed thirty (30) pages shall be filed with an Executive Summary. The Executive Summary shall not exceed ten percent (10%) of the total pages of the Written Submissions;
- (v) Written Submissions format –

FONT TYPE	FONT SIZE	LINE SPACING
Arial	14 point	1.5

- (vi) Written Submissions and Executive Summaries filed in the e-Filing system shall be in pdf copyable format;

(vii) speaking notes, diagrams, flow charts, slides or any other documents intended to assist the Court shall be filed and served on the other party at least seven (7) days before the hearing date; and

(viii) Bundle of Authorities shall include an index and be paginated on each of the pages submitted.

G. Colour of Document Cover

25. The colour of the document cover filed in the e-Filing and in printed copy is as follows:

DOCUMENT	COLOR OF DOCUMENT COVER
Record of Appeal (Criminal)	Pink
Record of Appeal (Civil)	Red
Special Bundle	Green
Common Core Bundle	Yellow
Appellant/Applicant (Criminal, Civil and Notice of Motion) (a) Executive Summary; (b) Written Submission; (c) Bundle of Authorities	Blue
Respondent	Orange

DOCUMENT	COLOR OF DOCUMENT COVER
(Criminal, Civil and Notice of Motion) (a) Executive Summary; (b) Written Submission; (c) Bundle of Authorities	
Intervener or other parties (as the case may be) (a) Executive Summary; (b) Written Submission; (c) Bundle of Authorities	White

PART III

CASE MANAGEMENT PROCEDURE

A. General Procedure

26. Case Management can be conducted -

- (a) through digital platforms; or
- (b) with the physical attendance of the parties in Court.

27. The time frame for fixing the first Case Management date is as follows:

TYPE OF PROCEEDINGS	TIME FRAME FOR FIXING THE FIRST CASE MANAGEMENT DATE
Appeal	within ninety (90) days from the date of

TYPE OF PROCEEDINGS	TIME FRAME FOR FIXING THE FIRST CASE MANAGEMENT DATE
	registration of the Notice of Appeal
Application	within a period of not more than thirty (30) days from the date of filing of the notice of motion

28. The counsel handling the case shall be present on the Case Management date. If the counsel is unable to attend, the counsel's legal firm shall ensure that any other counsel attending the Case Management is able to provide a complete and accurate information including the free dates of the counsel handling the case for the purpose of fixing a hearing date.

29. On the Case Management date, the parties shall inform the Registrar—

- (a) of any proceedings stayed or adjourned at any court pending the decision of the appeal in the Court of Appeal;
- (b) for appeal against sentence in criminal appeals, the expected date of completion of the sentence;
- (c) of any interlocutory application to be filed. The parties shall ensure that the application is filed before the next Case Management date; and
- (d) of any Court of Appeal Judge who could not or should not hear the appeal by stating the reason thereto.

30. Case Management by e-Review

(a) Application of e-Review for Case Management

Case Management by e-Review is not applicable to cases involving unrepresented party.

(b) Notice of Case Management by e-Review

(i) For the first Case Management by e-Review, the parties will receive a Notice to Attend Case Management by e-Review together with the Case Management Form (CM Form) through the e-Court system.

(ii) Notice to Attend Case Management by e-Review is not issued for the second and subsequent Case Managements and the dates are as fixed by the Registrar during the e-Review session.

(c) Case Management by e-Review can be conducted at any time before or on the date the Case Management is scheduled.

(d) Case Management will end at 4.00 pm on the scheduled Case Management day.

(e) For the first Case Management by e-Review--

(i) the appellant shall complete and submit the CM Form by e-Review no later than three (3) days before the Case Management date; and

(ii) if the information in the CM Form is incomplete or contains

incorrect information, the Registrar will fix a new Case Management date within a short period to enable the parties to submit a new complete and correct CM Form. Case management will only be proceeded once a complete and correct CM Form is received.

31. Case Management by Video Conferencing

- (a) Information on the date and time of the Case Management by video conferencing will be notified to the parties through a notice sent by the following methods:
 - (i) the e-Court system; and
 - (ii) for criminal appeal cases, if the appellant or respondent is unrepresented and is in custody, through the detaining authority.
- (b) For the smooth conduct of the Case Management proceedings via video conferencing, the parties shall ensure that the internet access is available with good connectivity on the date and time of the Case Management.

32. Case Management by Physical Attendance

- (a) Case Management by physical attendance in Court will be fixed in the following circumstances:
 - (i) there is a need for the Case Management to be conducted by physical attendance; or

(ii) the case involves complex and complicated issues.

- (b) The detaining authority shall produce the person in custody to attend the Case Management upon receiving direction or order from the Court.

33. Case Management for Civil Appeal and Civil Application by email

(a) Notice of Case Management by email

- (i) Notification of the date and time of Case Management by email will be sent to the parties at least one (1) week before the date of the Case Management through the e-Court system, unless there is urgency.
- (ii) The parties shall ensure that the email address in the e-Filing system is updated to ensure that it is accurate and accessible on the date and time of the Case Management.
- (b) Any notice issued by the Registrar to the email address of the parties registered in the e-Filing system is deemed to be applicable and effective.

PART IV
DRAFT ORDER AND FAIR ORDER

A. Draft Order and Fair Order for Civil Appeal/ Application

34. The parties shall ensure that the Draft Order and Fair Order for Civil Appeal/ Application are filed –

- (a) based on the Practice Direction of the Chief Justice Number 1 of 2022 (Guidelines for Filing of Orders and Judgments in Proceedings in Courts throughout Malaysia);
- (b) in accordance with Order 42 Rule 10(4) of the Rules of Court 2012 [P.U.(A) 205/2012], together with a covering letter within seven (7) working days from the date the decision is given;
- (c) in accordance with the following additional format –

FONT TYPE	FONT SIZE	LINE SPACING
Arial	14 point	1.5

- (d) Draft Order and Fair Order shall be prepared according to the format in the following Annexures:

ANNEXURE B (I)	Civil Appeal
ANNEXURE B (II)	Civil Appeal (Heard Together)

ANNEXURE B (III)	Civil Application (Leave to Appeal)
ANNEXURE B (IV)	Notice of Motion in Civil Appeal

- (e) Draft Order and Fair Order shall state whether the order/ judgment was decided unanimously or by a majority. If an order/ judgment was decided by a majority decision, the name of the dissenting Judge shall be stated.

