

HIGH COURT OF GUJARAT
AT AHMEDABAD
"MODIFIED STANDARD OPERATING PROCEDURE"
W.E.F 02.02.2026
FOR SMOOTH FUNCTIONING OF THE
STAKEHOLDERS AS WELL AS REGISTRY

PREAMBLE

The number of cases being filed in the High Court of Gujarat has been constantly on the rise and listing of the cases is becoming acutely unwieldy. In order to meet with the ever increasing demand of listing of cases for hearing and considering for streamlining the listing procedures, ensuring timely disposal, transparency, accountability, consistency, making the process litigant and lawyer friendly and to meet the aspirations of stakeholders, a Standard Operating Procedure (SOP) for listing of cases before the bench of High Court of Gujarat is being mooted. The principal object to facilitate speedier verification of matters of the Stakeholders and more effective and convenient and for early listing of the matters before the Honourable Court is to strengthen the Court functioning and to make it transparent and rational, responsive and also for enhancing efficiency in the docket management for management for dispensing quality justice to the litigants.

After due deliberation and discussion, the Honourable the Chief Justice and Honourable Judges of the High Court of Gujarat are pleased to lay down this Standard Operating Procedure, for the smooth functioning of the Registry & in the interest of the institution at large, as follows:



PRELIMINARY

1. Short title, extent and commencement.-

- (1) This methodology shall be called the '**Standard Operating Procedure, 2023.**'
- (2) It shall extend to the whole of the Registry of this High Court.
- (3) It shall come into force on such date as the Hon'ble the Chief Justice may by assent, appoint.

GENERAL

2. Definitions.

- (1) 'CFC' shall mean the Central Filing Centre.
- (2) 'Court' shall mean "The High Court of Gujarat'.
- (3) 'Registry' shall mean 'the entire Registry of this Court including the CFC'.
- (4) 'Rules of 1993' shall mean the Gujarat High Court Rules, 1993.
- (5) 'SOP' shall mean the 'Standard Operating Procedure'.

3. Standard Operating Procedure.-

(A) Notwithstanding anything contained in the Gujarat High Court Rules, 1993 or anything decided earlier on administrative side by the High Court and until further orders, upon receipt of the fresh matters at the CFC, before generating the Filing/Stamp Number, the Registry of this Court shall scrutinize / examine it as per the following Check List:-

FORM "B"

0.0. No.	Description
(A) MANDATORY*	
1	Whether the Memo of Petition/Appeal is signed?
2	Whether duly signed and affirmed Affidavit in support is filed?
3	Whether Vakalatnama signed by all Petitioners/Appellants & accepted by Advocate, filed?



Note: The aforesaid measures are taken for speedy listing of the matters/petition within seven (7) working court days without causing mentioning to the Honourable Courts.

- (B) The simple/xerox copy of the judgment/order of Subordinate Judiciary/*Quasi Judicial Authority* is required to be filed compulsorily at the time of filing the matter, if the certified copy of the Judgment/Order of the Subordinate Judiciary/*Quasi Judicial Authority* or certified copy of the receipt of the deposit in the Lower Court is not available.

In case the judgments/orders though pronounced or dictated in the open Court are not available as they are not uploaded on the website of the Court concerned, a clear statement in that regard shall have to be made in the opening paragraph of the memo of the petition/appeal; or in the alternative, an exemption application may be filed alongwith the memo of the Petition/Appeal, making appropriate prayer.

- (C) The concerned Judicial Officer whose order/Judgment is challenged shall not be joined as a party opponent /respondent in the cause title of the memo of the petition /application in case where no allegation of personal nature, bias and mala-fide etc. is made and no relief / prayer is made against the Judicial Officer and his / her impleadment as a party is not necessary. [Except in contempt petition against the Judicial Officer.].
- (D) The other objections mentioned below in the checklist prescribed under the Gujarat High Court Rules, 1993 shall be, for the time being treated as 'Optional' for generating Filing Number.

FORM "B"

O.O. NO.	DESCRIPTION
(B) OTHER OBJECTIONS	
1	Whether Index-cum-chronology of documents / Events filed ?
2	Whether Names, Designations, Full Address, Age, Sex, Mobile Number, E-mail address of all parties are given and in case, if name is shown in initials i.e. J.K. Patel, whether the full name is mentioned, i.e. Surname, Name and Father's name in Bracket? 4(submission of mobile number and e-mail address is optional)
3	Whether Certified Copies filed ?

