

PART V
Miscellaneous

CHAPTER XXI

Information and Copies.

1. The provisions of ***Part-II, Chapter VI** shall apply, as far as possible, to application made under this Chapter.
2. One searching fee shall be charged for any number of copies taken from the same record and included in the same application, and no searching fee shall be charged in respect of copies of papers which have not been deposited in the record-room.
3. No fees will be required or paid for searching for, or copying papers required by public officers for public purposes.
4. Advocates before making an examination of any record, shall pay the fee prescribed by Chapter XVIII Rule 12(5), but no searching fee should be charged to Advocates for examining the records of pending cases.
5. ^[1] Copies shall be prepared at the following rates:-

(a) English	Rs.	P.
Not exceeding 180 words	0.50	
Exceeding 180 words and not exceeding 360 words	1.00	
For every additional 150 words or less	0.50	
(b) Vernacular		
Not exceeding 240 words	0.50	
Exceeding 240 words and not exceeding 480 words	1.00	
For every additional 240 words or less	0.50	

* Substituted vide C.S. No.19

[1] Substitued vide C.S. No. 20

6^[2] This charge shall be levied as follows –

(a) Vernacular			
Not exceeding 240 words	...		By means of an impressed stamped paper of 25 paise with an adhesive stamp of 25 paise affixed thereto.
Exceeding 240 but not exceeding 480 Words	By means of two impressed paper of 25 paise each with an adhesive stamp of Re.0.25 paise each affixed thereto.
For every additional 240 words or less.	...		By means of an impressed stamped paper of 25 paise with an adhesive stamp of 25 paise affixed thereto.
(b) Typed copies			
Not exceeding 180 words	...		By means of an impressed stamped paper of 25 paise with an adhesive stamp of 25 paise affixed thereto.
Exceeding 180 but not exceeding 360 words.	...		By means of an impressed stamped paper of 25 paise with adhesive stamps of 75 paise affixed thereto.
Exceeding 360 but not exceeding 540 Words.	...		By means of two impressed stamped paper of 25 paise each with one adhesive stamp of one 75 paise and one 25 paise affixed thereto.
Exceeding 540 words but not exceeding 720 words.	...		By means of two impressed stamp papers of 25 paise each with adhesive stamp of the value of each 75 paise affixed thereto.

[2] Substituted vide C.S. No. 20, 42-47

For 180 words or less ... By means of an additional impressed stamped paper or papers of 25 paise with an adhesive stamp of 25 paise affixed thereto.

(c) Expedition fee for urgent applications.

(1) For inspection and information 1.50 By means of Court fee Stamps be affixed to the application.

(2) For copies –

(i) Not exceeding 720 words in English or 960 words in an Indian Language. 3.00 Ditto

(ii) Exceeding 720 words in English or 960 words in an Indian Language. 0.75 paise for every 180 words in English or 240 words in an Indian Language or Part thereof. Ditto
Note – This calculation will be made on the aggregate number of folios covered by the same application.

^[3] Provided that where the facility of taking out copy by means of a Photo-copier machine is available, the applicant intending to avail of the benefit may, in lieu of supplying the required impressed stamp papers, supply, for being affixed to the copy, adhesive stamps of the value there of in addition to affixing the value of the photo copy papers required to be used for drawl of copy at the rate of * **Re.0.65** per sheet by way of adhesive stamp.

6-A. Certified copy by the Xerox process shall not be allowed of judgments and orders which are in manuscript form or in which the Judge concerned has indicted for not issuing certified copies by the Xerox process, in writing or by appending a mark such as “n-x” upon the document, unless permission of the Judge concerned is taken in that behalf.

Provided that, where the Court desires to give the certified copy of an order/judgment on an urgent application filed by any party before the Bench, the Secretary/ P.A concerned to that Hon’ble Bench, shall prepare the type copy of that order/judgment and send it to superintendent, Copying Section to prepare certified copy in the course of that day.

[3]Proviso below Rule-6A added vide C.S. No.72

*Substituted vide C.s. No.57

6-B. An applicant requiring to have copy of any document drawn by means of a photo copier machine shall so indicate by putting the words "Xerox Copy" on the top of the copy application form.

6-C. The Assistant concerned on receiving application for supply of photocopy shall, after evaluation, collect from the applicant photocopy paper charges at the rate of 65 paise per sheet of paper by way of adhesive stamp in the manner indicated in the proviso to the preceding Rule 6 and indicate the adhesive stamp collected by him for the purpose, separately, on the cost of the application.