B. Sealed Order for Criminal Cases

35. Time frame for Issuing Sealed Order for Criminal Cases

The parties will obtain the Sealed Order for Criminal Cases within the following time frame:

TYPES OF ORDERS	TIME FRAME FOR OBTAINING ORDERS
<p>(a) Appeal involving imprisonment sentence and requires issuance of warrant of imprisonment;</p> <p>(b) Application by Notice of Motion as allowed by the Panel for an order of –</p> <p>(i) Stay of execution on sentence;</p> <p>(ii) Bail application;</p>	promptly

TYPES OF ORDERS	TIME FRAME FOR OBTAINING ORDERS
(iii) Warrant of Arrest and Warrant of Detention under S. 56A of the Courts of Judicature Act 1964; and (iv) Any other order that requires a sealed order to be prepared and issued forthwith.	
Other orders	not exceeding four (4) working days from the date the decision is given

PART V
SUB-REGISTRY OFFICE OF THE COURT OF APPEAL
IN SABAH AND SARAWAK

A. Sub-Registry Office

36. The Sub-Registry Office of the Court of Appeal in Sabah and Sarawak is located at the following locations:

STATE	LOCATION
Sarawak	Kuching Court Complex
Sabah	Kota Kinabalu Court Complex

B. Criminal and Civil Appeal from High Court decision

37. Notice of Appeal from the decision of the High Court in Sabah and Sarawak shall be filed at the High Court in Sabah and Sarawak through the e-Court system of Sabah and Sarawak.

38. The parties will receive a notification on the registration of the Notice of Appeal after –

- (a) the Registry of the High Court in Sabah and Sarawak forwards a printed copy of the Notice of Appeal to the Sub-Registry Office of the Court of Appeal in Sabah and Sarawak for registration;
- (b) the Sub-Registry Office of the Court of Appeal in Sabah and Sarawak uploads the Notice of Appeal into the e-Court system; and
- (c) the Registrar registers the Notice of Appeal.

PART VI MISCELLANEOUS

A. Certificate of Urgency

39. In accordance with the provision of Rule 22 RCA 1994, an application for an urgent hearing of an appeal may be made in writing to the Right Honourable the President of the Court of Appeal.

40. A Certificate of Urgency shall be filed through the e-Filing system and the fee for the Certificate of Urgency is as provided in the Second Schedule of the RCA 1994.

41. The Certificate of Urgency shall be in the format as provided in **Annexure C** and shall state the—

- (a) appeal number and name of the parties;
- (b) brief facts of the appeal;
- (c) reasons for the urgent hearing; and
- (d) whether the other party has any objections; and if any, to state the objections in detail.

B. Attendance of Prisoner as Witness or Party in Civil Cases at the Court of Appeal

42. The procedure for the attendance of a prisoner as a witness or a party in civil cases in Court is as follows:

- (a) for prisoners represented by counsel, an *ex-parte* application by a notice of motion supported with an affidavit shall be filed; and
- (b) for prisoners who are unrepresented, the application in paragraph (a) shall be submitted through the detaining authority.

43. In the event the application is allowed under paragraph 42, an order in Form 68 of the Rules of Court 2012 will be issued by the Court to produce the prisoner at the time and place specified in the order.

PART VII
REVOCATION AND COMMENCEMENT DATE

A. Revocation of the Court of Appeal Practice Directions

44. The following Practice Directions are hereby revoked –
- (a) the Court of Appeal Practice Direction No. 1 of 2017; and
 - (b) the Practice Direction of the President of the Court of Appeal No. 2 of 2017.

B. Commencement Date

45. This Practice Direction comes into operation on the **1st of October 2025**.



YAA DATO' ABU BAKAR BIN JAIS

The President of the Court of Appeal, Malaysia
Palace of Justice
Putrajaya

Copy to:

The Right Honourable the Chief Justice
Federal Court
Palace of Justice
Putrajaya

The Right Honourable the Chief Judge of Malaya
Federal Court
Palace of Justice
Putrajaya

The Right Honourable the Chief Judge of Sabah and Sarawak
Federal Court
Palace of Justice
Putrajaya

The Attorney General
Attorney General's Chambers
No. 45, Persiaran Perdana
Precinct 4, 62100 Putrajaya

Federal Court Judges
Federal Court
Palace of Justice
Putrajaya

High Court Judges/Judicial Commissioners
High Court

State Attorney General of Sarawak
Level 15 & 16, Wisma Bapa Malaysia
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State Attorney General of Sabah
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Menara Kinabalu, Jalan Sulaman
88450 Kota Kinabalu, Sabah

Chief Registrar
Federal Court
Palace of Justice
Putrajaya

Deputy Chief Registrar
Federal Court
Palace of Justice
Putrajaya

Registrar
High Court of Malaya
Palace of Justice
Putrajaya

Registrar
High Court of Sabah and Sarawak
Kota Kinabalu
Sabah

Registrar
Subordinate Court of Malaya
Palace of Justice
Putrajaya

Registrar
Subordinate Court of Sabah and Sarawak
Kota Kinabalu
Sabah

Director
Policy and Legislation Division
Office of the Chief Registrar of the Federal Court
Istana Kehakiman
Putrajaya

President
Bar Council of Malaysia
Kuala Lumpur

President
Sabah Law Society

President
Advocates Association of Sarawak

Librarian
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No. 45, Persiaran Perdana
Precinct 4, 62100 Putrajaya