4	Whether names of the parties tally with names in the Certified Copies ? (Office NOT to raise Objection - If the victim avails of the Right to Appeal provided under Sec. 372 of Cr.P.C.)
5	Whether the original positions of the parties stated ?
6	Whether proper & full Court Fees is paid ? On Memo Rs _____ On V.P. Rs _____ On C.C. Rs _____ TOTAL Rs _____
7	Whether the Claims for Court Fees & Jurisdiction stated and explained ?
8	Whether filed within Limitation?
9	Whether Delay Condonation Application is filed ?
10	Whether the Provisions of Law under which the matter is filed, is stated ?
11	Whether Presentation Form (in duplicate) with all particulars filed ?
12	Whether Paging is done ?
13	Whether Second Set filed ?
14	Whether advance copy served to the other side / G.P / P.P. / Standing Counsel of Local Authorities/ Corporations ?
15	Whether Caveat filed ? If, yes, Whether advance copy served to the Caveator ?
16	Whether copies are true legible and whether typed copies of hand-written Annexure filed ?
17	Whether copies are true copies signed by the Advocate ?
18	Whether a Statement and Particulars are given about earlier litigation relating to this matter ?
19	Whether the receipt of the deposit in the Lower Court filed ? (If, applicable)
20	Blanks in Memo / Affidavit
21	Whether Date of Arrest / Detention stated ?
22	Whether matter pertains to Commercial Dispute?
23	Whether category of Commercial dispute mentioned?
24	Whether claim amount has been mentioned in the matter?
25	(a) Whether PIL filed is as per proforma prescribed in "The High Court of Gujarat (Practice and Procedure for Public Interest Litigation) Rules, 2010" ? (b) Whether provisions of Rule-3 and Rule-5 of "The High Court of Gujarat (Practice and Procedure for Public Interest Litigation) Rules, 2010" are followed for filing of PIL?

26	Whether the matter involves questions of environmental laws and/or is covered under the provisions of the National Green Tribunal Act, 2010 and/or relating to any of the seven statutes specified in Schedule I of the said NGT Act?
27	Whether Memorandum of the Appeal, filed under Income Tax Act, 1961, contained PAN and whether copy of the same has been furnished?

(E) If, the certified copy of the Judgment/Order of the Subordinate Judiciary/*Quasi Judicial Authority* or certified copy of the receipt of the deposit in the Lower Court could not be filed by Learned Advocate/Litigant at the time of filing the matter and if they are desirous to obtain urgent order from the Honourable Court, they shall have to file an application seeking exemption from producing certified copy of the Judgment/Order of the Subordinate Judiciary/*Quasi Judicial Authority* or the receipt of the deposit in the Lower Court at the time of filing the matter and the said application shall be listed before the concerned Honourable Court for passing an appropriate order on such application, provided that other office objections are removed by Ld. Advocate/Litigant.

(F) The objections regarding legible copies shall be construed liberally. If the document is faint/illegible/handwritten, then, the said objection shall have to be removed by the concerned Advocate/party/parties by providing typed copy.

However, objection regarding typed copies may be dispensed for such original, certified documents or computerized copies such as FIR (if printed), Charge-sheet (if printed), which are clear and legible, but if such document is faint/illegible, office objection shall not be raised on the condition that the lawyer/party-in-person shall give undertaking (in form of an application seeking exemption from filing typed copy) that if Honourable Court asks for the typed copies and/or translated copies of such legible documents, the

Learned Advocates/Party-in-Persons shall supply the same to the Honourable Courts.

(G) The documents attached with the Petition / Appeal / Application should match with the Annexures mentioned in the Index. The Petitioner/Applicant shall mark separate Annexure to each document and not mark multiple documents collectively as one Annexure. However, it is clarified that identical/ similar documents such as Rent receipts of different years, Revenue receipts of different dates, Village form No. 7/12 of different years etc. shall be permitted to be marked collectively as one Annexure but each page of the collective Annexure has to be paginated.

Further, Index must contain the details/particulars as per the enclosed format. The date of the impugned order and Annexure of the impugned order be mentioned in the prayer clause. (Format of index is appended herewith)

(H) If any interpolation/correction/overwriting/deletion by using whitener/ striking of, is found in the Petition/Application, without initials of the Advocate/Party-in-person or the Notary concerned, at the time of filing, then in that case, Draft Amendment under the signature of the Advocate/Party-in-person, as the case may be, shall have to be filed to enable the Registry to give Filing/Stamp Number. The said Draft Amendment shall be placed before the Hon'ble Court concerned as par of the Main matter.

So far as substantial amendments are concerned, the usual practice of filing of Civil/Criminal Application has to be followed.



