

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

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**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*

reports and other relevant documents. This file shall be given running page marking.

- (c) A proper index reflecting the description of all the documents/pleadings/applications filed before the Hon'ble Court shall be annexed by the parties to such documents/pleadings/applications. The index shall bear proper pagination. A proper list of dates and events shall be filed by the parties along with their petitions/appeals.
- (d) Registrar Judicial Srinagar/Jammu shall monitor the strict implementation of the instructions given at (a) and (b) above whereas the dealing assistants/officers responsible for examination of the pleadings/applications/documents filed at the Filing Counter shall ensure that the instructions given at (c) above are strictly followed by the parties/Advocates before filing the cases before the Hon'ble High Court and in case of any deficiency/shortfall the same shall be brought to the notice of the concerned parties/Advocates for removal of deficiency/defects in terms of the Rules."

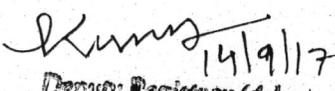
  
(Sanjay Dhar)  
Registrar General

No: 23704-13/G.S

Dated: 14.09.2017.

**Copy to the:-**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Srinagar.
2. Secretary to Hon'ble Mr. Justice \_\_\_\_\_  
..... with the request to place the same before His Lordships for kind perusal and information.
3. Registrar Vigilance, High Court of J&K, Srinagar.
4. Registrar Judicial, High Court of J&K, Srinagar/Jammu.
5. Administrative Officer, Office of the Advocate General, J&K. Srinagar.
6. President, Bar Association, Srinagar/Jammu  
.... for information.
7. Incharge NIC for uploading the same on official website of the High Court of J&K.
8. Office file.

  
14/9/17  
Deputy Registrar (Adm.)  
High Court of J&K

**Annexure-'A'**  
**Specimen Master Index**

- |   |    |                 |
|---|----|-----------------|
| 1) M.P. No. 1 of 2017.                                | -- | Pages 1 to 10.  |
| 2) M.P. No.2 of 2017.                                 | -- | Pages 11 to 20. |
| 3) Reply of Respondent No.1 to<br>M.P. No. 1 of 2017. | -- | Pages 21 to 30. |
| 4) M.P. No.3 of 2017.                                 | -- | Pages 31 to 40. |
| 5) Reply of Respondent No.2 to<br>M.P.No.2 of 2017.   | -- | Pages 41 to 50. |
| 6) Reply of Respondent No.1 to<br>M.P. No. 3 of 2017. | -- | Pages 51 to 60. |
| 7) Reply of Respondent No.2 to<br>M.P.No.1 of 2017.   | -- | Pages 61 to 70  |
| 8) Reply of Respondent No.1 to<br>M.P.No. 2 of 2017   | -- | Pages 71 to 80  |
| 9) Reply of Respondent No.2 to<br>M.P.No.3 of 2017    | -- | Pages 81 to 90  |

**Annexure-'B'**  
**Specimen Sub Index**

M.P. No. 1 of 2017

- 1) M.P. No. 1/2017 -- Pages 1 to 10  
2) Reply of Respondent No.1 to -- Pages 21 to 30.  
M.P. No. 1/2017  
3) Reply of Respondent No.2 to -- Pages 61 to 70  
M.P.No.1/2017

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**Annexure-'B'**  
**Specimen Sub Index**

M.P. No. 2 of 2017

- |  |    |                 |
|--|----|-----------------|
| 1) M.P. No. 2/2017                               | -- | Pages 11 to 20. |
| 2) Reply of Respondent No.1 to<br>M.P.No.2/2017  | -- | Pages 71 to 80. |
| 3) Reply of Respondent No.2 to<br>M.P.No. 2/2017 | -- | Pages 41 to 50. |

**Annexure-'B'**  
**Specimen Sub Index**

M.P. No. 3 of 2017

- |   |    |                 |
|---|----|-----------------|
| 1) M.P. No.3/2017                                 | -- | Pages 31 to 40  |
| 2) Reply of Respondent No.1 to<br>M.P. No. 3/2017 | -- | Pages 51 to 60. |
| 3) Reply of Respondent No.2 to<br>M.P.No. 3/2017. | -- | Pages 81 to 90  |

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