CLASSIFICATION OF CRIMINAL APPEAL CODES

[PART I, Paragraph 8 (c)]

Classification of **criminal appeal** codes is as follows:

NO	SUBJECT MATTER	CODE
CASES TRIED IN THE HIGH COURT NOT INVOLVING PUBLIC SERVANT (05)		
1.	Decision of the High Court for general offenses not involving public servant (appeal against death sentence)	05(M)
2.	Decision of the High Court for general offenses not involving public servant (appeal against discharge and acquittal)	05(LB)
3.	Decision of the High Court for general offenses not involving public servant (appeal against sentence)	05(H)
4.	Decision of the High Court for general offenses not involving public servant (appeal against conviction and sentence other than death sentence)	05(SH)

NO	SUBJECT MATTER	CODE
5.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 not involving public servant (appeal against death sentence)	05A(M)
6.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 not involving public servant (appeal against discharge and acquittal)	05A(LB)
7.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 not involving public servant (appeal against sentence)	05A(H)
8.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 not involving public servant (appeal against conviction and sentence other than death sentence)	05A(SH)
9.	Decision of the High Court for offences under s. 302 of the Penal Code not involving public servant (appeal against death sentence)	05B(M)

NO	SUBJECT MATTER	CODE
10.	Decision of the High Court for offences under s. 302 of the Penal Code not involving public servant (appeal against discharge and acquittal)	05B(LB)
11.	Decision of the High Court for offences under s. 302 of the Penal Code not involving public servant (appeal against sentence)	05B(H)
12.	Decision of the High Court for offences under s. 302 of the Penal Code not involving public servant (appeal against conviction and sentence other than death sentence)	05B(SH)
13.	Decision of the High Court for offences under Kidnapping Act 1961 not involving public servant (appeal against discharge and acquittal)	05C(LB)
14.	Decision of the High Court for offences under Kidnapping Act 1961 not involving public servant (appeal against sentence)	05C(H)

NO	SUBJECT MATTER	CODE
15.	Decision of the High Court for offences under Kidnapping Act 1961 not involving public servant (appeal against conviction and sentence other than death sentence)	05C(SH)
16.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 not involving public servant (appeal against discharge and acquittal)	05D(LB)
17.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 not involving public servant (appeal against sentence)	05D(H)
18.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 not involving public servant (appeal against conviction and sentence other than death sentence)	05D(SH)
19.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder)	05BS(M)

NO	SUBJECT MATTER	CODE
	not involving public servant (appeal against death sentence)	
20.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) not involving public servant (appeal against discharge and acquittal)	05BS(LB)
21.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) not involving public servant (appeal against sentence)	05BS(H)
22.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) not involving public servant (appeal against conviction and sentence other than death sentence)	05BS(SH)
23.	Decision of the High Court for offences under the Security Offenses (Special Measures) Act 2012 not involving public servant (appeal against death sentence)	05SO(M)

NO	SUBJECT MATTER	CODE
24.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 not involving public servant (appeal against discharge and acquittal)	05SO(LB)
25.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 not involving public servant (appeal against sentence)	05SO(H)
26.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 not involving public servant (appeal against conviction and sentence other than death sentence)	05SO(SH)
CASES TRIED IN THE HIGH COURT INVOLVING PUBLIC SERVANT (06A)		
27.	Decision of the High Court for general offenses involving public servant (appeal against death sentence)	06A(M)

NO	SUBJECT MATTER	CODE
28.	Decision of the High Court for general offenses involving public servant (appeal against discharge and acquittal)	06A(LB)
29.	Decision of the High Court for general offenses involving public servant (appeal against sentence)	06A(H)
30.	Decision of the High Court for general offenses involving public servant (appeal against conviction and sentence other than death sentence)	06A(SH)
31.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 involving public servant (appeal against death sentence)	06AA(M)
32.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 involving public servant (appeal against discharge and acquittal)	06AA(LB)
33.	Decision of the High Court for offences under s. 39B of the	06AA(H)

NO	SUBJECT MATTER	CODE
	Dangerous Drugs Act 1952 involving public servant (appeal against sentence)	
34.	Decision of the High Court for offences under s. 39B of the Dangerous Drugs Act 1952 involving public servant (appeal against conviction and sentence other than death sentence)	06AA(SH)
35.	Decision of the High Court for offences under s. 302 of the Penal Code involving public servant (appeal against death sentence)	06AB(M)
36.	Decision of the High Court for offences under s. 302 of the Penal Code involving public servant (appeal against discharge and acquittal)	06AB(LB)
37.	Decision of the High Court for offences under s. 302 of the Penal Code involving public servant (appeal against sentence)	06AB(H)
38.	Decision of the High Court for offences under s. 302 of the Penal	06AB(SH)

NO	SUBJECT MATTER	CODE
	Code involving public servant (appeal against conviction and sentence other than death sentence)	
39.	Decision of the High Court for offences under Kidnapping Act 1961 involving public servant (appeal against discharge and acquittal)	06AC(LB)
40.	Decision of the High Court for offences under Kidnapping Act 1961 involving public servant (appeal against sentence)	06AC(H)
41.	Decision of the High Court for offences under Kidnapping Act 1961 involving public servant (appeal against conviction and sentence other than death sentence)	06AC(SH)
42.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 involving public servant (appeal against discharge and acquittal)	06AD(LB)

NO	SUBJECT MATTER	CODE
43.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 involving public servant (appeal against sentence)	06AD(H)
44.	Decision of the High Court for offences under the Firearms (Increased Penalties) Act 1971 involving public servant (appeal against conviction and sentence other than death sentence)	06AD(SH)
45.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) involving public servant (appeal against death sentence)	06ABS(M)
46.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) involving public servant (appeal against discharge and acquittal)	06ABS(LB)
47.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder)	06ABS(H)

