

Notification No.131/2020

**GUIDELINES FOR MENTIONING BEFORE THE HON'BLE COURT CONCERNED BY
ADVOCATE/PARTY-IN-PERSON WITH REFERENCE TO LISTING OF CASES IN THE
PRINCIPAL SEAT, MADRAS.**

1. For the matters involving extreme urgency, the Advocate/Party-in-Person is first required to send the scanned copy of the Memo in pdf format citing attention to be required to hear the case or otherwise to the email ID – jrjudicialmhc@gmail.com and also to the email IDs of the designated officers concerned of the Registry mentioned as follows during working days.

For Writ Jurisdiction - Joint Registrar (Writ) - jrwrilmhc@gmail.com

For Original Side cases - Joint Registrar (Original Side) - jroriginalsidemhc@gmail.com

For Appellate Side cases - Joint Registrar (Appellate Side) - jrappellatesidemhc@gmail.com

For Criminal Side cases - Deputy Registrar (Criminal Side) - drcrllside@gmail.com

2. The Carbon Copy (CC) of the same is required to be marked to the opposite party in the proceedings. If the petition/Appeal/Application is against Union or State, the Carbon Copy (CC) of the same is required to be marked to the respective Law Officers in the following email-ID:

For Civil and Writ Petitions against Government of Tamil Nadu - jpkkj@yahoo.co.in

For Civil and Writ Petitions against Union of India - asgisouth@gmail.com

For Criminal Cases against Government of Tamil Nadu - ppofficecovid19@gmail.com

For all cases against Government of Puducherry - pp-highcourt.py@gov.in

3. The said Memo inter-alia shall also clearly contain case-details, contact-details of the Advocate/Party-in-Person including e-mail ID, mobile number and alternate number(s),

Enrolment number and residence/office address with Pin Code. In the matter, where a Senior Advocate/Engaged Counsel intends to appear for mentioning, the details of such Counsel are required to be furnished in addition to the above details. The Memo shall be sent to the aforementioned email IDs before 4.30 p.m. a day before the date of mentioning.

4. Mentioning memo so received on a particular day, shall be submitted before the Hon'ble Court concerned through the Court Officer, after ascertaining the stage of the case from the Branch concerned.

5. After obtaining permission from the Hon'ble Court concerned, the request for mentioning shall be informed to the Advocate/Party-in-Person through email from where the request was made or through telephone by the staff authorized by the Registry.

6. The Advocate/Party-in-Person who obtained such permission shall join the Court Proceedings 15 minutes before the scheduled time of commencement of Court Proceedings by typing the user name as "FOR MENTIONING – (Name of the Advocate/Party-in Person)" and also shall inform the Court Officer concerned through Video Conferencing itself, to enable him to permit the Advocate/Party-in-Person for mentioning before calling the listed cases.

7. No mentioning shall be entertained before the Hon'ble Court except with the above procedure to follow.

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8. For any queries in relevance to mentioning before the Hon'ble Court through Video Conferencing may contact the Assistant Registrar (Court Officers Department) @ 044-2530 1168 from 10.30 a.m to 5.30 p.m. on all working days.

9. Advocates/Party-in-Persons are request to follow the above instructions for Mentioning before the Hon'ble Court through Video Conferencing scrupulously for smooth functioning of Court Proceedings.

//BY ORDER OF THE HON'BLE THE CHIEF JUSTICE//

High Court, Madras

Dated: 19-06-2020

M.JOTHIRAMAN,

Registrar (Judicial).