

THE HIGH COURT OF KERALA

A7-28644/2021

Kochi : 682 031  
Date : 14.05.2021

NOTICE

Sub :- Modification in filing and sitting arrangements from 17.05.2021 onwards – reg.

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The following modifications will be effective regarding the filing / sitting arrangements in the High Court, until further orders.

1. Filing of all categories of cases in High Court shall be **only** through e-filing mode with effect from 17.05.2021. The guidelines for filing of cases through e-filing will be made available in the High Court website.
2. Physical copy of every case filed through e-filing mode **during the lock down period** shall be submitted with the Registry by the Advocate / parties concerned within 45 days of date of filing and an undertaking in that regard shall be filed by the e-filer along with the e-file. Once the lock down and restrictions are lifted, the hard copy shall be submitted on the same day of e-filing, as is being now followed in the case of Bail Applications.
3. Advocates / parties desirous of moving again a case filed through e-filing mode shall file an urgent memo containing brief statement of facts and reason for urgency and all the required details enabling the Judge concerned to take a decision on the urgency. Once the request is allowed, the case will be listed as per the orders of the Court.
4. If an Advocate / party desires to move a case which was physically filed before the introduction of e-filing, the Advocates / party in person, as the case may be, shall file an urgent memo as above. In case the request is allowed, the Advocate / party shall upload all the records filed till date in the particular case in electronic form(*scanned pdf*) with

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an e-copy of all such documents to the opposite parties and with an affirmation that the copies uploaded are true copies and that copies of such documents have been served electronically to the Advocates appearing for the opposite party / parties. The case will be listed as per the directions of the Court.

5. Whether e-filing to be continued or not will be revisited after one month
6. Sitting of all Courts in the High Court shall be only through virtual mode with effect from 17.05.2021, until further orders.
7. Grievances related to e-filing may be redressed by contacting at the following telephone numbers  
8921962674 (Sri. Anes P.A.) , 9447116225 (Smt. Reshmi R.),  
9497366435 (Smt Nimmy Jacob),  
9633750628 (Smt.Amrutha Mohan )  
0484-2562540, 0484-2562527 or by mailing to  
efilegrievance@gmail.com
8. A special Cell consisting of Smt. Saleena V.G. Nair, Director (IT), Sri. Joseph Rajesh K.A. , Deputy Registrar (IT) and Sri. V.J. Ranjith, Assistant Registrar has also been constituted to oversee the proper functioning of the process and to ensure that the complaints / enquires of Advocates in relation to e-filing and ancillary matters are attended promptly.

( By Order )



P. G. Ajithkumar  
Registrar(District Judiciary)  
Registrar General in-charge

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To

The Advocate-General, Ernakulam.  
The Director General of Prosecutions & State Public Prosecutor, Ernakulam.  
The Additional Advocate-General, Ernakulam (2).  
The Additional Director General of Prosecutions, Ernakulam.  
The Director of the Kerala Judicial Academy, Athani. (He shall bring  
the matter to the attention of the Director (Academics), KJA).  
The Member Secretary, Kerala State Legal Services Authority, Ernakulam  
The Director, Kerala State Mediation and Conciliation Centre, Ernakulam  
The President, Kerala High Court Advocates' Association, Ernakulam  
The Vice-Presidents, Kerala High Court Advocates' Association, Ernakulam (2).  
The State Attorney, Advocate-General's Office, Ernakulam.  
The Secretary, Kerala High Court Advocates' Association, Ernakulam.  
The General Secretary, Kerala High Court Senior Advocates' Association,  
Ernakulam.

The Secretary, Indian Law Institute, Kerala, Ernakulam  
The Senior Counsel, Government of India (Taxes), Ernakulam.  
The Assistant Solicitor General of India, Ernakulam.  
The Chairman, Bar Council, Ernakulam.  
The President, Kerala Federation of Women Lawyers, Ernakulam.  
The Secretary, Rule Committee under Section 123 CPC, High Court.  
The President, Kerala High Court Advocates' Clerks' Association, Ernakulam.  
The Registrar (Judicial), High Court.  
All officers and Sections, High Court.  
The Secretary, High Court Legal Services Committee, Ernakulam.  
The Private Secretary to the Chief Justice, High Court.  
The Protocol Officer, High Court.  
The Public Relations Officer, High Court.  
The Additional Public Relations Officer, High Court.  
The Assistant Registrars and the Chief Librarian, High Court  
The Private Secretaries to Judges, High Court.  
The Filing and Court Officers sections, High Court.  
The IT Section, High Court  
(for publishing the notice in the High Court Website.)  
The Confidential Assistants to the Registrars, Director (IT) and  
the Additional Registrar (General Administration), High Court  
The Admn. Records Section, High Court  
The Notice Board, High Court  
The File/Stock File

**Copy submitted to :- The Honourable the Chief Justice  
&  
The Honourable Judges**