NO	SUBJECT MATTER	CODE
	involving public servant (appeal against sentence)	
48.	Decision of the High Court for offences under s. 396 of the Penal Code (gang-robbery with murder) involving public servant (appeal against conviction and sentence other than death sentence)	06ABS(SH)
49.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 involving public servant (appeal against death sentence)	06ASO(M)
50.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 involving public servant (appeal against discharge and acquittal)	06ASO(LB)
51.	Decision of the High Court for offences under the Security Offences (Special Measures) Act 2012 involving public servant (appeal against sentence)	06ASO(H)

NO	SUBJECT MATTER	CODE
52.	Decision of the High Court for offences under the Security Offenses (Special Measures) Act 2012 involving public servant (appeal against conviction and sentence other than death sentence)	06ASO(SH)
APPEAL FROM THE SESSIONS COURT DECIDED BY THE HIGH COURT INVOLVING PUBLIC SERVANT (06B)(MS)		
53.	Decision of the High Court on an appeal from the Sessions Court for general offenses involving public servant (appeal against discharge and acquittal)	06B(MS)(LB)
54.	Decision of the High Court on an appeal from the Sessions Court for general offenses involving public servant (appeal against sentence)	06B(MS)(H)
55.	Decision of the High Court on an appeal from the Sessions Court for general offenses involving public servant (appeal against conviction and sentence)	06B(MS)(SH)

NO	SUBJECT MATTER	CODE
56.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case involving public servant (appeal against discharge and acquittal)	06B(MS)(K)(LB)
57.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case involving public servant (appeal against sentence)	06B(MS)(K)(H)
58.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case involving public servant (appeal against conviction and sentence)	06B(MS)(K)(SH)
59.	Decision of the High Court on an appeal from the Sessions Court involving public servant in corruption case (appeal against discharge and acquittal)	06B(MS)(R)(LB)
60.	Decision of the High Court on an appeal from the Sessions Court involving public servant in corruption case (appeal against sentence)	06B(MS)(R)(H)

NO	SUBJECT MATTER	CODE
61.	Decision of the High Court on an appeal from the Sessions Court involving public servant in corruption case (appeal against conviction and sentence)	06B(MS)(R)(SH)
62.	Decision of the High Court on an appeal from the Sessions Court involving public servant in Child Sexual Offenses case (appeal against discharge and acquittal)	06B(MS)(JSK)(LB)
63.	Decision of the High Court on an appeal from the Sessions Court involving public servant in Child Sexual Offenses case (appeal against sentence)	06B(MS)(JSK)(H)
64.	Decision of the High Court on an appeal from the Sessions Court involving public servant in Child Sexual Offenses case (appeal against conviction and sentence)	06B(MS)(JSK)(SH)
65.	Decision of the High Court on an appeal from the Sessions Court involving public servant in Intellectual Property Offences case	06B(MS)(IPCcr)

NO	SUBJECT MATTER	CODE
66.	Decision of the High Court on an appeal from the Sessions Court involving public servant in Cybercrime case	06B(MS)(CY)
67.	Decision of the High Court on an appeal from the Sessions Court not involving public servant regarding the order of a Sessions Court Judge (code 42(ors))	06B(MS)(Ors)
APPEAL FROM THE MAGISTRATES' COURT DECIDED BY THE HIGH COURT INVOLVING PUBLIC SERVANT (06B)(MM)		
68.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses involving public servant (appeal against discharge and acquittal)	06B(MM)(LB)
69.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses involving public servant (appeal against sentence)	06B(MM)(H)
70.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses involving public servant (appeal against conviction and sentence)	06B(MM)(SH)

NO	SUBJECT MATTER	CODE
71.	Decision of the High Court on an appeal from the Magistrates' Court involving public servant in Cybercrime case	06B(MM)(CY)
72.	Decision of the High Court on an appeal from the Magistrates' Court involving public servant regarding the order of a Magistrate (code 41(ors))	06B(MM)(Ors)
APPEAL FOR CASES TRIED IN SESSIONS COURT NOT INVOLVING PUBLIC SERVANT (09)(MS)		
73.	Decision of the High Court on an appeal from the Sessions Court for general offenses not involving public servant (appeal against discharge and acquittal)	09(MS)(LB)
74.	Decision of the High Court on an appeal from the Sessions Court for general offenses not involving public servant (appeal against sentence)	09(MS)(H)
75.	Decision of the High Court on an appeal from the Sessions Court for general offenses not involving	09(MS)(SH)

NO	SUBJECT MATTER	CODE
	public servant (appeal against conviction and sentence)	
76.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case not involving public servant (appeal against discharge and acquittal)	09(MS)(K)(LB)
77.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case not involving public servant (appeal against sentence)	09(MS)(K)(H)
78.	Decision of the High Court on an appeal from the Sessions Court for commercial crime case not involving public servant (appeal against conviction and sentence)	09(MS)(K)(SH)
79.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in capital markets case (appeal against discharge and acquittal)	09(MS)(SC)(LB)
80.	Decision of the High Court on an appeal from the Sessions Court not	09(MS)(SC)(H)

NO	SUBJECT MATTER	CODE
	involving public servant in capital markets case (appeal against sentence)	
81.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in capital markets case (appeal against conviction and sentence)	09(MS)(SC)(SH)
82.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in Child Sexual Offenses case (appeal against discharge and acquittal)	09(MS)(JSK)(LB)
83.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in Child Sexual Offenses case (appeal against sentence)	09(MS)(JSK)(H)
84.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in Child Sexual Offenses case (appeal against conviction and sentence)	09(MS)(JSK)(SH)

NO	SUBJECT MATTER	CODE
85.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in corruption case (appeal against discharge and acquittal)	09(MS)(R)(LB)
86.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in corruption case (appeal against sentence)	09(MS)(R)(H)
87.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in corruption case (appeal against conviction and sentence)	09(MS)(R)(SH)
88.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in Intellectual Property Offences case	09(MS)(IPCr)
89.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in Cybercrime case	09(MS)(CY)