- (I) As regards fonts, the Registry shall see that the minimum fonts of the memorandum/application/petition as well as computerized typed copies of faint/illegible/handwritten document, shall not be less than 14 and in A4 Paper Size, as duly prescribed under the Rules, 1993.
- (J) In any case, if the aforesaid objections of the Check list in Form "B" Clause (B) are per The Gujarat High Court Rules, 1993 as well as the aforesaid requirement, are not removed by the parties within the time period of 07 working days, the matters filed shall have to be listed before the designated Registrar with a specific note that the party/parties has/have not removed the non-mandatory objections, who in turn shall, if the said objections are not removed within 4 (four) weeks, shall pass an order to place the matter before the Court concerned for appropriate orders.

Note of Caution: The Central Filing Center shall not refuse to generate the Filing/Stamp number upon receipt of the Fresh matter except in case of three objections as per Para 3(A) of this SOP (Item Nos. 1, 2 and 3) of Form 'B' clause (A) as all other objections for the time being are treated as "Optional" for generating Filing/Stamp Number.

SAVINGS/CLARIFICATIONS

4. This SOP shall in no manner be construed to mean as overriding, any decision earlier taken by the Chamber, Standing, the Hon'ble the Chief Justice of this High Court on the administrative side, the Rules of The Gujarat High Court Rules, 1993 or any Circulars/Instructions issued by the Registry from time to time. The object of introducing this SOP is solely for the purpose of smooth functioning of the Registry and for speedy listing of the fresh matters of the Stakeholder before the Court. Hence, in case if anything is found contrary to the earlier decision/s taken by this Court on the administrative side or is found contrary to the Rules of



The Gujarat High Court Rules, 1993, the matter shall be placed before the Hon'ble the Chief Justice to take a call on the administrative side.

By Order of the Hon'ble Chief Justice



Date : 16 / 01/2026

Registrar (Judicial)

Note:

1. Amended Check-list Form - B is appended herewith.
2. Copy of the Index of the Special Civil Application and Letters Patent Appeal along with application for Condonation of Delay, Leave to Appeal and Stay are appended herewith.

GUJARAT HIGH COURT

No. _____ of _____

Advocate: _____

CHECK-LIST

O.O. NO.	DESCRIPTION	O.O. NO.	YES	NO	Verification by the Office and Remarks
(A) MANDATORY*					
1	Whether the Memo of Petition / Appeal is signed ?	1			
2	Whether duly signed and affirmed Affidavit in Support is filed ?	2			
3	Whether Vakalatnama signed by all Petitioners / Appellants & accepted by Advocate, filed ?	3			
(B) OTHER OBJECTIONS					
1	Whether Index-cum-chronology of documents / Events filed ?	1			
2	Whether Names, Designations, Full Address, Age, Sex, Mobile Number, E-mail address of all parties are given and in case, if name is shown in initials i.e. J.K. Patel, whether the full name is mentioned, i.e. Surname, Name and Father's name in Bracket? 4 (submission of mobile number and e-mail address is optional)	2			
3	Whether Certified Copies filed ? Appellate Judgment Appellate Decree Appeal Memo Trial Court Judgment Trial Court Decree Bill of Costs	3			
4	Whether names of the parties tally with names in the Certified Copies ? (Office NOT to raise Objection - If the victim avails of the Right to Appeal provided under Sec. 372 of Cr.P.C.)	4			
5	Whether the original positions of the parties stated ?	5			
6	Whether proper & full Court Fees is paid ? On Memo Rs _____ On V.P. Rs _____ On C.C. Rs _____ TOTAL Rs _____	6			
7	Whether the Claims for Court Fees & Jurisdiction stated and explained ?	7			
8	Whether filed within Limitation?	8			
9	Whether Delay Condonation Application is filed ?	9			
10	Whether the Provisions of Law under which the matter is filed, is stated ?	10			
11	Whether Presentation Form (in duplicate) with all particulars filed ?	11			
12	Whether Paging is done ?	12			
13	Whether Second Set filed ?	13			
14	Whether advance copy served to the other side / G.P / P.P. / Standing Counsel of Local Authorities/ Corporations ?	14			
15	Whether Caveat filed ? If, yes, Whether advance copy served to the Caveator ?	15			
16	Whether copies are true legible and whether typed copies of hand-written Annexure filed ?	16			
17	Whether copies are true copies signed by the Advocate ?	17			
18	Whether a Statement and Particulars are given about earlier litigation relating to this matter ?	18			
19	Whether the receipt of the deposit in the Lower Court filed ? (If, applicable)	19			
20	Blanks in Memo / Affidavit	20			
21	Whether Date of Arrest / Detention stated ?	21			
22	Whether matter pertains to Commercial Dispute?	22			
23	Whether category of Commercial dispute mentioned?	23			
24	Whether claim amount has been mentioned in the matter?	24			
25	(a) Whether PIL filed is as per proforma prescribed in "The High Court of Gujarat (Practice and Procedure for Public Interest Litigation) Rules, 2010" ? (b) Whether provisions of Rule-3 and Rule-5 of "The High Court of Gujarat (Practice and Procedure for Public Interest Litigation) Rules, 2010" are followed for filing of PIL?	25			
26	Whether the matter involves questions of environmental laws and/or is covered under the provisions of the National Green Tribunal Act, 2010 and/or relating to any of the seven statutes specified in Schedule I of the said NGT Act?	26			
27	Whether Memorandum of the Appeal, filed under Income Tax Act, 1961, contained PAN and whether copy of the same has been furnished?	27			