6-D. The Assistant of the copying Department in charge of receiving applications for supply of copies shall enter each application made for preparation of copy with the aid of the photo copier machine, chronologically, in a separate register in the following pro forma no sooner all the requisites are made available and thereafter, he shall take the original document along with the register and get the photo copy drawn by the operator in his presence and under his supervision. After drawl of the copy, he shall collect the original document as also all the copies thereof, drawn with the aid of the machine, from the said operator.

REGISTER FOR XEROX COPY

Sl. No.	Name of Applicant	Date of application.	Nature of document of which copy is applied for and number of the Case and year in which filed.
(1)	(2)	(3)	(4)

Number of pages of which Xerox copies to be prepared.	Charges for preparation of the Xerox Copies to be prepared.	Signature of the Assistant acknowledging the receipt of the original document and the xerox Copy.	Remarks
(5)	(6)	(7)	(8)

6-E. After the photo copies of the documents are received in the Copying Department immediate steps shall be taken for certifying the copies after erasing the signature and seal of Hon'ble Judges or Presiding Officers of the Subordinate Courts if available upon the photo copies.

6-F. The Assistant as also the Superintendent of the Copying Department shall draw daily total of the collections by way of adhesive stamps indicted in the register maintained under Rule 6-D and sign against the same in token of correctness of the entries. The 2nd Addl. Assistant Register shall inspect the register maintained under Rule 6-D once in a week.

6-G. No charges will be levied in preparing the Xerox copy of any document for the official use by the High Court Establishment, However the account of the same, will be kept by the Xerox Operator.

7. A folio shall consist of ***180 words English or 240** words Vernacular, 4 figures counting as one word.

8. In case of copies filed, exhibited or recorded in any Court, the Court-fee chargeable under the Court fees Act should be levied by affixing the necessary stamp to the first folio of the copy.

9. When an applicant requires copies to be furnished on the day of the application, an extra fee one rupee (or if the copies exceed four folios of twenty-five paise for each folio) shall be charged on all copies so furnished, to be levied from him by a court-fee stamp which should be affixed to the application for the copy and be entered in the register or Court-fee stamps.

****9-A, When ever any certified copy is issued to any applicant under this Chapter, one hologram shall be affixed on each sheet of paper used for preparation of the copy and the applicant shall pay the cost at the rate of one rupee only per each hologram in shape of court fees. Registrar (Judicial) will be custodian of the holograms.**

The Superintendent and Assistants attached to the Copying Section of the Court are directed to be careful in future to affix the Holograms on each sheet of paper used for preparation of copy and realization of court fees towards the cost of holograms w.e.f 20.01.2012 positively.

10. In the case of maps and plans, a charge shall be fixed by the Registrar with reference to the difficulty or intricacy of the work to be done.

11. A plaintiff or a defendant who has appeared in the suit is entitled at any stage of the suit to obtain copies of the record of the suit including exhibits which have been put in and finally accepted by the Court as evidence.

12. A stranger to the suit may, after decree, obtain, as of course, copies of the plaint, written statements, affidavits and petitions filed in the suit; and may, for sufficient reason, shown to the satisfaction of the Registrar, obtain a copy of any such documents before decree.

*Substituted vide C.S. No.23

**Rule-9-A Inserted vide C.S. No.82 Dtd.02.01. 2012.

13. A stranger to the suit may also obtain, as of course, a copy of any judgment, decree or order at any time after it has been passed or made.

14. A stranger to the suit has no right to obtain copies of private documents except with the consent of the person by whom they are produced or his successor in interest. He may obtain copies of other documents in which he has an interest including depositions for bona fide use in the Courts and case maps, at any time after they have been proved or completed.

15. Every application for copy shall state whether or not, the persons applying is a party to the case from the record of which the copy is wanted. If such person is not a party or his Advocate's clerk the application shall state the object for which the copy is required.

16. No copy of an ex-parte interim order shall be granted to anybody be he lawyer appearing in the case or a party or a stranger, until requisites for service of notice regarding such order are filed.

17. Copies of judgments convicting Government officers of Criminal offences as well as copies of judgments of acquittal and orders of discharge will be supplied free of charge on the application of the Head of Department concerned.

18. (i) After a judgment has been dictated, the Judgment-writer concerned should obtain the orders of the Judge, or Judges, as the case may be, on a coloured slip (see from below) as to whether or not such judgment is "Approved for Reporting".

(ii) In all judgments marked "Approved for Reporting" an extra copy of the judgment should be typed except in Death Reference Cases where this extra copy will be prepared in the Copying Department.

(iii) When a judgment has been "Approved for Reporting", the Judgment-writer concerned should mark two carbon copies (the second and third impressed copies) of the judgment in red ink with the letters "A.F.R." The copies so marked should be sent to the Bench Clerk concerned along with the other copies of the Judgment.

