

SERVICE CHARTER



Sheriffs pledge to.....

1 Maintain the high standards of honesty, integrity and bona fides;

2 Execute their duties as sheriff effectively, efficiently and with full respect for the basic human right to human dignity and respect as enshrined in section 10 of the Constitution of South Africa;

3 Report timeously on all activities in the execution of their duties as sheriff and provide the public with access to full and correct information about any of the process they have a right to receive;

4 Account for all monies received on behalf of others honestly, accurately and punctually;

5 Pay all monies received on behalf of third parties into a trust account;

6 Maintain the confidentiality, dignity and privacy about the affairs of the public in so far as this is possible;

7 Acknowledge that the Board plays a vital role in the Sheriffs' profession and undertake to co-operate with the Board on all things;

8 Undertake to co-operate with the Board in the performance of its functions and especially agrees to pay levies to the Board timeously and in full;

9 As a sheriff, recognise that members of the public rely on any undertakings made by me, and I pledge to honour any such undertakings;

10 As the sheriff, acknowledge that members of the public rely on the advice given by me to them;

11 Undertake to conduct myself impartially and to give the members of the public unbiased report back on matters I have handled;

12 Undertake to only charge fees in accordance with the applicable legislative tariff;

13 Undertake to carry out all my work competently, punctually and professionally;

14 Undertake to report comprehensively to my clients and to take pride in my profession;

15 Undertake not to do anything which may bring the sheriffs' profession into disrepute;

16 Undertake to participate fully in all efforts to improve the civil justice system and any initiatives by the Minister of Justice and Constitutional Development to transform the civil justice system; and

17 I dedicate myself to working hard to meet the challenges of my office and strive to, at all times, do my best to meet the interests of justice.

If you are uncertain of your rights or you have a complaint, contact the South African Board for Sheriffs

CONTACT INFORMATION:

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