

HIGH COURT OF DELHI AT NEW DELHI

No. 127 /Comp./DHC

Dated: the 15th February 2013

NOTICE

It is hereby informed that Hon'ble the Chief Justice, on the recommendation of the Hon'ble Computer Committee, has directed that it will be mandatory to file soft copy on CD-R/DVD-R in Company and Taxation matters w.e.f. 25th February 2013 in addition to the existing paper filing of cases. The procedure to prepare soft copy is attached herewith.

A training programme to prepare soft copy of the documents in company and taxation matters has been scheduled on 16th February 2013 at 11.30 A.M. in the Conference Hall, New Building, Third Floor, High Court of Delhi, New Delhi for all the concerned Lawyers, appearing in such matters, Typing Pool Personnel and Dealing Assistants of Company Branch and Taxation Branch of this Court.



(Girish Sharma)

Registrar (Computerization)

The Hon'ble Computer Committee vide its minutes dated 31st January 2013 recommends that the filing of soft copy (in PDF Form on read only CDs/DVDS) in addition to the existing paper filing be made mandatory in Tax matters and Company Court cases w.e.f. 25th February 2013 as this will save the expenditure on scanning and will result in immediate availability of data in digital form for the said e-Courts.

The above minutes have been approved by Hon'ble the Chief Justice. In view of the recommendation of the Computer Committee the following procedure for filing of soft copy in Tax matters and Company Court cases be circulated amongst the Advocates and Litigants:-

Procedure for document preparation for filing of soft copy

Prepare Document in two parts

1) **Part 1:- Consists of the following original text material in MS-word or Open Office:.**

- INDEX
- NOTICE OF MOTION
- MEMO OF PARTIES
- LIST OF DATES & EVENTS AND SYNOPSIS
(wherever required under the rules)
- MAIN PETITION/APPLICATION
- INTERLOCUTORY APPLICATION
- ANNEXURES

2) **Use below mentioned formatting style for preparing the document**

Paper size;	Foolscap paper
Margins:	
Top:	1.5"
Bottom:	1.5"
Left	1.75"
Justification:	Full
Font:	Times New Roman
Font size	14
Line Spacing:	1.5"

3) **Now convert document into PDF using any pdf converter tool or in-built PDF conversion functionality of word processing software.**

Part 2:- The following documents have to be scanned:

- 1) Notorized affidavit(s)
- 2) Certified copy of the order under appeal (where required)
- 3) Signed Vakalatnama
- 4) Annexures, other than typed annexures of Part 1.

Merge both the parts in a single PDF and bookmark the contents as per the Index. Burn the merged single file on a CD-R/DVD-R

Present hard-copy, as usual, along with the CD-R/DVD at the Delhi High Court filing counter at the time of filing. (Details of the case be written in black ink using black marker on the CD mailer (padded) cover as well as on CD under the signature of counsel).

The Advocate will give an undertaking on the hard copy, in the following format:

“Certified that the soft copy filed herewith is a replica of the hard copy filed.”

If approved, the above note may kindly be published in the Cause List and be displayed on the Notice Boards of this Court and Delhi High Court Bar Association and also be published on the Website of the Delhi High Court”.



**(Girish Sharma)
Registrar (Computerization)
15-2-2013**