(iv) The Bench Clerk should then sent the second impressed copy marked "A.F.R." to the Official Law Reporter, and the other to the Disposal Section.

(v) Copies of judgments other than those "Approved for Reporting" should be sent by the Bench Clerk to the Official Law Reporter.

(vi) The Official Law Reporter is under no obligation to report all judgments marked "A.F.R." He may exercise his own discretion in this matter.

(vii) Any judgment not marked "A.F.R." may with the permission of the Judge or Judges concerned, be reported by the Official Law Reporter.

(viii) The Official Law Reporter should take steps to ensure that no outsider has access to the copies of “A.F.R.” judgments sent to his office.

(ix) The Disposal Section should publish weekly a list of all judgments “Approved for Reporting” during the preceding week. This list should be exhibited on the Notice Board every Saturday morning.

(x) A register of Approved Law Journals, with the names of their authorized representatives, should be kept in the Disposal Section.

(xi) Applications for copies of “A.F.R.” judgments by the authorized representatives of approved Law Journals, should be made to the Deputy Registrar in the prescribed form.

(xii) When such an application is made by the representative of an approved Law Journal, it should first be sent to the Disposal Section. The Disposal Section should, after verification send it, along with the copy of the judgment marked “A.F.R.” to the Inspection Room, where the authorized representative of an approved Law Journal will be allowed to type a copy of the judgment.

(xiii) The copy so prepared should bear the signature of an Assistant of the Disposal Section before whom the copy is prepared. A rubber stamp should also be affixed to such copy and till such stamp is had a note should be made to indicate that it has been issued for the purpose of reporting and for notes only as the case may be.

(xiv) The Disposal Section should preserve the copy of the judgment marked “A.F.R.” for one year after which it should be destroyed under orders of the Deputy Registrar.

(xv) The Disposal Section should maintain a register showing :-

- 1) Serial number
- 2) The date of the application.
- 3) The date on which it was received in the Disposal Section.
- 4) The date of sending the paper to the Inspection Room.
- 5) The date of return to the Disposal Section.

(xvi) The Disposal Section should send the copy of the judgment marked “A.F.R.” to the Inspection Room not later than the day following the date of the application.

(xvii) The form of the coloured slip referred to in para.(1) should be as follows :-

“ COURT’S ORDER AS TO WHETHER OR NOT THE JUDGMENT IS
APPROVED FOR REPORTING.”

Description of Case
No. _____ of 19 _____

A.F.R. ... Yes / No.

19.(1) Duly affiliated and approved representatives of approved law journals may make copies of judgments free of charge :

Provided –

- (a) That the judgments have been notified as “Approved for Reporting” ;
- (b) That such copies are made by their own agents using their own type-writers and stationery in the presence of an Assistant of the Court; and
- (c) That all such copies are marked “For Reporting”.

(2) Applications for making such copies shall be made within 15 days of the date on which the judgments have been notified as “Approved for Reporting”.

Note – For the fees to be charged on such application see sub-rule (3) under Rule 12, Chapter XX Part IV at page 52.

20. The Court may, in special cases, allow approved representatives of any approved Law Journals to make copies of judgments, other than those specified in Rules 18 and 19 for the purpose of reporting or for publication of notes of cases. No case shall be reported without the previous sanction of the Judge or Judges who decided it and permission to report shall be sought by letter addressed to the Registrar along with a typed copy of the Judgment.

Applications for making such copies shall be stamped, as provided in sub-rule(3) of rule 12 Chapter XVIII, Part IV and presented within 15 days from the date of judgment. Copies shall be made by their own agents, using their own typewriters and stationery.

21. The approved representatives shall get a copy of judgment prepared within three days from the date of expiry of the period prescribed for making application for copies failing which the application shall stand rejected ; provided in suitable cases, the Deputy Registrar may, upon good cause being shown, extend the time for preparation of the copies.

22. All applications for information or for copies other than those on which expedition fees are paid shall be made to the Deputy Registrar between the hours of ****10 A.M. and 11 A.M.**

23. Applications for information or copies shall be made in the prescribed form which will be supplied at the price of five paise per sheet or 100 sheets for Rupees four.

24. When information applied for cannot be given at once, the Superintendent of the Copying Department shall inform the applicant when he may expect to obtain it and shall note on the back of the counter-foil of the application “Told to attend for information on the” The counter-foil shall then be returned to the applicant and it shall be his duty to attend at the time named.

