

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**  
**(Office of the Registrar Judicial, Srinagar)**

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**CIRCULAR**

**No:- 208 /RJS**

**Dated:- 13-08-2026.**

In order to streamline the process of filing, srutinization of cases and listing thereof before the Hon`ble Court, the following guidelines are hereby issued for compliance at the end of all the concerned:

1. All the officers and officials posted at the institution counter are hereby impressed upon that all petitions, appeals, applications and other cases filed at the Filing Counter up to 12:00 Noon on a particular working day shall, after scrutiny, be listed before the Hon`ble Court on the next working day through the Supplementary Cause List provided the same are defect free and complete in all respects.
  2. The period from 12:00 Noon to 2:00 PM shall be utilized by the Registry for scrutiny, examination and registration of the matters received up to 12:00 Noon. The cases filed after 2:00 PM shall, after scrutiny and removal of defects, if any, be listed before the Hon`ble Court on the day following the proceeding day.
  3. No officer/official posted in the institution and digitization sections shall leave the office until all the files instituted on a particular are completely scrutinized and scanned and in no case shall there be any backlog carried to the next day.
  4. All the Bench Secretaries are requested to entertain the urgency memo only after the same bears the registration number of the petition/appeal which is sought to be listed.
- The above instructions shall take immediate effect and must be strictly adhered to by all the concerned. Any deviation shall be viewed seriously.

By Order.

  
(Khursheed- ul- Islam)  
Registrar Judicial

**No. 18022-24/RJS**

**Dated :- 13-08-2026**

Copy to:

1. All the Bench Secretaries of the Srinagar Wing, for compliance.
2. Deputy Registrar, Institution Counter, High Court of J&K and Ladakh, Srinagar, for compliance.
3. Assistant Registrar, Digitization Section, High Court of J&K and Ladakh, Srinagar, for compliance
4. Assistant Registrar, Administration, High Court of J&K and Ladakh, Srinagar, for circulation of the order/circular.

  
(Khursheed- ul- Islam)  
Registrar Judicial