

**FROM A
MEMO TO BE ATTACHED TO THE ELECTRONIC RECORD**

Name of the Court-

Case No. -

Cause Title of the Case -

The party producing the electronic record and name of person tendering it	
Description (Brand name, Serial number, etc), if any, of storage media (Whether CD/DVD/Pen Drive etc)	
Operating System and Software/Application required to view/read the electronic record	
Number of files and size of each as contained in the storage media.	
Duration of each file in HH:MM:SS (in case of audio/video file)	
The date on which data was stored or copied on said storage media (DD:MM:YY)	
Name of person/Agency, if any, which extracted and transferred Electronic Record.	
Hash Function used (SHA-2/MD5 and/or any other media notified from time to time) and software used to generate the hash value.	
Hash Value	
Description of the device from which such electronic record was extracted and transferred (Brand name/Serial NUMBER/IMEI number, etc.)	
Any other particulars	

Date -

Party (Name & Signaure)

Place -

Counsel (Name & Signature)

महाराष्ट्र शासन राजपत्र असाधारण भाग चार-क, नोव्हेंबर १७, २०२२/कार्तिक २६, शके १९४४

FOR OFFICE USE ONLY	
Date of receipt (With time):	
If the record is produced in sealed cover from an agency, description of seal:	
Date of transfer to the server (with time):	
Reasons for delay in transfer (if any):	
Unique Document ID No. (to be filled by the registry):	
Verified and transferred by: (Name, Designation, Signature):	

RETURN OF STORAGE MEDIA	
Date of return of the storage media after the transfer of the electronic record to the server.	
Name and signature (With date) of party/counsel to whom returned	