

**NOTIFICATION NO.134/2020**

In partial modification to directions/guidelines that are already issued vide Notification No.113/2020 dated 17.04.2020 with reference to mode of filing and hearing of cases in the Principal Seat at Madras more particularly at Paragraph 9 of the said Notification and in pursuance of the Resolutions of the Hon'ble Administrative Committee dated 25.06.2020 for receiving Hard Copy of case papers so filed through e-mail physically in the High Court premises, the following instruction are further issued and to be implemented with effect from 06.07.2020:

1. In continuation to filing of cases through e-mail mode, the Advocate/Party-in-Person are required to file hard copy of the case papers for all the classification of cases that are filed through e-mail mode and for the same a separate Counter near South Gate (Gate No. 7) of Madras High Court Campus has been installed with a separate Drop Boxes kept for collecting cases papers pertaining to all branches i.e., Appellate Side, Writ Side, Criminal Side and Original Side. The said Counter shall function from 10.30 a.m. to 1.30 p.m. on all working days.
2. Advocate/Party-in-Person may continue to exercise option to file Bail Applications through e-filing mode by following the instructions issued vide Notification in ROC.No.30036-A/2020/e-court, dated 20.04.2020.
3. For filing hard copy of the case papers, Advocate/Party-in-Person shall submit duly filled in "Filing Slip" in triplicate for every case. The Format for the "Filing Slip" is annexed along with this Notification.

4. Advocate/Party in person are required to tie the duly filled in one Filing Slip along with the hard copy of the case papers and the same shall be filed in the respective Drop Box. Two other duly filled in Filing Slips shall be handed over to the staff deputed by the Registry in the Filing Counter.
5. After due verification of Filing Slips by the staff concerned, he will acknowledge the receipt of the hard copy of the case so filed by affixing receiving seal in the Filing Slip. One Filing slip will be returned to the Advocate/Part in person and another will be retain by the Registry for necessary data entry. The date seal bearing the actual date of presentation will be affixed on the case papers filed physically.
6. On the basis of information submitted in the Filing Slip, after entering into database, SR Number will be assigned to the case so filed preferably on the same day and the same will be informed to the Advocate/Parties-in-person via SMS/e-mail.
7. The Case papers so filed, will be taken up for further course of action only after a day of quarantine, in order to give sufficient time for COVID – 19 virus to extinct.
8. The Examiners of the Registry will scrutinize the case papers received through e-mail and if found defective, then the same will be intimated to the Advocate/Party-in-Person through e-mail only.

9. After curing the defects pointed out by the Registry, the Advocate/Party-in-Person shall submit Clean Copy of the case papers at the same Filing Counter along with the Xerox copy of the Filing Slip acknowledged by the Registry during hard copy filing. The said case papers will also taken up for further course of action only after a day of quarantine.
10. No hard copies/case papers shall be returned physically under any circumstances during this COVID-19 lockdown period or till the normal case filing is restored except with the leave of the Hon'ble Court upon request made.
11. The Court fee and other charges, if payable to the Petition/Application/Appeal so filed, shall be remitted through e-stamping facility by utilizing the services of STOCK HOLDING CORPORATION OF INDIA LIMITED (SHCIL) through on-line mode or otherwise and the receipt for the said remittance shall be filed along with the case papers.
12. The Advocate/Party-in-Person shall have access upto the Counter installed near South Gate (Gate No.7) of Madras High Court Campus to submit hard copy of the case papers that are filed through e-mail.
13. The attendees to the filing counter shall adhere to all necessary guidelines issued by the Government of India and the Government of Tamil Nadu on the restrictions to prevent from COVID-19 viral infection and also ensure that the bearer of the case paper shall not be the resident of hot spot area/containment zone notified by the concerned local body.

14. The attendees are requested to give fullest cooperation to the security personnel deployed near the filing counter in the High Court campus for smooth functioning of the filing facility.

//BY ORDER OF THE HON'BLE THE CHIEF JUSTICE//

High Court, Madras  
DATED: 03.07.2020

C.KUMARAPPAN  
Registrar General

**Enclosure:**  
**Annexure - Filing Slip**

**HIGH COURT OF JUDICATUR AT MADRAS  
FILING SLIP**

(To be filled by Advocate/Party-in-Person)

**APPELLATE SIDE/CRIMINAL SIDE/WRIT JURISDICTION/ORIGINAL SIDE**

Date & Time of email sent to the Registry	
Name of the Advocate/Party in Person	
Name of the Petitioner/First Petitioner with Gender and Age	
Name of Respondent/First Respondent	
Nature of the case (Nomenclature of the case along with the provision of law)	
Division Bench/Single Bench	
Lower Court Details if Appeal/Revision preferred	
Advocate/Party-in-Person Mobile Number	
Advocate/Party-in-Person e-mail ID	
Signature of the Advocate/Party-in-Person	

**(To be filled by Registry during data entry of details furnished in Filing Slip)**

**Date of Presentation:**

**SR No. assigned:**

**Initial of staff who assigned SR number:**