

HIGH COURT OF JAMMU AND KASHMIR AT JAMMU
(Office of the Registrar General)

CIRCULAR

No. 16/GS

Dated: 29.03.2020

In continuation to Circular No. 14/GS dated 23.03.2020, Hon'ble the Chief Justice has been pleased to issue the following directions for digital filing during the lockdown period :-

I. Fresh Filing of a main case in Digital form: -

1. The complete petition in soft form (scanned PDF format) filed through advocate/person, shall be sent from email address of the advocate/party in person to Registrar Judicial of the concerned wing of the High Court. E-mail Ids of Registrar Judicial of both the wings have already been notified vide circular No. 14/GS dated 23-03-2020.
2. Soft copies of the same shall be sent to the office of the Advocate General/ASGI/Government Pleaders, as the case may be, on the email address notified by the concerned department.
3. A brief note explaining the extreme urgency shall also accompany the petition. If urgency is considered favourably, necessary intimation of listing date and time shall be informed to the petitioner/advocate.
4. In case the appropriate Court fee is not available for affixation on the pleadings/documents, an application for extension of time for making good the deficiency in the Court fee shall accompany the filing. The Court fee shall be affixed in accordance with the time granted by the order of the Court on this application.

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5. Attestation of affidavit by the petitioner, as of now, is optional but the attested affidavit shall have to be furnished once the normal working of the High Court is restored.
6. All pages of the petition shall be signed by the petitioner / authorised agent and also by the lawyer before being scanned. Annexures to the petition, shall also be scanned in PDF format and sent along with the petition.
7. Upon restoration of normal functioning of the High Court, hard copies of the complete petition as required under the rules has to be supplied with in one week of the resumption of ordinary filing.
8. The affidavit, which has to be subsequently sworn, shall contain recital to the effect that the accompanying petition was digitally filed during the lock down period and its contents are being verified now.
9. The hard copy complete in all respects of all matters filed through digital mode during lockdown period and disposed of during this period has also to be filed as at 7 above by the party concerned.
10. Any counter affidavit, reply, civil application, miscellaneous civil application, if any, to be filed subsequent to filing of the main matter during this period, shall also be filed as per the method given for digital filing of the petition.
11. The hard copy shall be accompanied by an affidavit, certifying that the hard copy is the original of the petition/application which was sent by an email for urgent hearing. The affidavit shall also certify that all documents are true copies of the originals scanned copies of which have been sent in soft format in the email.
12. The responsibility for producing the hard copies of the pleadings and documents, if any, and proving their genuineness shall be of the the party that has electronically filed the scanned copies thereof.

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II. Application in pending matters:

1. In case application is filed in pending matters (already filed prior to lockdown period), and if the main matter is already scanned and available in DMS of the High Court, the soft copy of the main matter shall be forwarded by the concerned Registrar Judicial through email to the Hon'ble Judge hearing the matter.
2. In case it is not possible to retrieve record of the main matter from the High Court server, then if permitted by the High Court, the party/advocate shall send soft copy of the entire record including the interim/final orders passed in the case along with petition, if any available with the party with a certificate that the record is true and correct and then the court shall decide whether to proceed further in the matter or not. In case any interim order has been passed/vacated/modified in the case, specific mention of the same shall be made conspicuously in the petition.

III. Registration of cases filed during lock down:

1. All the petitions (main and miscellaneous) filed during the lock down period shall be numbered by the concerned Registrar Judicial by assigning a running temporary registration number for each category of the case and for maintaining the record of registration, proper register shall be maintained by the Registrar Judicial concerned.
2. **"EMG"** shall be mandatorily prefixed with the registration number of the cases filed during the lockdown period e.g if a Letter Patent Appeal is filed during the lockdown period, it shall be numbered as EMG-LPA/01/2020 and so on. Similarly, if a civil writ petition is filed during this period, it shall be numbered as EMG-WP (C)/01/2020 and so on.

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3. As and when normal working of the High Court shall resume, the cases shall be registered in CIS as is being done in routine manner and the proceedings conducted and orders passed in the matters shall also be updated in CIS of the High Court accordingly.

(Sanjay Dhar)
Registrar General

No. 42875-899

Dated: 29.03.2020

Copy of the above forwarded to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu
2. Secretary to Hon'ble Mr/Mrs Justice _____
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Jammu.
4. Registrar Rules, High Court of J&K, Jammu.
5. Registrar Computers, High Court of J&K, Jammu.
6. Registrar Judicial, High Court of J&K, Srinagar/Jammu
.....for information.
7. Director Information, Government of Union Territory of Jammu and Kashmir with request to give wide publicity to the Circular in print and electronic media.
8. Secretary, Jammu and Kashmir High Court Bar Association, Jammu/Srinagar.
9. Secretaries of all District Bar Associations.
10. In-charge NIC for uploading the same on the official website of the High Court.

Registrar General