

NAME OF MDA: MINISTRY OF JUSTICE

S/N	TASK	LOCATION	STEPS	OFFICER AUTHORIZING	OFFICER RESPONSIBLE
1.	<p>Department of Public Prosecutions</p> <p>i. The Department also offer advice to Law Enforcement agents on whether or not to prosecute suspects;</p> <p>ii. To prosecute criminal cases at the Magistrate Court, High Court, Court of Appeal and Supreme Court;</p> <p>iii. Preparation and filing of complaints and charges in court against suspects who have cases to answer.</p>	MIN. OF JUSTICE, SECRETARIAT	<p>i. Receipt of duplicate case files from the Police;</p> <p>ii. Rendering of Legal Advice by the Advisory office;</p> <p>iii. Vetting of Legal Advice by a Senior Officer;</p> <p>iv. Final approval by the Director (Public Prosecutions);</p> <p>v. Filing of charges and complaints;</p> <p>vi. Conduct of criminal trials at Magistrate Courts and High Court;</p> <p>vii. Defence of criminal appeals at the High Court, Court of Appeal and the Supreme Court.</p> <p>viii. Appropriate reaction to bail applications.</p>	DPP	<p>DPP</p> <p>State Counsel</p>
2.	<p>Civil Litigation & Advisory Services Dept</p> <p>i. Civil Litigation & Advisory Services Dept is responsible for defending all civil actions against any MDAs of the State Government;</p>	MOJ	<p>i. Receipt of letters complaints from client MDAs;</p> <p>ii. Rending of Legal advice by the State Counsel;</p> <p>iii. Legal advice to be approved by the HAG & CJ having been vetted by the DLAS as well as the SG & PS;</p> <p>iv. Filing of motions, summons,</p>	<p>i. SG & PS</p> <p>ii. HAG & CJ</p>	<p>DLAS</p> <p>State Counsel</p>

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	ii. Instituting Legal actions on behalf of the government ; iii. Rending Legal advice to all MDAs.		appeals at the High Court, Court of Appeal, and Supreme Court.		
3.	<p>Legal Drafting & Parlimentary Counselling Dept</p> <p>The Legal Drafting & Parlimentary Counselling Dept is responsible for drafting and vetting of Bills from the Executive, Legislative and members of the public.</p>	MOJ	i. Receipt of Draft Bills from MDAs; ii. Vetting of the Bills; iii. Sending of copies of the Bill so the Governor where it is forwarded to the House of Assembly for passage into Law;	SG & PS HAG & CJ	D(LD & PC) State Counsel
4.	<p>Mediation Centre</p> <p>The Mediation Centre is an Ombudsmen set up to provide dispute resolution options to disputes</p>	MOJ	i. Receipt of complaints from complainants; ii. Letter of invitation is sent to the other party to appear for Mediation; iii. State Counsel /Mediator settles the disputes; iv. MOUs are signed between or amongst the parties.	Director (Mediation) State Counsel	Director (Mediation) State Counsel

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5.	<p>Legal Drafting and Ministerial Counselling Department</p> <p>i. Legal Drafting and Ministerial Counselling Department is in charge of the preparation and vetting of Agreements/MOU for government contracts, rendering of Legal Advice on the requests of government MDAs.</p> <p>ii. It also plays the role of watchdog in contractual obligations involving the State Government and other parties.</p>	MOJ	<p>i. Receipt of Draft MOU/Contract agreements from client MDAs;</p> <p>ii. Vetting of the MOU/Contract agreements by the State Counsel who passes it onto the Director (LD & MC);</p> <p>iii. Draft sent to the HAG & CJ through the SG & PS;</p> <p>iv. Upon approval, the final MOU/Contract agreement will be endorsed by the client MDA and the contractor, executed copy sent to D(LD & MC) to be kept for record purpose.</p>	HAG & CJ	<p>Director (LD & MC)</p> <p>State Counsel</p>
6.	<p>The Administrator-General and Public Trustee Division</p> <p>The Administrator-General and Public Trustee Division administer the estates of deceased persons who died intestate.</p>	MOJ	<p>i. Application forms are obtained by beneficiaries of deceased persons;</p> <p>ii. Application for letters of Administration are forwarded to the Chief Judge for approval;</p> <p>iii. After the approval by the Chief Judge, letters will be sent to banks where the deceased had money and last place of employment;</p> <p>iv. Beneficiaries are invited for interview then cheques are issued</p>	<p>HAG & CJ</p> <p>SG & PS</p>	<p>AG & PT</p> <p>State Counsel</p>

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			to beneficiaries in line with the provisions of the Administration of Estates Laws of Oyo State.		