## OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE

## RAMBAN

---

# CIRCULAR

All the Advocates are hereby directed to complete the file in all respects and adopt the following steps for filing the fresh cases:

(i) E-filing (with index and complete document)

**(ii) Write the complete address i.e (Name,Age S/O ,D/O,W/O ,R/O , Specify the Mohalla also) of petitioner/Applicant and respondent/Defendant/non applicant with their Mob Nos so that the services of the parties be made convenient.**

(iii) Write the complete address of the parties in the Misc Applications/Executions/Proponement applications dully Numbered from the Filing Counter.

(iv) Presentation before the court Verified from the concerned clercks.

(v) Generating CNR number from filling Counter.

**(vi) Not to present the File before transferee court personally.**

(vii) Filing Counter operator shall deliver the files to the concerned Courts through the orderly of the transferee Court.

Note: Ld Advocates are further directed that the annexure annexed with the file should be visible/readable otherwise the File shall not be accepted.

No: 338/Admn.

Dated: 07/05/2026

Pr.District& Sessions Judge
Pr. Distt. & Sessions Judge
Ramban
Ramban (J&K)

CopyTo:

1.President District Bar Association Ramban for information and compliance.

2.System Officer e-Court to upload the same on official website of District Court Ramban.

3.Notice Board