


Speed Post

IN THE HIGH COURT OF DELHI AT NEW DELHI

F. No. 10/Comp./ DHC/No. 144  
Dated : 23.02.2013


NOTICE

In continuation to this Court's Notice No. 131 Comp./DHC dated 16<sup>th</sup> February, 2013 in which it was stated that it will be mandatory to file soft copy on CD-R/DVD-R in Company and Taxation matters w.e.f 25<sup>th</sup> February, 2013 in addition to the existing paper filing of case, the amended procedure to prepare soft copy in this regard is attached herewith.

  
(Girish Sharma)  
Registrar (Computerization)  
for Registrar General

Copy forwarded to:-

1. Registrar cum Secretary to Hon'ble the Chief Justice.
2. All Registrars / Joint Registrars/Deputy Registrars/Assistant Registrars.
3. The President, Secretary, Delhi High Court Bar Association---with the request to circulate to all the members.
4. Joint Registrar (Listing/Filing)—for publishing the Notice with attached procedure in Cause List and to bring the contents of the Circular as and when the roster is changed in the notice of all concerned.
5. JR (Rules)--- for amendment in the rules, if any.
6. A.R. Cum P.A. to worthy Registrar General-for information.
7. Delhi Bar Association, Tis Hazari.
8. New Delhi Bar Association, Patiala House
9. Shahdara Bar Association, Karkardooma
10. Rohini Bar Association, Rohini
11. District Court Bar Association, Dwarka
12. Saket Bar Association, Saket
13. Mr. Sanjeev Sabharwal, 347, Lawyer Chamber, Delhi High Court. New Delhi.  
(e-mail:-[ssabhawal347@yahoo.com](mailto:ssabhawal347@yahoo.com))
14. Mr. Rajiv Behl, Sr. Standing Counsel, 335 Lawyer Chamber Block-I, New Delhi.
15. Office of the Official Liquidator, 8<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi.
16. Court Master to HMJ Sanjay Kishan Kaul
17. Court Master to HMJ Badar Durrez Ahmed
18. Court Master to Hon'ble Dr. Justice S Muralidhar
19. Court Master to HMJ Indermeet Kaur
20. Court Master to HMJ R V Easwar
21. System Analyst, Delhi High Court.
22. Typing Pool, Delhi High Court.
23. Notice Board.

  
(Rajeev Chauhan)  
Assistant Registrar (Comp./Sty.)

**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 in 300 DPI:**

- 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."**

For any Assistance and Training please contact Mr. Sarsij Kumar, System Analyst, Computer Cell, Ground Floor, 'A' Block, Delhi High Court, New Delhi (011-43010101, Ext No.4563).

  
**(Girish) Sharma**  
**Registrar (Computerization)**  
**22-02-2013**

HIGH COURT OF DELHI AT NEW DELHI

No. 131 Comp./DHC  
Dated: the 16<sup>th</sup> February 2013

NOTICE

It is hereby informed to all concerned 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. 25<sup>th</sup> February 2013 in addition to the existing paper filing of cases. The procedure to prepare soft copy is attached herewith.



(Girish Sharma)

Registrar (Computerization)

Copy to:-

1. All the Registrars/Joint Registrars/Deputy Registrars and Assistant Registrars
  2. The President/Secretary, Delhi High Court Bar Association
  3. All District Courts Bar Associations
  4. The Standing Counsels of Company/Taxation matters.
  5. Official Liquidators
  6. To be displayed all the Notice Boards
- With the request to circulate to all the members.

**Procedure for document preparation for filing of soft copy**

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(Girish Sharma)

Registrar (Computerization)

16-2-2013