

**SUPREME COURT OF INDIA**

F.No.01/Judl./2020

05<sup>th</sup> March, 2020

**CIRCULAR**

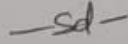
It is notified for the information of all concerned that the Competent Authority has been pleased to direct that :

- (i) With a view to bring uniformity about use of paper & printing thereon and to minimize consumption of paper & consequently to save the environment, superior quality A4 size paper (29.7 cm x 21 cm) having not less than 75 GSM with printing on both sides of the paper with Font - Times New Roman, Font size 14, in one and half line spacing (for quotations and indents – font size 12 in single line spacing), with margin of 4 cm on left & right and 2 cm on top & bottom, shall be used in the pleadings, petitions, affidavits or other documents to be filed in this Court;
- (ii) in conformity with the provisions of Order LIII, Rule 2 of the Supreme Court Rules, 2013, all communications from the Registry of this Court shall only be sent to the concerned Advocates-on-Record through e-mail followed by an SMS alert on the registered mobile number of the Advocate-on-Record and thereafter the practice of sending the communication through hard copy shall be discontinued by the Registry;
- (iii) the Filing Counter of the Registry, following the existing procedure with respect to fresh matters, may accept the Misc. Applications, Review Petitions, Curative Petitions and

Contempt Petitions in disposed of matters as 1 +1 (1 set of original papers + 1 paperbook) and after the defects are cured, rest of the paperbooks shall be filed by the advocates/parties-in-person; and

- (iv) a common index shall be placed in the first volume in case there are more than one volume in a matter and a separate index of each volume shall be placed in the respective volume(s).

The directions at Sl.Nos. (i) and (ii) shall come into force with effect from 1<sup>st</sup> April, 2020 and directions at Sl.Nos. (iii) and (iv) with immediate effect.

  
(Sanjeev S. Kalgaonkar)  
Secretary General

**Copy to:**

1. The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Supreme Court Advocates-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. The Registrar (CC) with a request to upload this Circular on Supreme Court Website.
4. Filing and Re-filing Counters.
5. All concerned.

**SUPREME COURT OF INDIA**

New Delhi, dated January 14, 2020

**CIRCULAR**

With a view to bring uniformity about use of paper in day-to-day working on the **administrative side**, to minimize consumption of paper and consequently to save the Environment, Hon'ble the Chief Justice of India has been pleased to direct that henceforth, the Registry shall use A4 size paper (on both sides) for internal communications at all levels in the Registry.

It is, however, clarified that all the pleadings, petitions, documents etc. filed in the Registry, on Judicial side, shall continue to be governed as per the provisions of the Supreme Court Rules, 2013, until further orders.

It is impressed upon all concerned to make sincere and earnest efforts to be economical in consumption of paper, by using the same on both sides and they shall bear in mind that the communication so generated should be legible on both sides.

The concerned Admn. Materials Branch shall ensure quality of the paper so that the communication must be legible on both sides of paper.

All concerned are therefore directed to strictly follow the above instructions. The Controlling Officers shall ensure compliance of the above instructions.

The aforesaid directions shall come into force with effect from **26<sup>th</sup> January, 2020.**

*-sd-*  
[Sanjeev S. Kalgaonkar]  
Secretary General

Copy to :-

All concerned.