

HIGH COURT OF JAMMU AND KASHMIR
(Office of the Registrar General at Srinagar)

CIRCULAR

No: 61

Dated: 14-9-2017

Subject: Streamlining the arrangement of cases files.

To streamline the arrangement of case files, His Lordship Hon'ble the Chief Justice has been pleased to direct as under:-

(a) *In each case (Writ Petition, LPA, Civil, Criminal or any other matter) the concerned dealing assistant shall maintain four files in the following manner:-*

File No.1:- (Orders File) This file shall contain all the Court orders, whether passed in the main case or miscellaneous petitions, arranged chronologically.

File No.2:- (Pleadings File) This file shall contain the pleadings of the parties in the main case i.e., petition/memo of appeal with annexures thereto and thereafter the objections/ counter affidavits/ replies/ supplementary affidavits etc. filed in the main case in the order they are filed. Running page marking shall be given to the papers arranged in this file.

File No.3:- (Applications File) This file shall contain the miscellaneous petitions filed in the main case, the replies/objections thereto which shall be given running page marking. A master index of the file reflecting the details of miscellaneous petitions and objections/ replies filed thereto shall be maintained. Besides this, a sub-index of each miscellaneous petition shall also be maintained. The specimen master index and sub-index as indicated above are given in Annexures-A& B to this circular.

File No.4:- (Office/Misc.File) This file shall contain all the miscellaneous papers received in the case including the applications for issuance of certified copies, summons received with service reports and the office notings. This file shall also be given running page marking.

(b) *In case of Public Interest Petitions and Contempt Petitions an additional file cover titled Status/Compliance Reports file, shall be maintained that shall contain status reports/ compliance*