Office Objection Nos. _____ may be Notified.

Date : ____ / ____ / ____

(Signature of Examiner)
Deputy S.O.

(Signature of Verifier)
Section Officer

ASSISTANT REGISTRAR

1. Amended vide High Court Notification No.C. 2002/93, dated 15.06.2012 2. Inserted vide High Court Notification No.C. 2002/93, dated 06.02.2013 3. Substituted vide High Court Notification No.C. 2002/93, dated 26.06.2013.
4. In-serted vide High Court Notification No.C. 2002/93, dated 18.07.2013 5. Inserted vide High Court Notification No.C. 2002/93, dated 13.07.2015 6. Substituted vide High Court Notification No.C. 2002/93, dated 23.09.2015. 7. Inserted vide High Court Notification No.C.2002/93, dated 16.06.2016 & rest of the numbers are re-numbered accordingly
* Registry shall not provide Filing(Stamp) number in case of Mandatory objection Nos. 1, 2 & 3.

Master Index of the Paper book of Special Civil Application

Special Civil Application No. of 2026

ABC

Petitioner

Vs

XYZ

Respondent

INDEX

Sr. No.	Particulars	Date	Mark / No. of Annexure	Page No(s).
1.	List of Dates and Events/ Synopsis			'A to D' (e.g)
2.	Memo of Petition with Affidavit			
3.	Copy of Annexure / Document		(e.g) 'A'	
4.	Copy of Annexure / Document		(e.g) 'B'	
5.	xxx			
6.	xxx			
7.	xxx			
8.	xxx			
9.	xxx			
10.	xxx			
11.	Vakalatnama			

Letters Patent Appeal No. of 2026
In
Special Civil Application No. of 2026

ABC

Vs

XYZ

Appellant

Respondent

MASTER INDEX

CONDONATION OF DELAY APPLICATION (IF ANY)				
Sr · N o.	Particulars	Date	Mark / No. of Annexure	Page No(s).
1.	Delay Condonation Application with Affidavit			
2.	Copy of Annexure/Document		(e.g) 'A'	
3.	Copy of Annexure/Document		(e.g) 'B'	
4.	Vakalatnama			

APPLICATION FOR LEAVE TO APPEAL (IF ANY)				
Sr. No.	Particulars	Date	Mark / No. of Annexure	Page No(s).
1.	Leave to Appeal Application with Affidavit			
2.	Copy of Annexure/Document		(e.g) 'A'	
3.	Copy of Annexure/Document		(e.g) 'B'	
4.	Vakalatnama			

APPLICATION FOR STAY (IF ANY)				
Sr. No.	Particulars	Date	Mark / No. of Annexure	Page No(s).
1.	Stay Application with Affidavit			
2.	Copy of Annexure/Document		(e.g) 'A'	
3.	Copy of Annexure/Document		(e.g) 'B'	
4.	Vakalatnama			

MASTER INDEX OF THE PAPER BOOK OF LETTERS PATENT APPEAL*

LETTERS PATENT APPEAL				
Sr. No.	Particulars	Date	Mark / No. of Annexure	Page No(s).
1.	List of Dates and Events/ Synopsis			'A to D' (e.g)
2.	Memo of Appeal			1-30 (e.g)
3.	Impugned Judgment/Order dated _____ passed by Ld. Single Judge in Special Civil Application No. _____ of 202__		(e.g) 'A'	31-40 (e.g)
4.	Entire set of compilation of Special Civil Application along with Affidavit-in-reply, rejoinder, sur-rejoinder, etc., if any			41-60 (e.g)
5.	xxx			
6.	xxx			
7.	xxx			
8.	xxx			

*** The entire paper-book be continuously paginated by Master paging from Page No.1 to the end of the above documents.**