

## THE HIGH COURT OF KERALA

Kochi : 682 031  
Date : 20.02.2018OFFICIAL MEMORANDUM

Sub:- Dispensing with the conventional method of photocopying of judgment / final orders – directions issued to the officers and staff - reg.

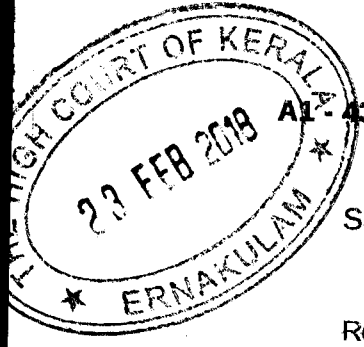
- Ref:-
1. High Court Circular No. 1/2018 dated 02.02.2018.
  2. High Court Circular No. 3/2000 dated 22.12.2000.
  3. High Court Circular No. 3/2011 dated 22.07.2011.

As per the High Court Circular cited (1), the practice of providing the copies of the original Judgments / Orders to the Copying Section and Sections concerned had been dispensed with, with effect from 05.02.2018 and instructions were issued to the Private Secretaries / Personal Assistants to put the judgment / order with cause title and appendix to the Server after ensuring its correctness.

In order to facilitate the issue of Judgment / Order from the server without error in the cause title and appendix, the following directions are also issued to the Filing Scrutiny Officers, Court Officers (Listing and Court attending), Section Officers, Office Superintendents, Assistants and Computer Assistants:-

1. The Filing Scrutiny Officers shall ensure that the computer copy filed along with the case is the exact copy of the cause title and index(appendix) of the Judges Papers. In the event of any subsequent corrections after the initial presentation of the file in the Filing Section, they shall strictly ensure that those corrections are made in the computer copies also. They shall also ensure that the name and computer code of the Standing Counsel to whom the copies have been served are clearly shown on the docket and also ensure that name of Advocates and Senior Advocates are shown in heading portion of the order sheet.
2. The Computer Assistants engaged in the Data Entry work shall ensure that the case details are entered in full and with utmost care. They must necessarily put their initial with date on every document entered by them. The Data Entry Section shall ensure that the seal of the Section is affixed on papers thus entered. The Computer Assistants who enter the case details into the server shall be responsible for the correctness of the data so entered.

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3. The Court Officers entrusted with the listing duty shall verify whether the appearance of counsel shown in the order sheet of the Judges Papers tallies with the name of Counsel entered in the computer. Any discrepancy, detected shall immediately be brought to the notice of the Section Officer concerned who shall take steps to get it corrected by the Computer Assistants in the Data Entry Section.
4. Before handing over a case file to the PS / PA to Judge concerned who took the dictation for the judgment / order, the Court Officers attending the Court shall note in the Judges' Papers, the name of the Advocate-General / Addl. Advocate-General along with the name of instructing Government Pleader / Senior Central Government Standing Counsel / Central Government Counsel / Government Pleader / Standing Counsel / Senior Counsel as the case may be, who appeared in the case, without fail with dated initials against such endorsement.
5. The Assistants, on receipt of the Judges papers, shall verify and ensure the following:-
  - i) the data entered by the Computer Assistants with respect to cause titles and index (appendix) are correct.
  - ii) the details with respect to appearance of Advocates in cases are correctly entered in the heading portion of order sheet and also in the computer data before posting the cases before Court.
6. It shall be the responsibility of the Assistant concerned to maintain the Computer Copy along with the third set and miscellaneous papers.
7. The Section Officers and Assistants in the Judicial Sections concerned shall strictly ensure that any amendment of the Cause title and index including addition or deletion of parties are promptly recorded in the case file and any such amendments or corrections made in the Judges papers are carried out in the computer data also as per the existing instructions issued in this regard.
8. All concerned shall strictly follow the above instructions issued to each of them and also the instructions issued, vide the High Court Circulars cited. Non compliance of the same shall invite appropriate punitive action.

(By Order)

  
N. Anil Kumar  
Registrar General

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