

**OFFICE OF THE PRINCIPAL DISTRICT JUDGE,  
KURNOOL**

Dis. No. 79 /Estt/2025

Date: 06-01-2025.

**C I R C U L A R**

**SUB: APPEALS** - Timely submission of case records for consideration in appeals / revisions to the Appellate Courts - Certain guidelines - Issued - Regarding.

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It has come to the notice of the undersigned that delays in the submission of case records from the subordinate Courts to the Appellate Courts in Kurnool District and to the Hon'ble High Court of Andhra Pradesh at Amaravati are hindering the prompt processing of appeals / revisions and adversely affecting the timely consideration and resolution of appeals. In order to maintain the efficiency and integrity of the judicial process, it is imperative that all subordinate Courts in Kurnool District adhere strictly to the following guidelines:

1. **Prompt submission:**

All case records pertaining to appeals or revisions must be submitted to the Appellate Courts within 7 days of receiving the notice of appeal or revision.

2. **Comprehensive documentation:**

Ensure that all required documents, including transcripts, evidence, and any relevant materials, are included in the case record.

3. **Accuracy:**

Verify the accuracy of the records before submission, to prevent any discrepancies that could delay the appellate process.

4. **Communication:**

Maintain open communication with the Appellate Courts to address any issues or questions promptly.

Therefore, all Judicial Officers in Kurnool District are hereby directed to follow the above guidelines scrupulously. Any deviation of the above instructions will be viewed seriously.

  
PRINCIPAL DISTRICT JUDGE,  
KURNOOL

To

All the Judicial Officers working in Kurnool District.