

**PRACTICE DIRECTIONS PROVIDING FOR E-FILING PROCEDURE  
FOR THE DISTRICT JUDICIARY.**

Advocates and Parties are hereby informed that on and from 20<sup>th</sup> May 2020, the matters/proceedings filed in the District and Subordinate Courts under the jurisdiction of the Bombay High Court will be accepted through e-filing, provided that the party or a person duly authorized by him shall submit a hard copy of the same within seven days on the reopening of the Courts to such Officer as the Court appoints in this behalf, failing which online presentation shall not be considered as presentation of proceeding for any purpose, unless the High Court dispenses with such requirement by General or Special Order.

The date of presentation of the hard copy shall be deemed to be the date of institution/presentation for all purposes.

All the pleadings and proceedings filed through e-filing Portal shall be computer printed with below mentioned specifications:

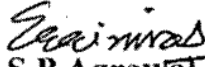
Paper Size	:	A-4 size Bond Paper.
Top	:	1.5"
Bottom	:	1.5"
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Right	:	1.2"
Justification	:	Full
Font	:	Times New Roman for English or Unicode for Marathi.
Font Size	:	14
Line spacing	:	1.5"

All the pleadings and proceedings filed through e-filing Portal shall be legible and in PDF. It shall be scanned in 200 dpi. Such documents shall not be in encrypted form or password protected. Before filing the documents, users

shall ensure that any hidden text, such as markings, track changes or annotations from source documents have been removed before converting them to PDF. Updated browsers such as Google Chrome or Mozilla Firefox may be used by users to access and use the e-filing. The contents shall be bookmarked as per the Index. Procedure for book marking is available at the official website of Bombay High Court viz. [bombayhighcourt.nic.in](http://bombayhighcourt.nic.in).

These Practice Directions shall remain in force until further orders.

HIGH COURT )  
BOMBAY, 20<sup>th</sup> May 2020 . )

  
S B Agrawal  
Registrar General