

Instructions for Advocates for e-mail filing and video conferencing

Extremely urgent cases can be filed following the procedures hereafter mentioned:

1. Urgent request stating reasons in brief not exceeding one page be sent by Counsel to the registry by email to casefiling.hc-ker@kerala.gov.in. Not more than one request shall be sent in one e-mail. Multiple request in one e-mail will not be accepted;
2. In the matters involving State Government, a copy of urgent memo shall also be addressed to aagkerala@gmail.com & advnpekm@gmail.com ;
3. In the matters involving Union Government and its departments, such copy of urgent memos shall be addressed to rajkumarkrkhc@gmail.com & jaishankar.cgc@gmail.com ;
4. Advocates will be informed about response on request through same e-mail used for communication;
5. If permission is granted, he shall send the copy of Writ Petition, Bail Applications etc. through e-mail with a copy to State/Union Government in the same e-mail used for sending urgent request. Along with petitions or applications, an undertaking shall be given by the Counsel that he will pay necessary court fee and any other requisite charges applicable immediately regular Court resumes its function;
6. On receipt of such petition or application, a temporary number will be assigned. The Counsel / GP / CGC will be informed through e-mail about date and timing of proceedings. Regular number will be assigned once regular work resumes;
7. The Counsel shall download Zoom/WhatsApp for Video Conferencing;
8. The orders will be uploaded in the portal and will be communicated to the Counsel/GP/CGC through e-mail. In matters of bail, order will be communicated to the Magistrate concerned through e-mail.

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