NO	SUBJECT MATTER	CODE
90.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in general environmental offences	09(MS)(EG)
91.	Decision of the High Court on an appeal from the Sessions Court not involving public servant in specific environmental offences	09(MS)(ES)
92.	Decision of the High Court on an appeal from the Sessions Court not involving public servant regarding the order of a Sessions Court Judge (code 42(ors))	09(MS)(Ors)
APPEAL FOR CASES TRIED IN MAGISTRATES' COURT NOT INVOLVING PUBLIC SERVANT (09)(MM)		
93.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses not involving public servant (appeal against discharge and acquittal)	09(MM)(LB)
94.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses not involving public servant (appeal against sentence)	09(MM)(H)

NO	SUBJECT MATTER	CODE
95.	Decision of the High Court on an appeal from the Magistrates' Court for general offenses not involving public servant (appeal against conviction and sentence)	09(MM)(SH)
96.	Decision of the High Court on an appeal from the Magistrates' Court not involving public servant in Intellectual Property Offences case	09(MM)(IPCr)
97.	Decision of the High Court on an appeal from the Magistrates' Court not involving public servant in Cybercrime case	09(MM)(CY)
98.	Decision of the High Court on an appeal from the Magistrates' Court not involving public servant in general environmental offences	09(MM)(EG)
99.	Decision of the High Court on an appeal from the Magistrates' Court not involving public servant in specific environmental offences	09(MM)(ES)
100.	Decision of the High Court on an appeal from the Magistrates' Court	09(MM)(Ors)

NO	SUBJECT MATTER	CODE
	not involving public servant regarding the order of a Magistrate (code 41(ors))	
101.	Decision of the High Court on an appeal from the Court for Children	09(MM)(KK)

CLASSIFICATION OF CIVIL APPEAL CODES

[PART I, Paragraph 8 (c)]

Classification of **civil appeals** codes is as follows –

NO	SUBJECT MATTER	CODE
1.	Civil Appeal from the High Court by or against the Government (Full Hearing - Affidavit)	01(A)
2.	Civil Appeal from the High Court by or against the Government (Full Trial - Witness)	01(W)
3.	Civil Appeal from the High Court by or against the Government (Interlocutory)	01(IM)
4.	Civil Appeal from the High Court by or against the Government (Admiralty) (Full Hearing - Affidavit)	01(ADM)(A)
5.	Civil Appeal from the High Court by or against the Government (Admiralty) (Full Trial - Witness)	01(ADM)(W)
6.	Civil Appeal from the High Court by or against the Government (Admiralty) (Interlocutory)	01(IM)(ADM)

NO	SUBJECT MATTER	CODE
7.	Civil Appeal from the High Court by or against the Government (Construction) (Full Hearing - Affidavit)	01(C)(A)
8.	Civil Appeal from the High Court by or against the Government (Construction) (Full Trial - Witness)	01(C)(W)
9.	Civil Appeal from the High Court by or against the Government (Construction) (Interlocutory)	01(IM)(C)
10.	Civil Appeal from the High Court by or against the Government (Civil Intellectual Property) (Full Hearing - Affidavit)	01(IPCv)(A)
11.	Civil Appeal from the High Court by or against the Government (Civil Intellectual Property) (Full Trial - Witness)	01(IPCv)(W)
12.	Civil Appeal from the High Court by or against the Government (Civil Intellectual Property) (Interlocutory)	01(IM)(IPCv)
13.	Civil Appeal from the High Court by or against the Government (Muamalat) (Full Hearing - Affidavit)	01(MUA)(A)
14.	Civil Appeal from the High Court by or against the Government (Muamalat) (Full Trial - Witness)	01(MUA)(W)
15.	Civil Appeal from the High Court by or against the Government (Muamalat) (Interlocutory)	01(IM)(MUA)

NO	SUBJECT MATTER	CODE
16.	Civil Appeal from the High Court by or against the Government (Commercial) (Full Hearing - Affidavit)	01(NCC)(A)
17.	Civil Appeal from the High Court by or against the Government (Commercial) (Full Trial - Witness)	01(NCC)(W)
18.	Civil Appeal from the High Court by or against the Government (Commercial) (Interlocutory)	01(IM)(NCC)
19.	Civil Appeal from the High Court by or against the Government (Civil) (Full Hearing - Affidavit)	01(NCvC)(A)
20.	Civil Appeal from the High Court by or against the Government (Civil) (Full Trial - Witness)	01(NCvC)(W)
21.	Civil Appeal from the High Court by or against the Government (Civil) (Interlocutory)	01(IM)(NCvC)
22.	Civil Appeal from the High Court by or against the Government (Arbitration) (Full Hearing - Affidavit)	01(ARB)(A)
23.	Civil Appeal from the High Court by or against the Government (Arbitration) (Full Trial - Witness)	01(ARB)(W)
24.	Civil Appeal from the High Court by or against the Government (Arbitration) (Interlocutory)	01(IM)(ARB)

NO	SUBJECT MATTER	CODE
25.	Civil Appeal from the High Court by or against the Government (Environment) (Full Hearing - Affidavit)	01(E)(A)
26.	Civil Appeal from the High Court by or against the Government (Environment) (Full Trial - Witness)	01(E)(W)
27.	Civil Appeal from the High Court by or against the Government (Environment) (Interlocutory)	01(IM)(E)
28.	General Civil Appeal from the High Court (Arbitration) (Full Hearing - Affidavit)	02(ARB)(A)
29.	General Civil Appeal from the High Court (Arbitration) (Full Trial - Witness)	02(ARB)(W)
30.	General Civil Appeal from the High Court (Arbitration) (Interlocutory)	02(IM)(ARB)
31.	General Civil Appeal from the High Court (Full Hearing - Affidavit)	02(A)
32.	General Civil Appeal from the High Court (Full Trial - Witness)	02(W)
33.	General Civil Appeal from the High Court (Interlocutory)	02(IM)
34.	General Civil Appeal from the High Court (Admiralty) (Full Hearing - Affidavit)	02(ADM)(A)
35.	General Civil Appeal from the High Court (Admiralty) (Full Trial - Witness)	02(ADM)(W)
36.	General Civil Appeal from the High Court (Admiralty) (Interlocutory)	02(IM)(ADM)

