

HIGH COURT OF JAMMU AND KASHMIR

CIRCULAR

No: 95

Dated: 11-12-2018

It has been noticed that there are some procedural deviations prevalent with regard to filing of cases before the High Court. In order to bring uniformity in procedure and for streamlining the process of filing of cases ensuring uniformity of procedure for litigants and lawyers and enabling expeditious digitalization of the record, it is directed as follows:-

- (i) The practice of filing pleadings, interim and miscellaneous applications in file covers is not in conformity with any Rule or Circular. This practice shall be stopped immediately and forthwith.
- (ii) All filing, including main petitions and miscellaneous applications, shall be filed without file covers.
- (iii) The impugned order shall be the first annexure to the appeal/petition and shall be clearly so indicated in the Index and list of dates and events numbering not more than three pages shall be filed as part of paper book.
- (iv) Every paper book shall be numerically paginated and clearly detailed in the index.
- (v) All parties/counsels shall, with their first filing in a case, file the **Meta Data Form** in the format enclosed as Annexure-I.
- (vi) **Sample of case file** and its index is annexed as Annexure-II.
- (vii) The maintenance of cases by the Registry shall conform strictly to the **Circular No. 61 dated 14.09.2017** already issued in this behalf which shall be complied in its letter and spirit. Copy of Circular No. 61 is annexed as Annexure-III.

The Circular and instructions as aforesaid shall be followed strictly.

The above circular and directions shall be notified in the cause lists for information of lawyers, litigants and all the concerned.

Sd/
(Gita Mittal)
CHIEF JUSTICE

No: 96773-83/GS Dated: 11-12-2018

Copy forwarded to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu.
2. Secretary to Hon'ble Mr. Justice _____
.....for kind information of their Lordships.

3. Registrar Vigilance, High Court of J&K, Jammu for information.
4. Registrar Rules, High Court of J&K, Jammu for information.
5. Registrar Judicial, High Court of J&K, Jammu/Srinagar for information and strict compliance.
6. CPC, High Court of J&K, Jammu for uploading the same on the official website of the High Court.
7. General Secretary, J&K High Court Bar Association, Jammu/Srinagar.
8. Pvt. Secretary to Advocate General, J&K, Jammu.
..... for information.

Registrar General


11/12/18

(ANNEXURE-I)

META DATA FORM FOR HIGH COURT

1. Nature of petition : (Tick any one)

LPA

PIL

Service Writ Petitioner

Other Writ Petition

Habeas Corpus Petition

Civil

Criminal

Arbitration

2. Petitioner/Appellant

(a) Name and address

(b) e-mail ID

(c) Mobile Phone Number:

(d) Age

(e) Advocate Name

(f) Advocate's e-mail id

(g) Advocate's Mobile No.

(h) Advocate Code.

(i) Advocate Enrollment No.

3. Respondent

(a) Name and address

(b) e-mail ID

(c) Mobile Phone Number:

(d) Age

(e) Advocate Name

(f) Advocate's e-mail id

(g) Advocate's Mobile No.

(h) Advocate Code.

(i) Advocate Enrollment No.

4. Department:

- (a) Department name.
- (b) Details of the nodal person concerned.
- (b) e-mail id
- (c) Phone No.

5. Special Category

(If any of the parties is :)

- Senior Citizen : Above 65 years :
- SC/ST:
- Woman/child :
- Disabled:
- Legal Aid Case :
- In custody :

6. Act (Tick any one)

- (a) Central
- (b) State

7. Title of the Act

8. Section:

9. Civil Cases (Tick wherever applicable)

- (a) Civil First Appeal
- (b) Civil Second Appeal
- (c) Civil Revision
- (d) Petition under Section 104 CPC
- (e) Name of the Court which passed impugned order/deGREE.

10. Criminal Matters

- (a) Whether accused/convict has surrendered:
- (b) FIR No.:
- (c) Police Station:
- (d) Sentence Awarded:
- (e) Sentence Undergone:
- (f) Name of the Court which has passed the impugned order/judgment.

11. MACT Cases:

- (a) Vehicle No.
- (b) Insurance Company.
- (c) Name of Registered Owner
- (d) FIR No with year
- (e) Police Station

12. Fee details

- (a) Amount of Court Fee/Decretal amount/fine/compensation paid
- (c) Mode of payment:
 - (I) Stamps
 - (II) Cash
 - (III) By Credit/Debit Card
 - (IV) DD
 - (V) Cheque
- (d) Date of payment
- (e) Details of receipt

Annexure-II

- 1) Urgency Memo.
- 2) Memo of Parties.
- 3) List of dates and events.
- 4) Appeal/petitions with Affidavit in support.
- 5) Annexure-I (Impugned order – Details)
- 6) Annexure-II (Details)
- 7) Annexure-III (Detail)
- 8) Annexure-IV (Detail.....)
- 9) Annexure-V, VII, VII..... and so on
- 10) Application for interim relief with affidavit.
- 11) Application for exemption from filing certified copy with affidavit.
- 12) Meta Data Form
- 13) Vakalatnama.

Note: Same practice shall be followed while filing returns/objections/counter/affidavits/replies by respondents.

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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.

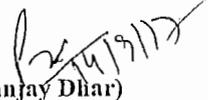
File No.4:- (Office/Misc.File) This file shall contain all the miscellaneous papers received in the case including the applications for issuance of certified copies, summons received with service reports and the office notings. This file shall also be given running page marking.

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(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."

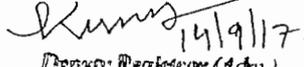

(Sanjay Dhar)
Registrar General

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.


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
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
M.P.No.2 of 2017. | -- | Pages 41 to 50. |
| 6) Reply of Respondent No.1 to
M.P. No. 3 of 2017. | -- | Pages 51 to 60. |
| 7) Reply of Respondent No.2 to
M.P.No.1 of 2017. | -- | Pages 61 to 70 |
| 8) Reply of Respondent No.1 to
M.P.No. 2 of 2017 | -- | Pages 71 to 80 |
| 9) Reply of Respondent No.2 to
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
M.P. No. 1/2017 -- Pages 21 to 30.
- 3) Reply of Respondent No.2 to
M.P.No.1/2017 -- Pages 61 to 70

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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
M.P.No.2/2017 | -- | Pages 71 to 80. |
| 3) Reply of Respondent No.2 to
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
M.P. No. 3/2017 | -- | Pages 51 to 60. |
| 3) Reply of Respondent No.2 to
M.P.No. 3/2017. | -- | Pages 81 to 90 |