

Hereafter all the criminal matters shall be filed through crimecasefiling-hc@kerala.gov.in with a copy to Public Prosecutor in his email ID (legalfactory@gmail.com). The following instructions shall also be followed

Additional Instructions to Advocates to be taken note of while filing bail applications

- When the documents are forwarded to the Public Prosecutor by email (legalfactory@gmail.com), in the Subject column, mention the Crime Number and the Police Station Details.
- The Bail application, accompanying applications and annexures shall be scanned and forwarded as a **single pdf file**.
- The Advocates shall also fill up the details of the individual case as per Annexure 1 template in softcopy (A4 size paper) and forward the same to the Registry in word/ openoffice/rich text format in addition to the above.

Annexure 1

B.A. No. OF 2020

(CRIME NO.....OF 2020 OFPOLICE STATION,DISTRICT)

Petitioners/Accused Nos.....

1. (Name and address) :

2. :

3. :

By Adv. Sri.....

Respondents/complainants:

1. State of Kerala, Represented by the Public Prosecutor,
High Court of Kerala, Ernakulam, Kochi-682 031.

2. The Sub Inspector of Police,
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