NO	SUBJECT MATTER	CODE
37.	General Civil Appeal from the High Court (Construction) (Full Hearing - Affidavit)	02(C)(A)
38.	General Civil Appeal from the High Court (Construction) (Full Trial - Witness)	02(C)(W)
39.	General Civil Appeal from the High Court (Construction) (Interlocutory)	02(IM)(C)
40.	General Civil Appeal from the High Court (Civil Intellectual Property) (Full Hearing - Affidavit)	02(IPCv)(A)
41.	General Civil Appeal from the High Court (Civil Intellectual Property) (Full Trial - Witness)	02(IPCv)(W)
42.	General Civil Appeal from the High Court (Civil Intellectual Property) (Interlocutory)	02(IM)(IPCv)
43.	General Civil Appeal from the High Court (Muamalat) (Full Hearing - Affidavit)	02(MUA)(A)
44.	General Civil Appeal from the High Court (Muamalat) (Full Trial - Witness)	02(MUA)(W)
45.	General Civil Appeal from the High Court (Muamalat) (Interlocutory)	02(IM)(MUA)
46.	General Civil Appeal from the High Court (Commercial) (Full Hearing - Affidavit)	02(NCC)(A)
47.	General Civil Appeal from the High Court (Commercial) (Full Trial - Witness)	02(NCC)(W)
48.	General Civil Appeal from the High Court (Commercial)(Interlocutory)	02(IM)(NCC)

NO	SUBJECT MATTER	CODE
49.	General Civil Appeal from the High Court (Civil) (Full Hearing - Affidavit)	02(NCvC)(A)
50.	General Civil Appeal from the High Court (Civil) (Full Trial - Witness)	02(NCvC)(W)
51.	General Civil Appeal from the High Court (Civil) (Interlocutory)	02(IM)(NCvC)
52.	General Civil Appeal from the High Court (Cyber) (Full Hearing - Affidavit)	02(CY)(A)
53.	General Civil Appeal from the High Court (Cyber) (Full Trial - Witness)	02(CY)(W)
54.	General Civil Appeal from the High Court (Cyber) (Interlocutory)	02(IM)(CY)
55.	General Civil Appeal from the High Court (Family) (Full Hearing - Affidavit)	02(F)(A)
56.	General Civil Appeal from the High Court (Family) (Full Trial - Witness)	02(F)(W)
57.	General Civil Appeal from the High Court (Family) (Interlocutory)	02(IM)(F)
58.	General Civil Appeal from the High Court (Environment) (Full Hearing - Affidavit)	02(E)(A)
59.	General Civil Appeal from the High Court (Environment) (Full Trial - Witness)	02(E)(W)
60.	General Civil Appeal from the High Court (Environment) (Interlocutory)	02(IM)(E)
61.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Interlocutory)	03(IM)

NO	SUBJECT MATTER	CODE
62.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Admiralty) (Interlocutory)	03(IM)(ADM)
63.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Construction) (Interlocutory)	03(IM)(C)
64.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Civil Intellectual Property) (Interlocutory)	03(IM)(IPCv)
65.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Muamalat) (Interlocutory)	03(IM)(MUA)
66.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Commercial) (Interlocutory)	03(IM)(NCC)
67.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Civil) (Interlocutory)	03(IM)(NCvC)
68.	Civil Appeal from a decision of the Deputy Registrar or Senior Assistant Registrar of the High Court (Environment) (Interlocutory)	03(IM)(E)
69.	Civil Appeal from a decision of the Subordinate Court, by or against the	04A(A)

NO	SUBJECT MATTER	CODE
	Government or Statutory Bodies (Full Hearing - Affidavit)	
70.	Civil Appeal from a decision of the Subordinate Court (Full Hearing - Affidavit)	04B(A)
71.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Full Trial - Witness)	04A(W)
72.	Civil Appeal from a decision of the Subordinate Court (Full Trial - Witness)	04B(W)
73.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Interlocutory)	04A(IM)
74.	Civil Appeal from a decision of the Subordinate Court (Interlocutory)	04B(IM)
75.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Construction) (Full Hearing - Affidavit)	04A(C)(A)
76.	Civil Appeal from a decision of the Subordinate Court (Construction) (Full Hearing - Affidavit)	04B(C)(A)
77.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Construction) (Full Trial - Witness)	04A(C)(W)

NO	SUBJECT MATTER	CODE
78.	Civil Appeal from a decision of the Subordinate Court (Construction) (Full Trial - Witness)	04B(C)(W)
79.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Construction)(Interlocutory)	04A(IM)(C)
80.	Civil Appeal from a decision of the Subordinate Court (Construction)(Interlocutory)	04B(IM)(C)
81.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Muamalat) (Full Hearing - Affidavit)	04A(MUA)(A)
82.	Civil Appeal from a decision of the Subordinate Court (Muamalat) (Full Hearing - Affidavit)	04B(MUA)(A)
83.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Muamalat) (Full Trial - Witness)	04A(MUA)(W)
84.	Civil Appeal from a decision of the Subordinate Court (Muamalat) (Full Trial - Witness)	04B(MUA)(W)
85.	Civil Appeal from a decision of the Subordinate Court, by or against the	04A(IM)(MUA)

