

**HIGH COURT FOR THE STATE OF TELANGANA AT HYDERABAD**

**ROC.No. 06/Reg.Judl./2021**

**Date: 30.06.2021**

**CIRCULAR**

It has come to the notice of the undersigned that whenever main cases, counters, additional affidavits, reply affidavits, material papers etc., are filed, they are not being served on the concerned Advocates properly and the Advocates are often been complaining that they have not been served with the papers, which is resulting in causing much inconvenience to the Hon'ble Courts and for that reason, the matters are, at times being adjourned.

To avoid such inconvenience, as directed, all the Advocates, Parties-in-person and Advocates Clerks are informed that whenever main cases /counters/additional affidavits/reply affidavits/Additional material papers etc., are to be filed, in the first instance they are to be served on the other side, and ensure that apart from the name of the counsel, other descriptive particulars such as Advocate code number/I.D number etc., of the person who received the papers shall also be mentioned clearly beneath the signature of the person, being served and in case papers are being received by the Advocate clerks representing learned Advocate(s), the name and I.D number of the said Advocate Clerk shall invariably be mentioned beneath his/her signature.

It is further informed that while filing status reports/reply affidavits/counter affidavits/additional affidavits etc., para numbers and page numbers be mentioned, without which, they cannot be received and processed, and further such reports etc., should be filed atleast two days prior to listing of the case.

Henceforth, the above instructions shall be scrupulously followed. In case of instructions not being followed, papers will be returned.

The Scrutiny Officers, New Filing Section are also directed to verify whether the above instructions are being followed while filing the papers by the Advocates, Parties-in-person and Advocate Clerks and in case they are not being followed not to accept them for non-compliance of the above instructions.

*NEW 1/2/21*  
**Registrar (Judicial-I)**

**To,**

- 1) The Secretary, Bar Association, (with a request to circulate among all the advocates)
  - ✓ 2) The Registrar (IT-cum- CPC) (with a request to direct the concerned to upload the circular in the website)
  - 3) The Section Officers, New Filing Section (to circulate among all the Scrutiny Officers)
  - 4) The Section Officers, Filing Sections.
  - 5) The special officers section for codification
  - 6) The statistics section for compilation
- Copy to  
All Officers