

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

Subject: Circular with regard to the preparation and distribution of paper books.

Reference: Order dated 30.07.2026, passed by the Hon'ble High Court of Jammu & Kashmir and Ladakh at Srinagar in CrIa(S) 2/2026, titled Mohammad Akram Khan V/s State now UT of J&K through VOK(now ACB)

CIRCULAR

No: - 2121 RJS

Date:- 20/08/26

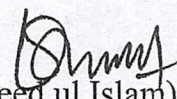
Vide order dated 30.07.2026 passed in CrIa(S) No. 2/2026, titled *Mohammad Akram Khan v. State now UT of J&K Th. VOK (now ACB)*, the Hon'ble Court came to observe that the paper books prepared by the Registry are not in conformity with the relevant provisions contained under Chapter X of the Jammu and Kashmir High Court Rules, thereby causing inconvenience to the learned counsel appearing before the Hon'ble Court.

Accordingly, the Hon'ble High Court has directed the Registrar Judicial of both Wings (Srinagar and Jammu) to ensure that while preparing paper books in both civil as well as criminal cases, the provisions contained under Chapter X of the Jammu and Kashmir High Court Rules are strictly adhered to.

Therefore, in strict compliance with the Hon'ble Court's directions, all the concerned officials/ officers of the Registry dealing with the preparation of paper books are hereby directed to ensure strict compliance with the provisions contained in Chapter X of the Jammu and Kashmir High Court Rules, 1999, appended herewith as Annexure-A.

Concerned Assistant Registrar digitization Section shall personally supervise the preparation of every paper book prior to transmission thereof to the concerned Advocates to ensure compliance of the direction supra in letter and spirit. Any dereliction or deviation shall be dealt with strictly.

By order.


(Khursheed ul Islam)
Registrar Judicial

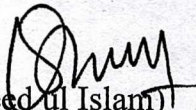
No. 18521-23

Date:- 20/08/26

Copy to:-

1. The Worthy Registrar General, High Court of J&K and Ladakh, Srinagar, for kind information.
2. The Worthy Principal Secretary to the Hon'ble Chief Justice (A), High Court of J&K and Ladakh, Srinagar, for Kind information.
3. Secretary to Hon'ble Mr. Justice Sanjay Dhar High Court of J&K and Ladakh, Srinagar, for kind information.

4. Assistant Registrar, Administration, High Court of J&K and Ladakh, Srinagar, for ensuring dissemination of the circular among all the stake holders.
5. In-Charge, NIC, High Court Wing, Srinagar, to upload this Circular on the official Website of the High Court.
6. Office Copy for record purposes.


(Khursheed ul Islam)
Registrar Judicial

CHAPTER-X

Preparation of Records of Cases

110. Notices or requisitions to subordinate courts for transmission of papers to the High Court under or in the manner prescribed by rule 13 of order XLI of the Code of Civil Procedure shall be prepared and signed by the Registrar.
111. Unless the Court otherwise directs it shall not be necessary to call for records from Subordinate Courts before a Case is admitted.
112. In Case of appeals or revision petitions preferred against Interlocutory orders made by Subordinate Courts prior to decree or prior to final disposal of the matter pending before the said Subordinate Court, only the papers relating to the particular interlocutory matter need be called for, and unless stay of proceedings is ordered by the High Court, it shall not be necessary to call for any other papers relating to the main proceeding pending on the file of the Subordinate Court. If reference to any such other paper is necessary the parties requiring the same shall produce certified copies thereof.
113. (1) Printed or type written copies shall be prepared for use of court and the parties at the hearing of cases of all material papers as hereinafter provided. The copies so prepared shall be called the paper book of the case. The printing or typing shall be made on substantial white foolscap, folio paper with an outer margin of about 1.6 Inches and inner margin of about 1 inch and separate sheets shall be stitched together bookwise. The pages shall be consecutively numbered and the printing or typing shall be on one side of the paper. Every 10th line on each page shall be numbered.
- (2) No paper book need be prepared in appeals and revisions against interlocutory orders. Parties desiring to refer to any paper shall file into court two typed copies thereof and furnish one such copy to every Advocate appearing in the case.
114. The paper book shall consist of two pans. Pan I comprising the principal pleading of the case including judgments and orders of subordinate courts and part II comprising the evidence in the case both oral and documentary.
115. (1) In civil cases the following papers shall be Included In a paper book. These papers are hereinafter called compulsory papers:-
- (a) **In Regular First Appeals;** Plaint, written statements, reply or rejoinder. If any, issued unless they are fully set out in the judgment in the suit, Judgment and decree in the suit and the memorandum of appeal to the High Court
 - (b) **In Regular Second Appeals:** Plaint, written statement, reply or rejoinder, if any, appeal to the lower appellate court, judgment and decree of lower appellate court and memorandum of Second Appeal.
 - (c) **In Miscellaneous First Appeals :** All papers corresponding to those set out in clause (a) with reference to the original proceedings In which the order is passed.
 - (d) **In Miscellaneous Second Appeals:** All papers mentioned In clause (c), memorandum of appeal to lower appellate court, Judgment and order of lower appellate court and the memorandum of appeal preferred to the High Court .
 - (e) **In Civil Revision Petitions;** The Judgments and orders set out In Rule 57 and the memorandum of the petition to this court.
 - (f) **In other Civil Petitions or References:** Such papers selected by the Registrar by applying clause (a), (b), (c) or (d) as the case may be, mutatis mutandis.