NO	SUBJECT MATTER	CODE
	Government or Statutory Bodies (Muamalat) (Interlocutory)	
86.	Civil Appeal from a decision of the Subordinate Court (Muamalat) (Interlocutory)	04B(IM)(MUA)
87.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Commercial) (Full Hearing -Affidavit)	04A(NCC)(A)
88.	Civil Appeal from a decision of the Subordinate Court (Commercial) (Full Hearing -Affidavit)	04B(NCC)(A)
89.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Commercial) (Full Trial - Witness)	04A(NCC)(W)
90.	Civil Appeal from a decision of the Subordinate Court (Commercial) (Full Trial - Witness)	04B(NCC)(W)
91.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Commercial) (Interlocutory)	04A(IM)(NCC)
92.	Civil Appeal from a decision of the Subordinate Court (Commercial) (Interlocutory)	04B(IM)(NCC)

NO	SUBJECT MATTER	CODE
93.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Civil) (Full Hearing - Affidavit)	04A(NCvC)(A)
94.	Civil Appeal from a decision of the Subordinate Court (Civil) (Full Hearing - Affidavit)	04B(NCvC)(A)
95.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Civil) (Full Trial - Witness)	04A(NCvC)(W)
96.	Civil Appeal from a decision of the Subordinate Court (Civil) (Full Trial - Witness)	04B(NCvC)(W)
97.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Civil) (Interlocutory)	04A(IM)(NCvC)
98.	Civil Appeal from a decision of the Subordinate Court (Civil) (Interlocutory)	04B(IM)(NCvC)
99.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Environment) (Full Hearing - Affidavit)	04A(E)(A)
100.	Civil Appeal from a decision of the Subordinate Court (Environment) (Full Hearing - Affidavit)	04B(E)(A)

NO	SUBJECT MATTER	CODE
101.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Environment) (Full Trial - Witness)	04A(E)(W)
102.	Civil Appeal from a decision of the Subordinate Court (Environment) (Full Trial - Witness)	04B(E)(W)
103.	Civil Appeal from a decision of the Subordinate Court, by or against the Government or Statutory Bodies (Environment) (Interlocutory)	04A(IM)(E)
104.	Civil Appeal from a decision of the Subordinate Court (Environment) (Interlocutory)	04B(IM)(E)
105.	General Civil Appeal from the High Court (Writ of Seizure) (Full Hearing - Affidavit)	02(WS)(A)
106.	General Civil Appeal from the High Court (Writ of Seizure) (Interlocutory)	02(IM)(WS)
107.	General Civil Appeal from the High Court (Garnishee) (Full Hearing - Affidavit)	02(G)(A)
108.	General Civil Appeal from the High Court (Garnishee) (Interlocutory)	02(IM)(G)
109.	General Civil Appeal from the High Court (Post-Bankruptcy) (Full Hearing - Affidavit)	02(PB)(A)
110.	General Civil Appeal from the High Court (Post-Bankruptcy) (Full Trial - Witness)	02(PB)(W)

NO	SUBJECT MATTER	CODE
111.	General Civil Appeal from the High Court (Post-Bankruptcy) (Interlocutory)	02(IM)(PB)
112.	General Civil Appeal from the High Court (Post-Winding Up) (Full Hearing - Affidavit)	02(PW)(A)
113.	General Civil Appeal from the High Court (Post-Winding Up) (Full Trial - Witness)	02(PW)(W)
114.	General Civil Appeal from the High Court (Post-Winding Up) (Interlocutory)	02(IM)(PW)
115.	General Civil Appeal from the High Court (Voluntary Assessment) (Full Hearing - Affidavit)	02(VA)(A)
116.	General Civil Appeal from the High Court (Voluntary Assessment) (Interlocutory)	02(IM)(VA)
117.	Application for Leave to Appeal	08
118.	Civil application other than the application for leave to appeal	08(L)
119.	Application for Civil Review	08(Review)

JUDGMENT (CIVIL APPEAL)

[PART IV, Paragraph 34 (d)]

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SIZE 12

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**IN THE COURT OF APPEAL MALAYSIA
(APPELLATE JURISDICTION)
CIVIL APPEAL NO.: X-00-0000-0000**

BETWEEN

XXX...

APPLICANT/ APPELLANT

AND

XXX...

RESPONDENT

As
in the
Notice
Appeal

[In the Matter of the High Court of Malaya at XXXXXX
Civil Suit No.: 00-00-0000

Between

Xxx...

Plaintiff

And

Xxx...

Defendant]

CORAM:

XXX, J.C.A

XXX, J.C.A

XXX, J.C.A

Name of
Judge
Without
Title

JUDGMENT

THIS APPEAL is fixed for hearing / mention today in the presence of xxxx, counsel on behalf of the appellant and xxxx, counsel on behalf of the respondent **AND UPON READING** the Record of Appeal filed herein **AND UPON HEARING** the aforesaid counsel **IT IS HEREBY UNANIMOUSLY ORDERED / ORDERED BY CONSENT / ORDERED BY A MAJORITY [(NAME OF JUDGE) DISSENTING]** that:

(a) xxxx; and

(b) . xxxx.

Dated xxxx

.....
(Signature)

Deputy Registrar/ Senior Assistant Registrar

This Draft Judgment is filed by Messrs Advocate/ Solicitor of the applicant/ appellant/ respondent whose address is at

Tel No.: 00-00000000

Email: xx@xx.com

Ref: 00-00000000

.....
(Signature of Advocate / Solicitor of the applicant/ appellant)

(Messrs)

.....
(Signature of Advocate / Solicitor of the respondent)

(Messrs)

JUDGMENT (CIVIL APPEAL)

[PART IV, Paragraph 34 (d)]

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**IN THE COURT OF APPEAL MALAYSIA
(APPELLATE JURISDICTION)
CIVIL APPEAL NO.: X-00-0000-0000**

BETWEEN

XXX...

APPLICANT/ APPELLANT

AND

XXX...

RESPONDENT

As
in the
Notice
Appeal

[In the Matter of the High Court of Malaya at XXXXXX
Civil Suit No.: 00-00-0000

Between

Xxx...

Plaintiff

And

Xxx...

