

DECREE No. 2024/554 OF 14 NOV 2024
to lay down the administrative organization of
military tribunals

THE PRESIDENT OF THE REPUBLIC,

Mindful of the Constitution;

Mindful of Law No. 2006/15 of 29 December 2006 relating to the judicial organization, as amended and supplemented by Law No. 2011/27 of 14 December 2011;

Mindful of Law No. 2017/12 of 12 July 2017 to lay down the Code of Military Justice;

Mindful of Decree No. 2001/177 of 25 July 2001 to organize the Ministry of Defence, as amended and supplemented by Decree No. 2004/178 of 1 July 2004;

Mindful of Decree No. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 2 March 2018;

HEREBY DECREES AS FOLLOWS:

CHAPTER I
GENERAL PROVISIONS

ARTICLE 1: This decree lays down the administrative organization of military tribunals in Cameroon.

ARTICLE 2: Each Head of Court shall be responsible for the administration of military tribunals.

ARTICLE 3: (1) Notwithstanding the provisions of Article 2 above, services common to the Bench and the Legal Department, and the management of non-judicial staff of the military tribunal shall fall under the sole authority of the Head of the Legal Department.

(2) Within the meaning of this decree, common services shall comprise the maintenance, library and archives, binding, printing and reception services.

(3) The minister in charge of military justice shall appoint non-judicial staff to various duties in military tribunals.

ARTICLE 4: The registries of military tribunals shall be run by registry staff. Under the supervision of the chief registrar, registries shall perform specialized or day-to-day line, preparation and staff functions for each of the bodies that make up the tribunal.

ARTICLE 5: (1) Registrars shall ensure the functioning of the Bench registry. They shall see to the classification of documents in case files, conduct due diligence ordered, preparation of documents of execution and keeping of Bench registers and case files.

(2) Registrars shall ensure the functioning of the Legal Department and keep registers and administrative files. They shall conduct due diligence ordered by the tribunal and prepare case files.

(3) During preliminary inquiry, registrars shall be responsible for opening and keeping files and registers, preparing due diligence, serving documents and performing any other legal duties entrusted to them by the Examining Magistrate.

CHAPTER II

DUTIES AND FUNCTIONING OF THE LEGAL DEPARTMENT

ARTICLE 6: Under the authority of a government commissioner, the Legal Department shall comprise:

- the Criminal Matters Bureau;
- the Sentence Enforcement Monitoring and Judicial Statistics Bureau;
- the Mail and Records Bureau;
- the Administrative and Financial Affairs Bureau.

I - CRIMINAL MATTERS BUREAU

ARTICLE 7: Under the authority of a bureau head, the Criminal Matters Bureau shall be responsible for:

- keeping complaints registers;
- opening case files;
- docketing case files, in conjunction with the Registry;
- drawing up, posting and communicating the cause lists;
- conducting due diligence ordered by the tribunal;
- preparing the status of pending cases at the Legal Department;
- monitoring the conduct of due diligence requested or submitted by external or foreign legal departments;
- keeping documents prepared by bailiffs;
- drawing up cause lists, in conjunction with the Bench;
- preparing notices of court proceedings and statements of rulings that have become final;
- managing requests for criminal records;
- examining requests for reduced case files;
- issuing weapon notifications for the military;
- keeping the register of the apportionment of court summons or notifications.

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PRESIDENCE DE LA REPUBLIQUE
PRESIDENCY OF THE REPUBLIC
SECRETARIAT GENERAL
SERVICE DU FICHIER LEGISLATIF ET REGLEMENTAIRE
LEGISLATIVE AND STATUTORY AFFAIRS CARD INDEX SERVICE
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II - SENTENCE ENFORCEMENT MONITORING AND JUDICIAL STATISTICS BUREAU

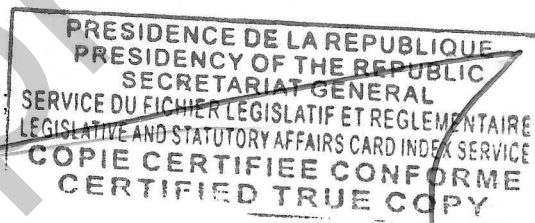
ARTICLE 8: Under the authority of a bureau head, the Sentence Enforcement Monitoring and Judicial Statistics Bureau shall be responsible for:

- keeping sentence enforcement registers;
- keeping registers of arrest warrants and detentions for non-payment;
- formalizing documents of execution;
- following up petition for clemency, judicial rehabilitation and parole files;
- following up detentions for non-payment and arrest warrants, in conjunction with criminal investigation officers;
- following up detention and release orders, in conjunction with prisons and legal departments;
- preparing statistical statements of the activities of the Legal Department.

III - MAIL AND RECORDS BUREAU

ARTICLE 9: Under the authority of a bureau head, the Mail and Records Bureau shall be responsible for:

- receiving, registering and distributing incoming mail, and dispatching outgoing mail;
- keeping records;
- opening and tracking administrative files;
- keeping the alphabetical register;
- the secretariat of the Legal Department.



