

**Office of Principal District Judge, Lohardaga**

Office Order No. 01 Dated 02.01.2024

In compliance to the relevant mandate laid down under heading number XIV of the Standard Operating Procedure, (S.O.P) for preparing Accessible Court Documents, 2022 of the e-committee, Hon'ble Supreme Court of India, communicated vide Letter No. 668/Admn. Misc. dated 28.11.2023 of the Hon'ble High Court of Jharkhand, Ranchi, **Accessible Committee of the District Court, Lohardaga** is hereby being constituted in the manner as under:-

| Sl. No. | Name  | Designation | E-mail Id  |
|---------|---|-------------|--|
| 1       | Sri Akhilesh Kumar Tiwari,<br>District & Addl. Sessions<br>Judge-I, Lohardaga     | Chairperson | <a href="mailto:aktiwari.jjs@gmail.com">aktiwari.jjs@gmail.com</a>                 |
| 2       | Ms. Archana Kumari, Civil<br>Judge (Sr. Div.)-I,<br>Lohardaga                     | Member      | <a href="mailto:aktjjs83@gmail.com">aktjjs83@gmail.com</a>                         |
| 3       | Sri Satish Kumar<br>Vidyarthi, Advocate<br>District Bar Association,<br>Lohardaga | Member      | <a href="mailto:satishkumarvidyarthi@gmail.com">satishkumarvidyarthi@gmail.com</a> |
| 4       | Sri Mahesh Prasad Sinha,<br>Assistant-cum-D.S.A.,<br>Lohardaga                    | Member      | <a href="mailto:sinni2006@gmail.com">sinni2006@gmail.com</a>                       |
| 5       | Sri Ajit Kumar Sinha,<br>System Assistant,<br>Lohardaga                           | Member      | <a href="mailto:ajitsinha2015@gmail.com">ajitsinha2015@gmail.com</a>               |

The objective of the aforesaid committee is described in details in the Standard Operating Procedure at the paragraphs. The Members are requested to work in accordance with mandate of S.O.P.

Let a copy of letter No. 668/Admn. Misc. dated 28.11.2023 of the Hon'ble High Court of Jharkhand along with Standard Operating Procedure (S.O.P.) for preparing Accessible Court Documents 2022 of the e-committee, Hon'ble Supreme Court of India be circulated amongst the Members of the committee.

System Assistant is directed to upload this order on official website of Civil Court, Lohardaga.

Sd/-

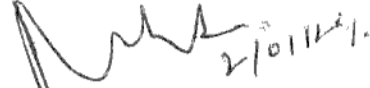
Principal District Judge  
Lohardaga.

Memo No. 01-

Dated 2.1.24.

Copy forwarded to:-

The concerned Judicial Officers, Advocate, District System Administrator, System Assistant, Judge-in-charge (Administration) Civil Court, Lohardaga as well as Secretary, District Bar Association, Lohardaga for information and needful.



Judge-in-charge (Administration)  
Lohardaga

**Through Email**

(J.H.C.Sch.1-7)

From:

**Mohammad Shakir**  
**Registrar General,**  
**High Court of Jharkhand,**  
**Ranchi-834033.**

☎: Office: - 0651-2481449  
Fax No.-0651-2481116  
Letter No. 668 / Admn. Misc.  
Dated- 28 / 11 / 2023

To,

All the Principal District & Sessions Judges of the State of Jharkhand including the Judicial Commissioner, Ranchi.

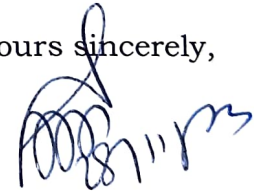
Sub: Regarding constitution of an Accessibility Committee in your Judgership.

Sir/Madam,

With reference to the subject noted above, I am to inform that the Hon'ble Court has been pleased to direct you to constitute an Accessibility Committee in your Judgeship within 15 days as per the relevant mandate laid down under heading number XIV of the Standard Operating Procedure for Preparing Accessible Court Documents, 2022 (Annexure-A) circulated by the e-Committee of Hon'ble the Supreme Court of India, under intimation to this Court.

This is for your kind information and needful.

Yours sincerely,



Encl: As above (24 sheets)

**Registrar General**



Dr Justice D Y Chandrachud  
Chief Justice of India

SO CABLE  
SO CABLE  
Room  
9/11/23

6 November 2023

RD  
9/11/23

Dear Chief Justice

1. I am writing this letter to invite your attention to two important issues concerning access to justice for persons with disabilities.
2. The first point of concern is the constitution of an Accessibility Committee. In terms of the Standard Operating Procedure on Accessible Court Documents circulated by the eCommittee, Supreme Court of India (**Annexure A**), every High Court and District Court is required to appoint an Accessibility Committee. The aim of the Accessibility Committee is to serve as the nodal authority for taking proactive measures to ensure greater accessibility of judicial processes / infrastructure within the concerned court and for putting in place a system to ensure that every stakeholder in the justice delivery system who is affected by a disability is given the reasonable accommodation that they need. The relevant guidance in the SOP is extracted below:

"29. Addressing accessibility barriers is an ongoing challenge and therefore requires sustained institutional attention. As a result, every High Court and District Court must set up an Accessibility Committee. This exercise must be completed within three months of the receipt of this Standard Operating Procedure.



Dr Justice D Y Chandrachud  
Chief Justice of India

30. As mentioned in point 28 above, a disabled lawyer/litigant/judge can request the Committee to enable him/her to access any filings in digital format that comply with the accessibility protocols outlined in this Standard Operating Procedure as well as to make their own filings using the e-filing system. For this purpose, the email address of the Committee should be widely publicized on the website of the concerned court. A disabled lawyer/litigant/judicial officer can contact the Committee via email to request access to an accessible filing. On verifying that the requesting party's name is contained in the database of disabled lawyers maintained by the concerned Court, the Accessibility Committee should pass an order, directing the registry to comply with the request for providing accessible filings in a given matter within a time-bound manner, as prescribed by the Accessibility Committee."

The composition of the Committee for the High Court can be as follows: one High Court judge, one registrar level officer, two assistant registrar level officers, one technical expert, one staff member and one or two advocates. It is preferable that the registrar level officers and advocates are persons with disabilities. One or two members of the committee should be persons with disability.

The composition of the Committee for the District Court can be as follows: one additional district judge, one Sub Judge, one advocate [preferably a person with a disability], one Court Manager and a District System Administrator. One or two members of the Committee should be persons with disability. The High Court Accessibility Committee should monitor the



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Chief Justice of India

work of the District Court Accessibility Committees coming within the concerned High Court's remit.

The composition of the Committee and its contact details must be publicized on the website of the concerned Court. Any accessibility challenges faced by the disabled in accessing the justice system [in addition to those mentioned in point 28] can be brought to the Committee's attention and must be dealt with in a swift and effective fashion, in a manner consistent with the Rights of Persons with Disabilities Act, 2016, and the rules framed thereunder. The Committee must also publish, on a quarterly basis, data as to how many requests for accessible filings/court documents or any other reasonable accommodation were made to it and how many amongst them were disposed of."

3. Only some courts in the country have set up an Accessibility Committee. As institutions for dispensing justice, courts and tribunals must be accessible to persons with disabilities. It is the right of every person to be able to participate in public institutions without facing disadvantages that impact their ability to work, live, and participate as equal members of society. It is not only lawyers with disabilities who must be able to access the various fora in the country but also litigants and others who come into contact with our courts.

4. In December 2022, the Supreme Court constituted an Accessibility Committee that was tasked with auditing its physical and functional accessibility for persons with disabilities. This Committee has now submitted its report and its



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Chief Justice of India

recommendations are in the process of being implemented. Such a committee must become a part of the court system in each court for all times to come so as to ensure that any challenge faced by a stakeholder with a disability is promptly addressed.

5. I invite you to join me in my mission to make the courts of the country accessible by setting up an Accessibility Committee as indicated in the Standard Operating Procedure on Accessible Court Documents. I am confident that together, we can accomplish our mission to make courts accessible to all persons.

6. The second point of concern relates to the accessibility of cause lists. The e-Committee of the Supreme Court of India conducted an audit of the cause lists on the websites of all High Courts to ascertain how accessible and friendly they are to persons with disabilities. The audit (**Annexure B**) revealed that the cause lists have some issues and that they remain inaccessible to some persons with disabilities. I request you to address these issues at the earliest. A solution has been proposed to each issue identified by the audit.

7. As we move forward, we must ensure that all our new offerings are tested for accessibility before they are implemented. This would ensure that we do not have to retrofit them later which is a more cumbersome and expensive process than ensuring accessibility by design.





Dr Justice D Y Chandrachud  
Chief Justice of India

8. I am confident that these concerns will be addressed promptly. I look forward to continuing to work together to create a disabled-friendly judiciary in our infrastructure, attitudes and actions. With your proactive interventions, we will be able to make a significant contribution to creating a more empowered disabled citizenry in India.

With warm regards

Yours sincerely

*Dhananjaya Chandrachud*





# Standard Operating Procedure for Preparing Accessible Court Documents

E-Committee, Supreme Court of India

2022

**Standard Operating Procedure for  
Preparing Accessible  
Court Documents**



e-Committee Supreme Court of India  
2022

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## **Procedure for Preparing Accessible Court Documents:**

### I Preparing Accessible Documents:

1. The original text material and documents [including main petition or appeal, interlocutory applications etc.] can be prepared electronically using Microsoft Word or LibreOffice Writer software.
2. When creating a document, there are a few basic steps that should be followed in order to ensure the document is accessible. The core steps needed for accessibility are:
  - a. Use headings (Build-in Heading styles available in Styles tab must be used).
    - i. Headings should form an outline, using the “Heading 1” style for the main heading, and “Heading 2” for sub-headings. If there are additional levels of headings within the document’s outline, using “Heading 3”, “Heading 4”, etc.
  - b. Use lists (Build-in lists styles must be used)
  - c. Use meaningful hyperlinks. Ensure that the text of the hyperlink serves the purpose.
  - d. Provide an image description of pictorial evidence. In other words, add ‘Alt Tag’ to images, shapes, smart art or charts.
  - e. Using accessible fonts:

These include Arial and Calibri. Font size 13. Line spacing 1.5. Gap between two paragraphs should be 20 cm. Cursive fonts should not be used.
  - f. For newspaper cuttings and other forms of evidence that are illegible/ image-based, provide a plain text transcript of the same.
  - g. Text in the document should not be underlined, as it hampers smooth access for the disabled.



- h. All capitals in the text, mostly used in title of the applications are also a challenge to accessibility of text. Thus sentence case should be used and small caps should be avoided.
  - i. The paragraphs in the document should be left-aligned. Although justified text may look more visually appealing, it must be avoided as extra spaces within lines make it inaccessible for users.
  - j. Identify document language.
  - k. Use tables wisely, by clearly labelling column and row headers. The headers must be in the first row only. If need be, more detailed labelling for CSV type formatting would be good [e.g. spreadsheets found on data.gov.in]. Do not use 'merged cells' or 'split cells' or do not put in blank lines.
  - l. Regional/vernacular content must be rendered in unicode font.
  - m. Use sufficient colour contrast between the foreground text and background colour. Use accessibility checker or applications like Color Contrast to analyse the document for insufficient colour contrast.
  - n. Use the Accessibility Checker for ensuring that the document contains no errors or warnings.
3. The documents should be converted into Portable Document Format (PDF) using any PDF converter or in-built PDF conversion plug-in provided in the software. The process of converting word file to PDF is provided in **Annexure 1**.
4. Fonts in PDF documents should not be compressed. To this end, when optimizing PDFs for size, ensure that this is done without un-embedding the fonts or their subsets. When compressed fonts are used, the screen reader used by the visually challenged reads multiple words together, without spaces. For instance, "It Can be Done" is read as "itcanbedone". Letter spacing should be used, so that different characters can be distinguished from one another. Otherwise, for instance, "rn" used together, without spacing, can be mistaken for the letter "m".

5. Documents in Electronic Publication [EPUB] format make for a more conducive reading experience. To the extent possible, all documents should be made available in EPub format.
6. Documents prepared using automatic workflow methods, such as dynamic PDFs, must be made accessible to persons with disabilities.

## II Generating Accessible PDFs:

### Microsoft Word (Windows)

7. Go to File > "Save As..." and select PDF from the choices provided. By default this produces a PDF that preserves the document's accessibility features.
8. When saving, select Options and be sure that "Document structure tags for accessibility" is checked. This is checked by default but could become unchecked under certain circumstances.
9. If you select "Minimize Size" to reduce the size of your PDF, be sure to repeat the preceding step, as this option might uncheck the "Document structure tags for accessibility" checkbox.

### LibreOffice Writer

10. Open the file you wish to save. Go to "File" > "Export As" > "Export as PDF". It will open PDF options window. Select "Archive (PDF/A)", "Universal Accessibility (PDF/UA)" and "Tagged PDF (add document structure)" options. Click the Export button. This will create PDF file.

### Microsoft Word (Mac)

11. Go to File > "Save As..." and select PDF from the choices provided. By default this produces a PDF that preserves the document's accessibility features.



12. When saving, be sure the radio button labelled "Best for electronic distribution and accessibility" is selected.

### III Checking Accessibility:

In Microsoft Word

Select Review Tab -> Select Check Accessibility.

Note: the precise way to access the 'check accessibility' option may change in future versions of Microsoft Word or LibreOffice Writer.

In LibreOffice Writer:

Select Tools Tab -> Select Accessibility Check.

For activating the "Accessibility Check" feature, the experimental features has to be enabled for LibreOffice.

Review your results. You'll see a list of errors, warnings, and tips with how-to-fix recommendations for each.

### IV PDF Remediation

13. In exceptional circumstances, for instance where certain documents that are to be enclosed are originally in hard copy form and have to be scanned, they must be in Optical Character Recognition (OCR) enabled PDF format. They should not be scanned using poor quality solutions like Cam Scanner, or by taking pictures of the physical copy. The document should be scanned using an image resolution of 300 dpi (dot per inch). This exception of scanning documents is only allowed if the document that is to be scanned is legible and has not been electronically prepared using Microsoft Word or LibreOffice Writer Software by the advocate or the party concerned. If the document is illegible, it must be typed and

directly converted to PDF. The process of creating accessible scanned documents is provided in **Annexure 2**.

#### V Bookmarking

14. The text documents prepared in Microsoft Word/LibreOffice Writer as well as scanned documents should be merged as a single PDF file and any PDFs generated through merging or otherwise should be book-marked. Any free open source or paid software can be used to split and merge PDFs and add bookmarks. Preferably headings should be used as bookmarks.

#### VI Digital Signatures

15. All documents should be digitally signed.

#### VII Pagination:

- The process of pagination needs to be more accessible and streamlined. The High Courts need to develop proper mechanism for the same by issuing appropriate practice notes or directions. The properly paginated paper-book can be shared with lawyers. This will ensure that lawyers and judges work with the same pagination and are able to communicate with each other more seamlessly during oral arguments. In addition to improving accessibility, this will also enhance judicial efficiency.
- The Registry can publicly display the last page of the filing to enable the lawyers to electronically paginate their filings for, *inter alia*, any additional documents, interlocutory applications and miscellaneous application.
- Footers can be used to insert page numbers so that they can be read by screen readers.

## VIII Tagging PDFs

16. A tagged PDF includes hidden accessibility mark-ups that, when properly applied, help to optimize the reading experience of those who use screen readers and other assistive technology. Tags can be added to untagged documents using Adobe Acrobat Pro. There are several ways to do this:

- (i) add tags from the Make Accessible Action Wizard (Acrobat Pro Latest Version);
- (ii) add tags from the Accessibility Checker results; or
- (iii) add tags manually via the Tags panel. For example, "Add tags to the Document" feature of Acrobat Pro can be used to add tagging to the document.
- (iv) In LibreOffice Writer, Open the file you wish to save. Go to "File" > "Export As" > "Export as PDF". It will open PDF options window. Select "Archive (PDF/A)", "Universal Accessibility (PDF/UA)" and "Tagged PDF (add document structure)" options. Click the Export button. This will create tagged PDF file.

18. Ensure that the tagged PDF's reading order is logical.

19. Set the document's primary language. This helps screen readers to detect the language of the text and switch to the appropriate text to speech synthesizer. When there are parts of the document which are other than in the primary language, make sure to set their appropriate language.

20. Add the document title so that it is reported in the toolbar and screen reader pronounces the document title correctly.

21. Use high-contrast colours. Or ensure that the foreground colour of the text against the background colour meets the ratio of 4\*5\*1.

Add the tags as per the content structure such as marking the content as headings, lists, tables, footnotes, endnotes.

22. Ensure that the page thumbnails and tab order are aligned from the page properties as the users of screen readers use tabs to navigate a pdf.

23. Make sure to tag all form fields and include relevant description so that the PDF forms can be filled independently by screen reader users. This will only be relevant if any forms are prescribed in PDF format for e-filing.

#### IX E-Stamps

24. E-Stamps should be used instead of physical stamps as physical stamps cause difficulty in a screen reader being able to access the text. Whenever physical stamps have to be used, these stamps should not be placed in the pleadings but instead on a separate white paper. Physical stamps should not be placed on judgement copies.

#### X Configuring Security Settings to Enable Screen Reader Access

25. Security settings of PDFs must be configured to enable 'copying content for accessibility'. Specifically, in the security tab of the document properties, verify that "copying content for accessibility" is allowed.

#### XI Avoidance of Use of Water Marks

26. They make PDFs inaccessible [by coming in the way of the screen reader being able to interact with the textual content directly] and should not be used.

## XII No Handwritten Data Entries in the PDF

27. Handwritten content cannot be identified by screen readers. Therefore, all such data points must be typed out.

## XIII Having a special dispensation for lawyers/judges/litigants with disabilities

28. While the aforesaid measures must be implemented with urgency and seriousness, it is important to recognize that, in many High Courts and District Courts, hard copy [physical] filing is still the norm. Therefore, every High Court and District Court must ensure that a disabled lawyer can opt for e-filing. Presently, physical filing is the norm and even though a lawyer may navigate through this process with the help of his attorney/clerk, everyone cannot afford this luxury. Further, placing the onus on the disabled lawyer to do so is inconsistent with the text and objects of the Rights of Persons with Disabilities Act, 2016. In order to effectuate this, the registry can maintain a list of disabled lawyers practicing in the concerned Court. As soon as a lawyer whose name is in such a list, the option of digital filing should become available to him/her. Under this option, the entire proceedings should go the digital route. Appropriate practice directions in this regard need to be issued by all High Courts within a period of three months from the date of receipt of this Standard Operating Procedure.

## XIV Accessibility committee in every High Court and District Court:

29. Addressing accessibility barriers is an ongoing challenge and therefore requires sustained institutional attention. As a result, it is desirable that every High Court and District Court must set up an Accessibility Committee at the earliest on the receipt of this model Standard Operating Procedure.

30. As mentioned in point 28 above, a disabled lawyer/litigant/judge can request the Committee to enable him/her to access any filings in digital format that comply with the accessibility protocols outlined in the Standard Operating Procedure as well as to make their own filings using the e-filing



system. For this purpose, the email address of the Committee should be widely publicized on the website of the concerned court. A disabled lawyer/litigant/judicial officer can contact the Committee via email to request access to an accessible filing. On verifying that the requesting party's name is contained in the database of disabled lawyers maintained by the concerned Court, the Accessibility Committee should pass an order, directing the registry to comply with the request for providing accessible filings in a given matter within a reasonable time period, as prescribed by the Accessibility Committee.

31. The composition of the Committee for the High Court can be as follows: one High Court judge, one registrar level officer, two assistant registrar level officers, one technical expert, one staff member and one or two advocates. It is desirable to have One or two members of the committee be persons with disability.
32. The composition of the Committee for the District Court can be as follows: one additional district judge, one Sub Judge/Senior, one advocate and a District System Administrator. One or two members of the Committee should be persons with disability. The High Court Accessibility Committee should monitor the work of the District Court Accessibility Committees coming within the concerned High Court's remit.
33. The composition of the Committee and its contact details must be publicized on the website of the concerned Court. Any accessibility challenges faced by the disabled in accessing the justice system [in addition to those mentioned in point 28] can be brought to the Committee's attention and must be dealt with in a swift and effective fashion, in a manner consistent with the Rights of Persons with Disabilities Act, 2016, and the rules framed thereunder. The Committee should also publish, on a quarterly basis, data as to how many requests for accessible filings/court documents or any other reasonable accommodation were made to it and how many amongst them were disposed of.

## XV. Training and sensitization

34. All State Judicial Academies, and the National Judicial Academy, shall, in co-ordination with the relevant courts, should conduct regular trainings for lawyers and court staff on: [a] creating accessible documents and [b] dealing with the needs of persons with disabilities with appropriate care and sensitivity.

Such trainings should be made part of the annual calendar of the aforesaid Academies.

## XVI. Review and revision:

35. As technology proceeds at a rapid pace, so do the standards to ensure accessibility. Consequently, this Standard Operating Procedure must be reviewed every two years and suitably modified.

## XVII Accessible PDF Techniques for WCAG 2.0:

36. For more information It can be accessed from the following link:

<https://www.w3.org/TR/WCAG20-TECHS/pdf.html>

Note: Whilst the links and references are provided to help relevant stakeholders for guidance only, it shall be the responsibility of each stakeholder to ensure compliance with the latest guidelines, standards and international best practices recommended by the relevant application provider.



## Annexure 1

### How to convert word file to PDF

#### Microsoft Word 2007

Microsoft Word 2007: Open the file you wish to save. Click the "File" button in the top left-hand corner. Go to "Save As" > "PDF". In case of unavailability of this option, open the URL - <http://www.microsoft.com/downloads> for the downloading of Microsoft's free PDF and XPS converter.

Microsoft Word 2010/13 : Click File, Share. From the Share menu, Click Create PDF Document then on the right-side click Create a PDF.

Other Versions of Microsoft Word: Open the file you wish to save. Go to "File" > "Print". Click the dropdown list of installed printers and select "PDF".

#### LibreOffice Writer

It is a free, open-source word processor that is fully compatible with MS Word. It will run in Windows, Mac and Linux operating systems.

LibreOffice can be freely downloaded from the following link:

<https://www.libreoffice.org/download/download/>

Double click on the downloaded file to install LibreOffice on your computer. Open the Word document you want to convert in LibreOffice Writer.

From the main menu, select "File" > "Export As" > "Export as PDF". There is also an export to PDF button right on the main taskbar.

Choose a file name for your PDF. Make sure that everything else is how you want it. Click "Okay" or "Save" to convert. This will convert your document.



## Annexure 2

### Creating Accessible Scanned Documents (PDF Remediation)

PDF remediation is the process by which digital information is clearly labelled (or, "tagged") and organized so that people using assistive technology can get the same information from the document that anyone would. It requires a remediation tool and some understanding of remediation procedures.

Process of creating an accessible scanned document in Acrobat Pro:

- (i) open image scanned document in Acrobat Pro;
- (ii) perform OCR Text Recognition and find all OCR suspect;
- (iii) add tags to the document;
- (iv) use Reading Order and Editing Tools etc. and perform Full Check Features in Acrobat Pro;
- (v) if any errors are found, fix them;
- (vi) if no errors are found, check the document in PDF Accessibility Software (PAC3) for PDF/UA compliance; and
- (vii) if any errors are found, edit the document in Acrobat Pro as per point (iv).

Open-Source software for PDF Remediation:

#### OCRMYPDF

*OCRMYPDF adds an optical character recognition (OCR) text layer to scanned PDF files, allowing them to be searched. It is working as a terminal application. Basic knowledge of terminal usage is required for using this software application.*

*A. Installation: In Ubuntu 20.04*

**sudo apt install ocrmypdf**

B. *Add an OCR layer and convert to PDF/A*

```
ocrmypdf input.pdf output.pdf
```

C. *Installing local language packages:*

```
sudo apt install tesseract-ocr-kan (For installing Kannada OCR package)
```

```
sudo apt install tesseract-ocr-hin (For installing Hindi OCR package)
```

D. *Example (For OCR in local languages):*

```
ocrmypdf -l kan k1.pdf k1_ocr.pdf
```

```
ocrmypdf -l tam output.pdf test-tamil.pdfcc
```

\*\*\*\*\*