Defendant]

CORAM:

XXX, J.C.A

XXX, J.C.A

XXX, J.C.A

Name of
Judge
Without
Title

JUDGMENT

THIS APPEAL is fixed for hearing together with X-00-0001-0000 today in the presence of xxxx, counsel on behalf of the appellant and xxxx, counsel on behalf of the respondent AND UPON READING the Record of Appeal filed herein AND UPON HEARING the aforesaid counsel IT IS HEREBY UNANIMOUSLY ORDERED / ORDERED BY CONSENT / ORDERED BY A MAJORITY [(NAME OF JUDGE) DISSENTING] that:

(a) xxxx; and

(b) xxxx.

Dated xxxx

.....
(Signature)

Deputy Registrar/ Senior Assistant Registrar

This Draft Judgment is filed by Messrs Solicitor/ Advocate of the applicant/ appellant/ respondent whose address is at

Tel No.: 00-00000000

Email: xx@xx.com

Ref: 00-00000000

.....
(Signature of Advocate / Solicitor of the applicant/ appellant)

(Messrs)

.....
(Signature of Advocate / Solicitor of the respondent)

(Messrs)

**ORDER OF CIVIL APPLICATION
(LEAVE TO APPEAL)**

[PART IV, Paragraph 34 (d)]

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**IN THE COURT OF APPEAL OF MALAYSIA
(APPELLATE JURISDICTION)
CIVIL APPLICATION NO.: X-00-0000-0000**

BETWEEN

XXX

... APPLICANT

AND

XXX

... RESPONDENT

As per
Notice
of
Appeal

[In the Matter of the High Court of Malaya At Xxxx
Civil Appeal No.: 00-00-0000

Between

Xxx

... Plaintiff

And

Xxx

... Defendant]

CORAM:

XXX, J.C.A

XXX, J.C.A

XXX, J.C.A

Name of
Judge
without
salutation

ORDER
[ENCLOSURE NUMBER]

THIS NOTICE OF MOTION is fixed for hearing / mention today in the presence of xxxx, counsel on behalf of the applicant and xxxx, counsel on behalf of the respondent AND UPON READING the Notice of Motion (Enclosure XX) dated xxxx and affidavit(s) filed herein AND UPON HEARING the submission of the aforesaid counsel IT IS HEREBY UNANIMOUSLY ORDERED /ORDERED BY CONSENT/ ORDERED BY MAJORITY [(NAME OF JUDGE) DISSENTING] that:

(a) xxxx; and

(b) xxxx.

Dated xxxx

.....

(Signature)

Deputy Registrar/ Senior Assistant Registrar

This Draft Order is filed by Messrs Solicitor/ Advocate of the applicant / appellant/ respondent whose address is at

Tel. No.: 00-00000000

Email: xx@xx.com

Ref.: 00-00000000

.....
(Signature of Advocate / Solicitor of the applicant /appellant)
(Messrs)

.....
(Signature of Advocate / Solicitor of the respondent)
(Messrs)

ORDER (NOTICE OF MOTION IN THE CIVIL APPEAL)
[PART IV, Paragraph 34 (d)]

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SPACING 1.5

IN THE COURT OF APPEAL OF MALAYSIA
(APPELLATE JURISDICTION)
CIVIL APPEAL NO. X-00-00-0000

BETWEEN

XXX

... APPLICANT/ APPELLANT

AND

XXX

... RESPONDENT

As per
Notice of
Appeal

[In the Matter of the High Court of Malaya At Xxxx
Civil Suit No.: 00-00-0000

Between

Xxx

...Plaintiff

And

Xxx

...Defendant]

CORAM:

XXX, J.C.A

XXX, J.C.A

XXX, J.C.A

Name of
the
Judges
without
salutation

ORDER

[ENCLOSURE NUMBER]

THIS MOTION is fixed for hearing / mention today in the presence of xxxx, counsel on behalf of the applicant and xxxx, counsel on behalf of the respondent AND UPON READING the Notice of Motion (Enclosure XX) dated xxxx and affidavit/ affidavits filed herein AND UPON HEARING the aforesaid counsel IT IS HEREBY UNANIMOUSLY ORDERED / ORDERED BY CONSENT/ ORDERED BY THE MAJORITY OF [(NAME OF JUDGE) DISSENTING] that:

(a) xxxx; and

(b) xxxx.

Dated xxxx

.....
(Signature)

Deputy Registrar/ Senior Assistant Registrar

This Draft Order is filed by Messrs Solicitor/ Advocate of the applicant/ appellant/ respondent whose address is at

Tel No: 00-00000000

Email: xx@xx.com

Ref: 00-

00000000

.....
(Signature of Advocate / Solicitor of the applicant/ appellant)

(Messrs)

.....
(Signature of Advocate / Solicitor of the respondent)

(Messrs)

CERTIFICATE OF URGENCY
 [PART VI, Paragraph 41]
LETTERHEAD OF LEGAL FIRM

Date:

To

President of the Court of Appeal
 Palace of Justice
 Precinct 3
 62506 PUTRAJAYA

CERTIFICATE OF URGENCY

We (*name of the Counsel's Firm*) on behalf of the
 appellant/respondent (*name of the appellant/respondent*) request
 for an urgent hearing –

Case No.	:	
Date of the Notice of Appeal filed	:	
Appellant	:	
Respondent	:	
Date of the decision at the High Court	:	
Record of Appeal [complete / incomplete. [if incomplete, state the documents which are yet to be included]	:	
Supplementary Record of Appeal which are yet to be included	:	
Brief facts of the case	:	
Reasons for request for urgent hearing	:	
Whether the other party has any objection (If yes, state the reason(s))	:	

Thank you.

Yours Sincerely,

(Signature)

Date:

FOR THE USE OF THE REGISTRY OF THE COURT OF APPEAL

ALLOWED AND THE DATE FOR HEARING OF THE APPEAL xxxxxx/ DISALLOWED.

President of the Court of Appeal

Date: