

NOTIFICATION No.144/2020

In view of the increasing demand from the Bar to restore the process of issuing Certified Copy of Orders/Judgments passed by the Hon'ble High Court and certified copies of the documents filed and exhibited in this Hon'ble Court upon application made, it is hereby informed that the Registry in the Principal Seat at Madras is to start receiving Copy applications from the Advocates/Parties during COVID-19 Lockdown period with effect from 14.07.2020 and for the same the Applicants are required to adhere to the following instructions for filing Copy Applications and for receiving the certified copies.

1. Advocates/Parties who intend to file Copy Application to obtain certified copy of Judgments/orders of this Hon'ble Court or of any Documents filed or exhibited during Court proceedings in this Hon'ble Court are required to file the same in the Counter designated to receive Copy Applications near South Gate (Gate No.7) of Madras High Court campus. The said Counter shall function from 10.30 a.m. to 1.30 p.m. on all working days. The Copy Application so filed, will be taken up for further course of action only after a day of quarantine, in order to give sufficient time for COVID – 19 virus to extinct.
2. The Applicants are requested to clearly mention the Section where the Copy Application required to be filed such as Current Section, CCC Civil, CCC Criminal, Copyist Department and Original Side Copy Application Section and also to clearly mention nature of order, mobile number and e-mail ID in the said Application along with the other mandatory descriptions.

3. The Applicant who is not a party to the proceedings, requiring certified copies of Judgments/orders of this Hon'ble Court or of any documents filed or exhibited in such proceedings, shall follow the relevant rules in force stipulated for the purpose. Every such Application shall be filed by following the instructions notified vide High Court Notification No.113/2020 dated 17.04.2020 and Notification No.143 /2020 dated 13.07.2020 with reference to filing and hearing of cases.
4. The Court fee and other charges payable for the compliance of the copy application shall be remitted along with Copy Application in accordance with the existing procedure following during normal court functioning.
5. If the Copy Application found defective or not in proper form, the same will be returned to the Applicant for amendment upon intimation through SMS/email for compliance. The Applicant is required to receive the Returned Copy Application in the Counter designated to receive Copy Applications. After due compliance, the said Copy Application is required to be re-presented in the same Counter.
6. Call for intimation to deposit the requisite Court fee for Copy Compliance will be sent to the Applicants only through SMS/e-mail. Upon receipt of the same, the Applicants are required to remit the Court Fee in the same Counter designated to receive Copy Applications during this exigency along with a memo containing information about remittance of additional court fee for the Copy Application already filed.

7. The intimation of copies made ready for delivery also will be send to the Applicants through SMS/email and upon intimation received, the Applicants may receive the said copies from the very same Counter designated to receive Copy Application.
8. The Applicants shall have access only upto the Counter designated to receive Copy Applications installed near South Gate (Gate No.7) of Madras High Court Campus.
9. The Applicants are required to adhere to all necessary guidelines issued by the Government of India and the Government of Tamil Nadu on the restrictions to prevent from COVID-19 viral infection and also ensure that the applicant shall not be the resident of hot spot area/containment zone notified by the concerned local body.
10. The Applicants are requested to give fullest co-operation to the security personnel deployed near the filing counter in the High Court campus for smooth functioning of the aforesaid facility.

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

High Court, Madras
Dated:13.07.2020

M.JOTHIRAMAN
Registrar (Judicial)