



PRINCIPAL DISTRICT COURT :: WEST GODAVARI :: ELURU

C I R C U L A R

SUB :- COURTS – DISTRICT JUDICIARY – Some instances have come to the notice of the Principal District Judge, West Godavari, Eluru that Petitions filed under Order-IX, Rule 9; Order-IX, Rule 13; and Section 5 of the Limitation Act are being assigned numbers without the existence of a corresponding record – Instructions – Issued.

REF :- Office Note Dt.22.04.2026 and orders thereon.

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Some instances have come to the notice of the Principal District Judge, West Godavari, Eluru, that in the Unit of West Godavari, Petitions filed under Order-IX, Rule 9; Order-IX, Rule 13; and Section 5 of the Limitation Act are being assigned numbers without the existence of a corresponding record.

Therefore, all the Judicial Officers in the Unit of West Godavari are hereby instructed to;

➤ **VERIFICATION OF RECORDS :**

No petition under Order-IX Rule 9, Order-IX Rule 13 CPC, or Section 5 of the Limitation Act shall be numbered **unless the concerned case record is available and duly verified.**

➤ **IF THE RECORD IS NOT AVAILABLE IN THE COURT CONCERNED :**

The **Chief Administrative Officer / Senior Superintendent / Superintendent / Bench Clerk** shall take steps to procure the record from the Court concerned or from the Central Record Room of the Principal District Court, Eluru.

➤ **MANDATORY RECORD LINKAGE :**

Every such petition shall clearly ^{show} mention and be linked to the **original suit/OP/case number**, and the record must be physically available before numbering.

➤ **SCRUTINY BY OFFICE :**

The **Chief Administrative Officer / Senior Superintendent / Superintendent / Bench Clerk** shall ensure strict scrutiny at the filing stage and shall not assign any number to such petitions in the absence of records.

➤ **RESPONSIBILITY OF PRESIDING OFFICERS :**

The Presiding Officers shall **personally supervise and ensure compliance** with the above instructions.

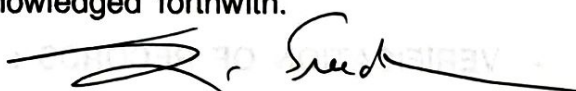
➤ **NON-COMPLIANCE :**

Any deviation from the above instructions will be viewed **seriously** and appropriate administrative action will be initiated against the Staff Member concerned.

All the Judicial Officers in the Unit of West Godavari are hereby directed to **strictly adhere** to the above instructions.

Receipt of this Circular shall be acknowledged forthwith.

Principal District Court, W.G.,
Eluru, Dated 22-04-2026.


**PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.**

To

1. All the Judicial Officers in the Unit of West Godavari.
2. The Senior Superintendents / Superintendents, Accounts Section, Central Nazarath, PTr Section, Copyist Establishment, Central Record Room, Principal District Court, West Godavari, Eluru.
3. 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 the all the Officers working in the Unit of West Godavari.

DIS NO. 2756
DATE 22/04/26