

THE HIGH COURT OF KERALA

A1-435/2018

Kochi : 682 031  
Date : 23.08.2018

OFFICE CIRCULAR No. 5/2018

Sub:- High Court Establishment – Implementation of Unified CIS 1.0 –  
Instructions issued to the Advocates / Advocate's Clerks -reg.

Ref:- High Court Office Circular No.2/2018 dated 01.03.2018.

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The following instructions are issued in connection with the  
implementation of Unified CIS 1.0:-

- 1) While filing cases, Data Sheets which are available in editable format (.docx) in the Notice Board of the High Court Website, duly filled up shall be attached with the Main file and a copy of the same shall be attached to the Computer copy. Three formats of Data sheet are approved by the Committee in charge of Computerisation, each for Writ matters, Civil matters and Criminal matters. The Data Sheet fields should be filled up and printout of the same shall be used for filing. The data sheet fields should not be handwritten.
- 2) Since all the filed cases are assigned with a CNR No.(Case Number Record) and Filing number on its presentation, **Defective files** will be returned only through the seat dealing with defects in the Filing Section after entering the details in the system. Defects noted in the files during scrutiny which are permitted to be cured as per existing instructions will be continued as being done at present. Defective files which are to be returned on the same day of its filing will be returned between 5.00 – 5.30 pm. only, to Advocate /Advocate Clerk / party in person as the case may be.
- 3) The **Case Number** would be generated only after completing the Basic Data Entry, File Scrutiny and Registration. **Day after tomorrow files** will be registered only on the next day of its filing and Case Number will be generated only after Registration.

(p.t.o)

- 4) As the new CIS uses Bar Council Registration Number for tagging the cases, **Bar Council Registration Number** in addition to the Advocate Code should be shown along with the name of the Advocate in all the filed papers as well as in the Data Sheets.

The above instructions shall come into force w.e.f **29.08.2018**.

( By Order )

*Jayasree N*

N.Jayasree

Registrar(Judicial)

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 Filing Section, Filing-Data Entry Section  
High Court.  
The Deputy Registrars in charge of IT 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 Scrutiny Officers & Scrutiny of Files,  
Filing Section, Filing- Data Entry and Court Officers  
Sections, High Court.  
The Court Officer to the Chief Justice, High Court.  
The Additional Public Relations Officer, High Court.  
The Private Secretaries to the Judges, High Court.  
The Filing Section, High Court.  
The Filing - Data Entry Section, High Court.  
The Court Officers' Section, High Court.  
All Sections, High Court.  
The Confidential Assistants to the Registrars and Addl.Registrar(GA), 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 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)