

SUPREME COURT OF INDIA

Dated: 27.06.2023

NOTICE

It has come to the notice of the Competent Authority that approx. 650 physical matters are pending for non-filing of soft copy of the petition by the learned Advocates-on-Record/Petitioners-in-person. Therefore, in view of Circular No. F.No. 10/Judl.2020 dated 27th July, 2020, it is requested to kindly file the soft copy of the petition(s) as well as accompanying documents on the email id i.e. soft.petition@sci.nic.in at the earliest, so that the matters may be processed for being listed before the Hon'ble Court.

Sd/-
Additional Registrar (IB)

Copy to :-

1. The Secretary Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar Association for the information of the Members of the Bar.
2. The Secretary, Supreme Court Advocates-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
3. The Branch Officer (Computer Cell) with a request to upload this Circular on Supreme Court Website.
4. All Concerned.

SUPREME COURT OF INDIA

CIRCULAR

Dated : 27th July, 2020

Standard Operating Procedure for consumption of soft copy of the petition and documents filed through Filing Counter.

In furtherance of the Circular dated 27.07.2020 requiring Advocates-on-Record/Party-in-Person to forward soft copy of the petition and the documents (if any) filed in physical mode at the Filing Counter, following steps are to be taken by concerned officer/officials :-

(i) Whenever an e-mail with soft copy of petition and documents is received by the Additional Registrar (I-B) or the officer nominated by him on the e-mail ID soft.petition@sci.nic.in such officer shall undertake due verification of the contents of the e-mail as the number of pages and legibility/clarity of the soft copy, if number of pages do not tally with the verification by Advocates-on-Record/Party-in-Person in the e-mail or some of the pages are not properly scanned/uploaded, the defects shall immediately be notified to concerned Advocates-on-Record/Party-in-Person through reply e-mail.

(ii) If the e-mail received from Advocates-on-Record/Party-in-Person is free from all defects, the Additional Registrar (I-B) or the officer nominated by him shall reply to the concerned Advocates-on-Record/Party-in-Person in the following format :

*“Soft copy of the Petition and the accompanying documents
(containing. No. of Pages) has been received.
The matter will now be processed for listing after verification.”*

(iii) After removal of these defects concerned officer/official from Section I-B shall immediately forward the e-mail along with attachment to the Additional Registrar, Incharge of the Scanning Cell or the officer nominated by him on the e-mail ID scan.petition@sci.nic.in. The officer/officials from Scanning Cell shall immediately acknowledge the receipt of every e-mail, thereafter, the Additional Registrar of I-B Section shall process the matter for listing.

(iv) The Additional Registrar, In-charge Scanning Cell shall after proper pagination, indexing and all requisite proceedings upload the soft copy of the petition along with documents on D Space and inform the Additonal Registrar, Incharge of the Paper Book Section about the availability of soft copy of petition and documents on D Space, through e-mail.

(v) In case of any difficulty/delay in uploading the soft copy on D Space, the soft copy of the petition and the documents with requisite pagination and indexing be forwarded to Additional Registrar, Paper Book Section through e-mail for further forwarding to the concerned AR-cumPS to Hon'ble Judge.

sd/-

(Anil Laxman Pansare)
Registrar (J-II)

sd/-

(Surya Pratap Singh)
Registrar (J-I)