

THE HIGH COURT OF KERALA

A7- 80978/2021

**Kochi : 682 031
Date : 01.01.2022**

NOTICE

**Sub :- E-filing of cases in the High Court with effect from 01.01.2022--
reg.**

Ref.- High Court Notice of even number dated 30.12.2021

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The High Court has introduced e-filing in the High Court w.e.f. 01.01.2022. As part of the same, the following modifications will be effected with regard to filing procedure, until further orders :-

1. All the fresh files and miscellaneous matters like Interlocutory Applications, Objections, Counter Affidavits etc shall be e-filed with effect from 01.01.2022.
2. In case of vakalath, the scanned copy of the same shall be uploaded.
3. In civil cases, the valuation shall be shown as per the existing practices.
4. The Counsel concerned shall present two sets of physical copies of e-filed cases, by taking print out from the dashboard, after verification Order sheet shall be attached along with the physical copies as is being done at present.
5. In cases of proceedings instituted by Power of Attorney holder or an authorized person, the original of the power of attorney, or such other documents shall be produced for scrutiny.
6. In respect of civil cases/petitions which require presentation in person, the petitioner shall present the physical copy of the e-filed petition in person, in compliance with the statutory provisions.

p.t.o.

7.The time schedule for e-filing and the presentation of physical copies shall be as follows:-

Today moving matters - Filing shall be permitted upto 12.00 noon. The defective files in such cases shall be re-presented online after curing defects before 1.00 P.M on the same day. Two sets of defect-free physical copies of e-filed cases shall be presented before 1.30 P.M..

Tomorrow / Day after tomorrow moving matters- Filing shall be permitted upto 1.00 p.m.. Defective files shall be re-presented online after curing defects before 2.30 P.M on the same day and two sets of defect-free physical copies shall be presented before 4.00 P.M.

8. In order to avoid last minute rush and facilitate smooth filing in time, the Advocates / parties in person are advised to e-file cases sufficiently early.

9.Orders/Directions already issued regarding today moving/tomorrow moving and day after tomorrow moving matters will continue except as modified above.

10. Detailed guidelines on Process of e-filing have been made available in the High Court website.

The following helpline numbers will be active from 01.01.2022 on all working days :-

Filing related matters (Filing Grievance Cell)

Telephone number :- 0484 256 2057 (From 10.00 a.m. to 4.30 p.m.)

Technical Support (From 9.30 a.m. to 6.00 p.m.)

Telephone numbers :- 0484 – 256 2556, 256 2557

Whatsapp number :- 73566 88847

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The technical support team can be reached round the clock through the email support.hck@gov.in

(By Order)


P. Krishna Kumar
Registrar General
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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, Kerala Judicial Academy, Athani
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 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 (KJA). Director (IT) and
the Additional Registrar (General Administration).
The Admn. Records Section, High Court
The Notice Board, High Court
The File/Stock File

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