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THE HIGH COURT OF KERALA

Kochi : 682 031  
Date : 23.08.2017

OFFICE CIRCULAR NO.1 / 2017

A1-104653 / 2016

Sub:- High Court – listing of tomorrow moving files which are found defective in scrutiny – change in procedure – reg.

Ref:- Office Circular No.1/2016 dated 20.02.2016.

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In order to avoid delay in preparation / generation of cause lists on account of listing of 'filing defects' before the Honourable Courts, the following instructions are issued for strict compliance:-

1. Files received in Filing Section on a particular day, which are to be posted as "Filing Defects" before the Honourable Courts to consider the defects noted by the Registry be processed on the next working day morning of its filing.
2. These files, after assigning 'Z number', shall be sent to the Court Officers' Section on next working day of its filing, for sending to the Courts concerned as 'today moved files', at the latest by 12.00 noon.

The instructions shall come into force immediately on re-opening of Courts after Onam Holidays, 2017.

(By Order)



K.Babu

Registrar (Subordinate Judiciary)  
(Registrar General in charge)

To

The Registrar (Judicial), High Court.  
The Additional Registrar (General Administration), High Court.  
The Joint Registrars, High Court.  
The Joint Registrar in charge of Court Officers' Section, High Court.  
The Deputy Registrars in charge of Filing Section and  
Court Officers' Section, High Court.  
The Deputy Registrars, High Court.  
The Private Secretary to the Chief Justice, High Court.  
The Protocol Officer, High Court.  
The Public Relations Officer, High Court.  
The Assistant Registrars and the Chief Librarian, High Court.  
The Assistant Registrars in charge of Filing & Court Officers'  
Sections, High Court.  
The Court Officer to the Chief Justice, High Court.  
The Private Secretaries to the Judges, High Court.

p.t.o.

The Filing Section, High Court.  
The Filing – Data Entry Section, High Court.  
The Court Officers' Section, High Court.  
~~The Mini Online Pool, High Court.~~  
All Sections on the Judicial Side, High Court.  
The Confidential Assistants to Registrars, High Court.  
The Administrative Records Section, High Court.  
The Notice Board, High Court.  
The file / Stock file.

Copy to:

The Advocate General, Kerala, Ernakulam (with C/L).  
The Director General of Prosecutions, Kerala, Ernakulam (with C/L).  
The Assistant Solicitor General of India, Ernakulam (with C/L).  
The President, Kerala High Court Advocates' Association,  
Ernakulam (with C/L).  
The Secretary, Kerala High Court Advocates' Association,  
Ernakulam (with C/L).  
The General Secretary, Kerala High Court Senior Advocates'  
Association, Ernakulam (with C/L).  
The President, Kerala Federation of Women Lawyers',  
Ernakulam (with C/L).  
The Secretary, Kerala Federation of Women Lawyers',  
Ernakulam (with C/L).  
The Senior Counsel, Government of India (Taxes),  
Ernakulam. (with C/L).  
The Secretary, Kerala High Court Advocates' Clerks' Association,  
Ernakulam (with C/L).