- (2) (a) Schedules to plaints, written statements or other similar pleadings may be omitted from compulsory papers unless they have a bearing on the matters in dispute in the appeal or petition, as the case may be, and are required by the parties to be included in Part I.
- (b) Schedules to decrees may be omitted unless the Registrar considers that they are necessary for the disposal of the appeal or petition, as the case may be, or the parties require the same to be included.
- (c) In partition suits, the Registrar shall decide whether the reports of Commissioners appointed for effecting partitions shall be included among the compulsory papers.
- (d) Parties may require that the Judge's notes or order sheet or similar record showing the progress of proceedings in Subordinate Courts should be included in Part I.
- (e) Memorandum of Cross Objections, if any, shall be annexed to Part-I.
- (3) (a) Papers to be included in Part II shall be such as the parties required to be so included.
- (b) It shall be open to the parties to select only portions of a document to be included in part II of the paper book and omit rest of the document, subject to clause (c) and (d) of this sub-rule.
- (c) Where a question of Interpretation of any document or clause thereof is involved in an appeal or petition either the whole of the document or such portion thereof as has bearing on the requisition of Interpretation shall be included.
- (d) When oral evidence of any witness is sought to be included the entire evidence of such witness shall be included provided that where any portion of the oral evidence of any witness given in another case is marked as an exhibit it would be sufficient to include that portion only.

116.

In Criminal Appeals and References for confirmation of a sentence of death, charge-sheet, judgment and memorandum of appeal or reference, as the case may be, shall be included in Part I and the entire evidence oral as well as documentary shall be included in part II.

In Criminal Revisions, Judgments and orders mentioned in Rule 57 and the memorandum of petition to this court shall be included in Part I and Part II shall consist of such papers as the parties may require to be included therein.

In other criminal matters, the Registrar shall decide what papers shall be included in part I by applying the provisions of this rule mutatis mutandis and part II shall consist of such paper as the parties may require to be included therein.

117.

Every paper book shall be provided with an index or list of contents:-The documents included in Part II shall be arranged in chronological order mixing up the papers pointed out by several parties to the proceeding provided that where any correspondence relating to a particular matter or papers relating to any particular proceeding in subordinate courts are included such correspondence or such papers may be clubbed together separately in chronological order.

118.

The paper book shall be printed in the following cases:-

- (a) All Regular First Appeals.
- (b) All Miscellaneous First Appeals, where the value or amount of the subject matter in dispute both in the court of the first instance and in the appeal before the High Court exceeds Rs. 10,000/-.
- (c) All Criminal Appeals against the sentence of death.
- (d) All Criminal References for confirmation of the sentence of death.

119. Paper book in all other cases shall be typewritten.
120. In civil cases parties may apply to court to dispense with printing or for permission to print the paper book privately wherever printing is compulsory under Rule 118 or to print the paper book of a case required by these rules, to be typewritten, or to exclude any of the compulsory papers from the paper book and the Court may pass such order as it thinks fit on such applications on such terms and conditions as it may deem fit to impose. If such a petition is uncontested it may be disposed of by the Registrar.
121. Printing and typing in all criminal matters shall be free of costs to the parties, except in appeals or revisions against acquittal by private complainants or parties in which the appellant or petitioner shall pay the charges.
122. In cases where the paper book is to be typed or is permitted to be printed privately, parties themselves may prepare the paper book. In such a case they shall furnish for use of Court such number of copies as are required by these Rules to be prepared for use of Court and also furnish free of cost one copy of the paper book prepared by them to every Advocate appearing in the case and file into Court their written acknowledge merit for having received such copies.
123. Except in cases where the parties themselves undertake to file or are permitted by Court to file paper books typed and prepared by them, all printing shall be done by or under the supervision of the Registrar and all typing shall be done in the office of the Registrar.
124. In every case where printing or typing is done through Court, the appellant or petitioner shall within ten days of the date on which the admission of the case as put up on the notice board deposit into court the amount as may be fixed by the Chief Justice together with a memorandum that he proposes to point out the papers to be included in part II of the paper book. Every respondent shall file into Court within ten days of entering appearance a memo stating that he proposes to point out the papers to be included in part II of the paper book.
125. (1) As soon as may be practicable after the memorandum referred to in the last preceding rule has been filed into Court, the Registrar shall issue to the party filing the memo a notice to point out the papers which he requires to be included in part II of the paper book fixing a time within which to do so.
- Every party so pointing out shall lodge in the office three copies of a list of papers pointed out by him; every other party shall be entitled to inspect the said list and take one copy of these so lodged; when two of the copies lodged have been taken away every party coming in to inspect thereafter will be entitled to make out and take a copy whereof.
- (2) After the pointing out is completed the Registrar shall prepare and serve on the party pointing out or his Advocate an estimated bill for preparing the papers pointed out by him, fixing a time within which the amount shall be paid which time shall not be less than 30 days in the case of appeals and fifteen days in other matters.
126. Preparation of the papers pointed out by parties for inclusion in Part, II of the paper book shall not be taken up unless the estimated bills therefore have been paid by the parties concerned.
127. (1) Wherever any paper to be included in the paper book is not in the language of the court it shall be translated into language of the court at the expense of the appellant or petitioner if it is a compulsory paper or a paper pointed out by him for inclusion in the paper book and in other cases at the expense of the party who requires it to be included in the paper book;

