

HIGH COURT OF GUJARAT

CIRCULAR

In order to further streamline the process of email filing, and to remove certain difficulties faced by the Registry as well as the Advocates, the Hon'ble the Chief Justice has been pleased to pass the following order:

"Registry has pointed out that as per the modalities of email filing, Advocates have to send their petitions on one email address and considering the heavy load of inflow of pending matters and the limited staff available in the Judicial Branch, it has become difficult to download, print and register all the petitions in which urgent note is accepted in respect of pending matters filed prior to 24th March 2020.

It is further pointed out that everyday hundreds of fresh matters are being received through very same one email address and the Registry is not able to download the entire files received on day to day basis even if by sitting late in office. It was therefore suggested that if separate email addresses are given to different categories of matters, separate staff can be allotted for downloading, printing, registering and sending them to the residence of Hon'ble Judges on day to day basis.

In view of the above, the pending files prior to 24th March 2020 shall be retrieved from different sections in which urgent note is accepted. However, such files should be fully sanitised before the same being sent to the residence of the Hon'ble Judges and all necessary precautions may be taken by the Registry. The Ahmedabad Municipal Corporation be requested to provide all assistance in this regard.

Since the original files are being used, the Advocates are not required to send soft copy of the petition in which urgent note is accepted. Learned Government Pleader was apprised of this change in the functionality. After discussing with learned Public Prosecutor and the other managerial staff, learned Government Pleader has informed that the office of the State Law Officers has no objection to the above non-filing of soft copies of pending matters. Therefore, learned Advocates need not send soft copies to the State Law Officers also.

There will be a separate email address for filing urgent notes in respect of pending matters filed prior to 24th March 2020. Such urgent notes shall be sent from their previously registered email address. The Judicial Department will intimate the concerned Advocate about the acceptance or rejection of the urgent note through email address of the concerned Advocate.

However, in case of urgent fresh petitions, the present system will continue as per the earlier Circulars dated 22.3.2020 and subsequent Circulars. There will be different email addresses for different categories of matters as specified in the Chart attached herewith and the concerned petitions should be forwarded to that specific category of email address.

All the email petitions and the documents should be properly scanned in a single PDF file. Registry shall not entertain files uploaded in Google Drive or any other storage cloud. Appropriate subject as stipulated in the Chart also be mentioned in the subject column of the email and if the email is not sent to the correct address as per the category of the matter, the petition shall not be entertained. Learned Advocate should forward only one PDF file of a petition and in case very same petition is forwarded more than once, both such petitions will not be entertained.

In case of office objections, the concerned learned Advocate shall be intimated about such objections and while removing office objections, learned Advocate should send the email, clearly mentioning the Filing Number of the matter, through REPLY MODE ONLY to the email sent by the Registry and NOT by way of fresh email.

Registry shall provide assistance of helpline for Advocates who can make necessary inquiries about their status of matters.

An Instruction Chart is also attached providing the manner of filing fresh petitions.

This order shall come into effect with effect from 00 hrs., 31st May 2020. From 00 hrs., 31st May 2020, all the filings shall be through new email addresses as mentioned in the Chart."

In view of the above, all concerned are requested to follow the new system as given above including instructions given in the annexed chart.

By the Order of the Hon'ble the Chief Justice



R.K.Desai

REGISTRAR GENERAL

30.05.2020

Enclosed:- Instructions chart

HIGH COURT OF GUJARAT AT AHMEDABAD

INSTRUCTIONS CHART FOR EMAIL FILING w.e.f. 31st May, 2020

Chart of New Email Addresses for Email Filing to be used from 31st May, 2020

For Matters of	Email to be Sent only to	Email Subject to be exactly written as
Urgent Note (in pending matters only)	efiling.gujhc.urgentnote@gmail.com	Case Number of pending matter
Detention	efiling.gujhc.detention@gmail.com	Full Name of Detenu (or the person to be detained)
Regular Bail	efiling.gujhc.regular@gmail.com	Police Station – FIR No.
Temporary Bail (including Parole, Furlough)	efiling.gujhc.temp@gmail.com	Jail-Name of the inmate
Anticipatory Bail	efiling.gujhc.anti@gmail.com	Police Station - FIR No. If FIR is not filed, Full Name of the First Applicant
Division Bench	efiling.gujhc.db@gmail.com	Habeas Corpus/ Temporary Bail/ Regular Bail/ LPA - Party Name etc.
Miscellaneous category	efiling.gujhc.misc@gmail.com	The subject of the matter being filed

Email Filing Instructions

1. Only the emails sent from the registered email addresses of the advocates with their code number mentioned in the email, will be considered.
2. The attachment to the email must be a single PDF file only. All the documents i.e. urgent note, index, synopsis, petition, FIR, Vakalatnama, annexures etc. should be attached as a single PDF of the size not exceeding 25 MB.
3. Email with multiple PDF files will not be considered. Only the emails having an attachment of a single consolidated PDF file of all the documents will be processed. [Free and open source software like PDFsam Basic (<https://pdfsam.org/>) or any other appropriate PDF merging software can be easily used to merge PDF files into a single PDF file].
4. Files uploaded to Google Drive or any other storage cloud will not be downloaded or printed.
5. Emails sent to more than one email address of the above will not be processed.
6. Subject should invariably be mentioned in each mail. The emails without having subject exactly written as given above will not be considered.
7. The email not sent to the correct email address of the above as per the category of the matter, will not be considered.
8. The petition should be forwarded to the appropriate email address of the above, only once and in case the very same petition is forwarded more than once, both petitions will not be entertained.
9. Any replies to be sent to the emails from the Registry should be sent through 'Reply' option from the same email and not as fresh emails. Any replies sent as fresh emails will not be considered.
10. Any further fresh email with regard to any additional documents being sent, should invariably mention the number of the matter, without which, the same will not be processed.
11. Any email sent to efiling.gujhc@gmail.com after 30/05/2020 will not be processed.