# OFFICE OF DISTRICT & SESSIONS JUDGE, KURNOOL

Dis. No. 6035 /Estt/2025 Date: 28 -10-2025.

## C I R C U L A R

SUB: REGISTRATION OF CIVIL & CRIMINAL CASES - Meticulous scrutiny of process papers at the time of registration of civil and criminal cases – Certain instructions - Issued - Regarding.

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It has come to the notice of the undersigned that in several instances, process papers submitted at the time of registration of civil and criminal cases, including execution petitions, are found to be incomplete, inaccurate, or not in conformity with the prescribed norms. This not only hampers the smooth functioning of the judicial process, but also leads to unnecessary delays in the disposal of cases.

Therefore, all Judicial Officers working in Kurnool District are hereby requested to direct their concerned staff members to meticulously scrutinize the process papers at the time of registration of all types of civil and criminal cases, including execution petitions. It must be ensured that:

1. All necessary documents are duly attached and properly indexed.
2. The parties' names, addresses, and other particulars are correctly mentioned.
3. The cause title and reliefs sought are clearly and legibly stated.

4. The process forms are duly filled in and comply with the procedural requirements.
5. Any deficiencies or discrepancies are to be immediately brought to the notice of the concerned for rectification before proceeding further.

All concerned are directed to adhere to these directions in letter and spirit to uphold the efficiency of the judicial process. Non-compliance with these instructions will be viewed seriously and may attract administrative action.

**DISTRICT & SESSIONS JUDGE,**
**KURNOOL**

To

All Judicial Officers working in Kurnool District.

Copies to:

1. The Senior Superintendent (Accounts), District Court, Kurnool
2. The Central Nazar, District Court, Kurnool
3. The Superintendent/Translator, Sessions Court, Kurnool
4. The Bench Clerks, Civil and Criminal Sections, District Court, Kurnool