



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- DISTRICT JUDICIARY – West Godavari Unit – It is observed that certain Judicial Officers in the Unit of West Godavari are submitting letters/representations to the Hon'ble High Court of Andhra Pradesh and other authorities through the Principal District Judge, West Godavari, Eluru, without properly addressing such letters to the Principal District Judge, West Godavari, Eluru – Instructions – Issued.

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It is observed that certain Judicial Officers in the Unit of West Godavari are submitting letters/representations to the Hon'ble High Court of Andhra Pradesh and other authorities through the District Judge, West Godavari, Eluru, without properly addressing such letters to the District Judge, West Godavari, Eluru. In this regard, **it is hereby ordered that :**

1. All letters / representations / applications intended to be submitted to the Hon'ble High Court of Andhra Pradesh and other authorities through the Principal District Judge must be sent along with a separate letter to the Principal District Judge, West Godavari, Eluru, stating the purpose of the correspondence.
2. Submitting letters "through the Principal District Judge" without submitting a separate letter to the Principal District Judge **is irregular and improper, and such a practice must be strictly avoided.**
3. The Principal District Judge is the proper forwarding authority, and therefore, all communications shall route through this office shall bear :-
 - Proper address to the Principal District Judge, West Godavari, Eluru, and
 - Clear subject and reference, wherever applicable.

4. **Non-compliance** with the above instructions will be viewed seriously and may lead to **return of such communications without action**.
5. All the Judicial Officers in the Unit of West Godavari are hereby instructed to direct the concerned to strictly adhere to the above procedure **with immediate effect**.

Principal District Court, W.G.,
Eluru, Dated 15-12-2025.


PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.

To

1. All the Judicial Officers in the Unit of West Godavari.
2. The Chairman, PLAPUS., Eluru.
3. The Secretary, DLSA., Eluru.
4. The Official Receiver, Eluru.
5. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, P.tr Section, Copyist Establishment, Central Record Room, Principal District Court, West Godavari, Eluru.
6. The System In-charge (e-Courts), Principal District Court, Eluru, is hereby directed to place the same in the **website** of Principal District Court and send **e-mails** to all the Officers in the Unit of West Godavari.

DIS NO. 7333

DATE 15.12.25