

**THE HIGH COURT OF KERALA**

**A7-28644/2021**

**Kochi : 682 031  
Date : 18.05.2021**

**NOTICE**

Sub:- Modification in filing and sitting arrangements from 19.05.2021 onwards – reg.

Ref:- High Court Notice of even no. dated 14.05.2021

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The instructions issued as per the reference cited regarding the filing / sitting arrangements in the High Court stand modified as follows w.e.f. 19.05.2021, until further orders:

1. Two Division Benches and three Single Benches alone shall sit and the sittings shall be through video conferencing;
2. E-filing of cases in the High Court commenced through e-filing mode on 17.05.2021 will continue. The guidelines for filing of cases through e-filing mode is available in the High Court website. Physical copy of every case filed through e-filing mode **during the lock down/restriction period** shall be submitted with the Registry by the 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;
3. If any Advocate / party finds it extremely difficult to file cases through e-filing mode, he can file cases through physical mode, but such cases filed through physical mode will be scrutinised only on the next day and will be posted before court if it is in order. In such cases e-copy shall also be uploaded within 45 days from the date of filing and an undertaking in that regard shall be made by the advocate/party in the physical file;
4. If physical copy is not submitted or e-copy not uploaded as stipulated above, the case will be posted before the Bench concerned for appropriate orders;
5. Notice to the party respondent shall be taken by the e-filer / petitioner as ordered by the Court through Registered post with acknowledgement due or email or such other approved mode;

6. Advocates / parties desirous of moving again a case filed through e-filing mode shall file an urgent memo through e-filing mode, containing brief statement of facts and reason for urgency 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;
7. If an Advocate / party desires to move a case which was physically filed either before or after the introduction of e-filing, the Advocates / party , as the case may be, shall file an urgent memo through e-filing mode containing a brief statement of facts and explaining the reasons for the urgency enabling the Judge concerned to take decision on the urgency and such cases will be listed as per the orders of the Court;
8. The Registry will be organising training sessions for Advocates and Advocate clerks regarding the e-filing procedure, including demonstrations through "Youtube" and printouts;
9. (i) 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](mailto:efilegrievance@gmail.com)
- (ii) 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.
10. Review of the present system of filing will be done after 15 days or lifting of lockdown whichever is earlier.

It is clarified that e-filing module for the Subordinate Courts in the State is not approved except for the Commercial Courts, Munsiff-Magistrate Court, Kolenchery and Rent Control Court, Ernakulam.

( By Order )



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

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, Emakulam.  
The Director, KJA (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,Ekm  
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 (IT)  
and the Addl Registrar (GA).  
The Admn. Records Section, High Court  
The Notice Board, High Court  
The File/Stock File

**Copy submitted to :- The Honourable Judges**