IV - ADMINISTRATIVE AND FINANCIAL AFFAIRS BUREAU

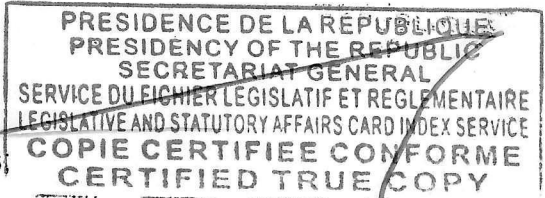
ARTICLE 10: Under the authority of a bureau head, the Administrative and Financial Affairs Bureau shall be responsible for:

- maintaining the premises, equipment and vehicles;
- managing the Tribunal's appropriations and stores accounting;
- preparing and tracking bills of costs and taxes;
- the material organization of ceremonies and meetings;
- managing the library, binding and keeping the accounting records of the Tribunal;
- keeping the administrative files of staff of the Tribunal.

CHAPTER III DUTIES AND FUNCTIONING OF THE BENCH

ARTICLE 11: The Bench shall be under the authority of the President of the Tribunal. It shall comprise:

- the Secretariat of the President ;
- one or more Examining Magistrate's Chambers;
- the Registry.



I - SECRETARIAT OF THE PRESIDENT

ARTICLE 12: Under the authority of a registrar, the Secretariat of the President shall be responsible for:

- preparing the President's audiences;
- typing judgments passed, in conjunction with the Chief Registrar;
- keeping the President's registers;
- discharging routine and specialized tasks falling within the powers of the President of the Tribunal.

II - EXAMINING MAGISTRATE'S CHAMBERS

ARTICLE 13: The Examining Magistrate's Chambers shall comprise the Secretariat and the Judge's Chamber.

ARTICLE 14: (1) A registrar shall provide secretarial services for the Secretariat of Examining Magistrate's Chambers.

(2) The Judge's Chamber shall be headed by a civilian or military judicial officer whose duty, in accordance with the law, shall be to carry out preliminary inquiry in all matters referred to the Judge.

ARTICLE 15: The examining magistrate shall be assisted throughout preliminary inquiry by one or more preliminary inquiry registrars who shall sign the documents subjected to such formality. Preliminary inquiry registrars shall, among other things, be responsible for:

- performing all the duties laid down by law, and the tasks assigned to them by the examining magistrate;
- preparing monthly statements of statistical sheets and of cases for which preliminary inquiry is being conducted;
- keeping the inquiry register and transmission registers.

III - REGISTRY

ARTICLE 16: The registry of military tribunals shall be under the authority of a chief registrar. It shall comprise:

- a Criminal Division;
- a Correctional and Misdemeanours Division.

ARTICLE 17: Each division shall be under the authority of a division head. In compliance with the division of responsibilities, the Divisions shall be responsible for:

- docketing case files, in conjunction with the Legal Department;
- preparing statements of statistical sheets;
- typing and finalizing judgments, in conjunction with the Secretariat of the President of the Tribunal.

IV - CHIEF REGISTRAR

ARTICLE 18: The Chief Registrar shall be under the Bench. He shall coordinate, control and approve the activities of divisions.

The Chief Registrar shall be responsible for:

- preparing documents of execution;
- designating registrars-in-attendance;
- liaising between the Bench and the Legal Department;
- monitoring the conduct of hearings;
- monitoring the typing of judgments;
- immediate enforcement of pecuniary sentences for the State;
- receiving, as deposit, stocks, securities and other exhibits;
- issuing exemplifications, engrossments and copies of judgments to parties;
- receiving and registering remedies at law;
- preparing and transmitting appeal files to the Registry of the Court of Appeal;
- registering and keeping minutes and records;
- collecting and paying in fines and legal costs and bond fees to the Treasury;
- keeping financial registers on the collection of criminal legal costs;
- keeping registers for objects sealed as deposit, pending judgment or that have been assigned;
- keeping the restitution register;
- preparing and signing, with the Legal Department and the Bench, the statement of emoluments;
- the continuing training and discipline of staff who are non-judicial officers, in collaboration with heads of court;
- formalizing the quarterly statement of missions undertaken by members of the tribunal, forwarded to the Head of the competent accounting station of the tribunal.

ARTICLE 19: In case of unavoidable absence or vacancy, the most senior division registrar in the highest rank shall replace the chief registrar.



CHAPTER IV
MISCELLANEOUS AND FINAL PROVISIONS

ARTICLE 20: (1) Registry staff assigned to the Bench or the Legal Department of military tribunals shall be assessed by the respective user heads of court, on the proposal of the Chief Registrar.

(2) Military and civilian staff seconded to military tribunals shall be assessed by the government commissioner, on the proposal of the Chief Registrar.

ARTICLE 21: (1) Appointed by order of the minister in charge of justice, bureau heads of the Legal Department, the Head of the Secretariat of the President of the Tribunal, preliminary inquiry registrars and Registry Division heads shall have the rank and prerogatives of central administration bureau head.

(2) Appointed by order of the President of the Republic, chief registrars of military tribunals shall have the rank and prerogatives of central administration deputy service head.

ARTICLE 22: All previous provisions repugnant hereto, in particular Decree No. 85/520 of 13 April 1985 to lay down the administrative organization of military courts, are repealed.

ARTICLE 23: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French.



PAUL BIYA
PRESIDENT OF THE REPUBLIC