

**THE HIGH COURT OF KERALA**

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HCKL/9442/2025-IT-TC2-HC KERALA

Date: 19-09-2025

OFFICIAL MEMORANDUM

Sub:- SOP- Model Digital Family Court , Sasthamkotta -Reg.

Ref:- Official Memorandum D7(B)-61656/2017/DII-3/DII-4 dated 11.09.2025

In continuation of OMs referred to above on the implementation of a Model Digital Family Court, Sasthamkotta, this is to inform that a SOP consolidating the procedures for filing, case handling, viewing, production and retention of documents, service of processes, transfer of cases, and payment workflows etc. have been prepared by the IT Directorate of the High Court. This SOP is supplemental to the Civil Rules of Practice, 1971 (Kerala) and the Criminal Rules of Practice, Kerala, 1982.

The Principal District Judge, Kollam is hereby informed that in connection with the implementation of the Model Digital Family Court at Sasthamkotta, the above mentioned SOP must be strictly followed. The same is enclosed herewith for information and strict compliance.

The Principal District Judge is also requested to circulate the SOP to all the stakeholders and Staff members in the concerned Court and to publish the same on the District Court website.

For further inquiries and training, please contact the Nodal Officer for DCMS in the District Judiciary, Smt. Jaseena Mohammed, Technical Project Manager, High Court of Kerala. Contact No: 0484 256 2527

(By Order)

JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Enlc: Comprehensive SOP for the Model Digital Family Court, Sastamkotta

To:- The District Judge, Kollam
The SSO , KollamCopy to:- The Judges of Family Court at Kollam, Chavara and Kottarakkara
D II Section, High Court

B- Section, High Court
C.A to Registrar (District Judiciary)
The Director(IT)