Provided that it shall not be necessary to translate into English documents and other papers which are in Urdu.

(2) The court may on application made by any party, in its discretion direct that any document required to be translated need not to be translated.

128. (1) wherever a paper has to be translated under the last preceding rule, the translation shall be done by any of the official translators of the court.
- (2) Notwithstanding anything referred in sub-rule (1), the Chief Justice may appoint any Advocate as an authorised translator and parties if they so desire may get any paper required to be translated by these rules translated by such authorised translator provided that no authorised translator shall translate any document in a case in which he appears for any party.
129. (1) The Registrar shall in each case determine the minimum number of copies of the paper book to be prepared for use at hearing. Such number shall comprise sufficient number of copies for use of court (which shall be at least two more than the number of judges constituting the appropriate Bench in relation to the case) and copies which the parties are entitled to receive under sub-rule (2). The number so determined in hereinafter referred to as the standard number.
- (2) Every party to a case who has entered appearance within the time limited therefore shall be entitled to receive one copy of the paper book, provided that where several parties are represented by a single Advocate only one copy shall be supplied to such Advocate unless the Registrar in his discretion directs that he be supplied with more copies than one.
- (3) Advocates requiring additional copies should state the number in the Memos filed under rule 124.
130. Rates of charges for printing, typing and translating of papers and documents both shall be such as may be prescribed from time to time by the Chief Justice.
131. (1) Calculation of the cost of preparing the paper book and the levy of charges in respect of it shall be governed by the provisions of this rule.
- (2) Cost of preparing each paper or document shall be first calculated separately. It shall comprise:
- (a) Cost of composing the text for printing the first copy ;
 - (b) Cost of paper necessary to print standard number of copies thereof; and
 - (c) Charges of translation, if any.
- (3) Cost of one additional copy of the entire paper book shall be calculated separately. It shall comprise only the cost of paper and printing and shall not include the cost of composing the text for printing and charges for translation.
- (4) The appellant shall be required to pay the cost calculated under sub-rule (II) of preparing every paper or document including in Part (I) of the 'paper book (other than cross objection) and of preparing every paper or document pointed out by him for inclusion in part (II) of the paper book. On payment of the total cost so calculated he shall be entitled to receive one copy of the entire paper book.
- (5) The respondent shall be required to pay the cost calculated under sub-rule (2) of preparing every paper or document pointed out by him for inclusion in part II of the paper book and of preparing the memorandum of cross objections if any filed by him. On payment of the total cost so calculated he shall be entitled to receive one copy of the entire paper book. If he has not pointed out any papers and has not filed any cross objections he shall be entitled to one copy of the entire paper book free of cost.
- (6) Parties requiring copies of the paper book in addition to the first copy shall pay for every such additional copy the cost thereof calculated under sub-rule (3).
- (7) The provisions of this rule shall apply to typing of the paper book with the following modifications, namely, that there will be no item corresponding to "Composing the text for printing" and in calculating the cost of typing for additional copies the rate shall be one fourth the rate for typing the first copy.

132. If the amounts paid under rule 124 fall short of the actual cost of the copy or copies of the paper book required by a party, the copy or copies shall be issued only on the party paying the short fall for which a bill shall be issued to the party. If the amounts already paid are in excess of such actual cost; the excess shall be refunded to the party,

133. (1) An Advocate shall be personally responsible for payment of charges in respect of compulsory papers of Part I and of the other paper pointed out by him for inclusion in Part II of the paper book for his client.

(2) the Registrar may refuse to issue paper book in any case to an Advocate who has not paid any of the charges in respect of any case which he is personally responsible to pay under sub-rule (1).