25. The applicant shall present his application with the duplicate spaces reserved for the date his name and residence and the particulars of the information required, filled up. The Office receiving such application shall enter in duplicate in the first column, the consecutive number, and in fifth column his signature. If he can furnish the information at once, he shall note the same on the upper portion of the form in the column for remarks, and make that part over to the applicant taking the later's receipt in the column for remarks in the lower portion, which will be retained and recorded in the office. If he cannot furnish the information at once, he will enter in duplicate in the fourth column of the form the date by which the information can be furnished. The upper and lower portions of the form, with columns 1,2,3,4 and 5 thus filled up, will then be separated. The lower part will be made over to the applicant with a direction to return with it at the time fixed. The upper portion will be passed on to the clerk, to whose section it pertains, who will enter in the column for remarks the necessary information and return it to the receiving officer before the time prescribed. On the applicant's re-appearance this upper portion, bearing the information will be made over to him and the lower portion, bearing his dated receipt in the column for remarks will be taken from him and recorded in the office.

26. Every application for a copy shall be numbered consecutively and shall be entered in the prescribed register. All such applications shall then be sent to the Superintendent of the Copying Department, who shall, at once, if possible, or during the same day, and not later than the following day, ascertain the amount of the court-fee stamps payable for the copy asked for and the number of folios required for its preparation and shall inform the applicant thereof.

27. On the day on which the application for a copy is received, it shall be forwarded by the Superintendent of the Copying Department to the proper office who shall assess the amount of court-fee stamps and number of the folios required, enter the same in the form and then return the form to him not later than the day following.

28. The Superintendent of the Copying Department on receiving back the form shall notify the required court-fee stamps and the number of folios if not already filed along with the application.

29. The application shall not be considered complete and the preparation of the copy shall not be commenced until the court-fee stamps and the number of folios, stated to be required, are supplied in full.

30. The date on which the stamps and folios are filed, shall be entered by the superintendent of Copying Department in the place provided in the form for the purpose. He shall then forward a requisition for the document of which a copy is required to the proper officer who shall make over the same to him not later than the day following. The applicant shall, at the same time, present the counterfoil of his application, which has been returned to him, and a memorandum shall be made thereon stating the date and hour when the copy will be ready. A corresponding note shall be made by the Superintendent of Copying Department on the body or main portion of the form, which, together with the original document of which

a copy is applied for, shall then be made over by him to one of the copyists for the preparation of the copy. The applicant shall retain the counterfoil and it shall be his duty to attend on the date fixed for the purpose of receiving the copy.

31. When the copy is delivered to the applicant, his signature and the date should be taken on the reverse of the application.

32. Under ordinary circumstances a copy shall be furnished not later than 1 P.M. on the fifty day after the necessary court-fee stamps and folios have been put in.

33. Unused folios, if any, shall not be retained in the Office, but shall be attached to the copy for the preparation of which they were filed and returned to the applicant together with a copy, a receipt for both being taken. Should the applicant, in any case, fail to appear to claim either the copy or the unused folios, before the last day of the month succeeding that on which the copy was ready for delivery, they shall be destroyed.

34. In any case in which a copy is refused or cannot be granted, the folios supplied by the applicant shall be returned to him when he is so informed.

35. A copy shall bear the seal of the Court and shall be certified to be a true copy and be signed in full by the Officer-in-Charge of the Copying Department.

In every case the certifying officer shall append to his signature the words "Authorized under Section 76, Act I of 1872."

36. When a copy of a decree, Judgment or order is granted, the following particulars shall be recorded on the last sheet of the copy itself, and in the form given below for the information of the appellate Court.

Date of application for the copy

Date of notifying the requisite number
Of folios and stamps.

Date of delivery of the requisite folios and
Stamps.

Date on which the copy was ready for
delivery

Date of making over the copy to the
Applicant.

37. On the back of the last sheet of the copy shall be recorded the costs paid by the parties applying for copies in the form given below:

		Rs.	P.
Application for copy	...		
Searching fee	...		
Extra fee for urgency.	...		
Folios.	...		
Other items, if any.	...		
Total	...	-----	-----

38. In addition to the rules of this Chapter, the remaining rules of *****Part III, Chapter I** of the General Rules & Circular Orders, Civil, Volume I shall apply, as far as may be, to applications for copies and information in the High Court.

39. The Judicial Indexer shall prepare and index of all the judgments passed by the Court and of the judgment received from the Supreme Court and shall enter them in the Index Register maintained for this purpose. This register may be inspected by any person on payment of a fee of Rs.5 by means of court-fee stamps affixed to an application, which shall be filed before the Deputy Register, before 2 P.M. on any working day.

***substituted vide C.S. No.25.