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Communicated to all the Judicial Officers, working in this Unit, copy of Hon'ble High Court vide ROC.No. 1900/SO/2025 dt 02-07-2026.

Sessions Judge,
Hyderabad.
SESSIONS JUDGE
Hyderabad

To:
All the Judicial Officers } through email
of this unit.

Copy to
The District System Administrator of the Court
Of the Sessions Judge, Hyderabad
(with a direction to place the same in the official website)

HIGH COURT FOR THE STATE OF TELANGANA:: AT HYDERABAD

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Roc.No.1900/SO/2025 **Date:02.07.2026**

Notification No. 19/2026

Pursuant to the Order dated 16.04.2026 in Crl. Miscellaneous Petition No.7862 of 2017, between Shankar Mahto Vs. The State of Bihar, on the file of the Hon'ble Supreme Court of India, the High Court for the State of Telangana is pleased to direct the following "Standard Operating Procedure (SOP) for Translation and Transmission of Records for filing Legal Aid Appeals and Special Leave Petitions (SLPS), 2025, to be adopted in the High Court and all Courts under the jurisdiction of this High Court.

"Standard Operating Procedure (SOP) for Translation and Transmission of Records for filing Legal Aid Appeals and Special Leave Petitions (SLPS), 2025

1. OBJECTIVE

1.1 The primary objective of this SOP is to establish a structured, efficient, and accountable framework for the timely translation, transmission, and monitoring of case records in legal aid matters. This is particularly critical in criminal cases where procedural delays can significantly hinder the filing of appeals or Special Leave Petitions (SLPs) before higher court, infringing on the rights of convicts to speedy justice.

1.2 This SOP aims to:

(i) Minimise delays in the legal aid process by setting clear timelines and responsibilities.

(ii) Ensure high-quality, accurate translations of judicial documents to facilitate effective representation.
(iii) Promote coordination among various stakeholders, including High Court Legal Services Committees (HCLSCs), District Legal Services Authorities (DLSAs), State Legal Services Authorities (SLSAs), Supreme Court Legal Services Committee (SCLSC), National Legal Services Authority (NALSA), jail authorities, and translators.
(iv) Incorporate digital tools for real-time tracking and transparency.
(v) Uphold constitutional principles under Articles 21, 39A, and 142 of the Constitution of India, ensuring access to justice for all legal aid beneficiaries.
(vi) Address systemic issues such as translator shortages, communication gaps, and documentation errors through proactive monitoring and accountability measures.

1.3 This SOP applies to all legal aid cases filed/pending before the High Courts and the Supreme Court.

2. SCOPE AND DEFINITIONS

2.1 Scope:

This SOP covers the entire lifecycle of record handling in legal aid cases, appeals and SLPs, from the pronouncement of judgment in the Trial Court to the filing of appeals/SLPs before the High Court and the Supreme Court. It includes translation, digitisation, transmission, monitoring, and quality control processes. It is mandatory for all HCLSCs, DLSAs, SLSAs, and associated jail authorities across Telangana.

2.2 Definitions:
(a) Certificate of True Translation: A sworn affidavit certifying the accuracy and fidelity of the translated document.
(b) Declaration of Non-Association: A statement by the translator affirming no personal or professional connection to the case or parties involved.

(c) Impugned Judgment: The judgment or order being challenged before the High Court and/or the Supreme Court.
(d) Legal Aid Matter: Cases where free legal services are provided to eligible persons under the Legal Services Authorities Act, 1987, at any level.
(e) Source Language: Language in which the vernacular records of the particular High Court are maintained.
(f) Video Conferencing (VC): Secure digital meetings using platforms compliant with data protection standards as per court procedures.

3. CATEGORIZATION OF CASES

To prioritise resources and ensure expedited handling for urgent matters, cases shall be categorised based on the nature and severity of the case. Prioritisation shall influence timelines, resource allocation, and monitoring frequency.

3.1 Category A1: High-Priority Criminal Cases
3.1.1 Includes cases involving death sentences, life imprisonment, or sentences of ten years or more, of persons in custody and cases of Juvenile Offenders.
3.1.2 Rationale: These cases involve severe liberty deprivations and require immediate action to prevent prolonged injustice.
3.1.3 Additional Requirements: Mandatory daily status updates during the initial 15 days post-judgment.
3.2 Category A2: High-Priority Civil Cases
3.2.1 Matters relating to the imminent apprehension of the demolition of property.
3.2.2 Matters relating to dispossession, eviction etc.
3.2.3 Matters pertaining to medical termination of pregnancy.
3.2.4 Matters pertaining to the custody of children.
3.2.5 Any other category of cases duly notified by the HCLSCs.
3.3 Category B: Medium-Priority Criminal Cases
3.3.1 Includes cases involving sentences of less than ten years but more than one year, or cases with significant human rights implications (e.g., women, or SC/ST atrocity cases).

3.3.2 Rationale: Balances urgency with resource constraints for less severe but still critical matters.
3.3.3 Additional Requirements: Bi-weekly reviews and prioritised translator assignment.
3.4 Category C: Civil and Other Cases
3.4.1 Includes all other civil matters, family disputes, property cases, and criminal cases with sentences of one year or less.
3.4.2 Rationale: These are handled on a standard timeline unless escalated due to exceptional circumstances (e.g., involving vulnerable groups).
3.4.3 Additional Requirements: Quarterly audits for compliance.
3.4.4 Escalation Protocol: Any case may be re-categorised upon review by the HCLSC Monitoring Committee if new facts emerge (e.g., health deterioration of the convict).

4. TRANSLATION AND DOCUMENTATION

4.1 Initiation of Translation
4.1.1 Translation shall commence immediately upon:
(a) Admission of an appeal for final hearing in the High Court, or
(b) Receipt of the convict's consent for appeal in criminal cases, and
(c) Acknowledgment of eligibility for grant of legal aid by the Legal Service Institution i.e., HCLSC/SCLSC.
4.1.2 All documents shall be scanned and digitised before and after translation to enable secure sharing.
4.2 Priority Documents for Translation
4.2.1 The following documents shall be translated on a priority basis to be filed along with the appeal/SLP:
a. judgment, (full text, including reasoning and operative part), orders and pleadings
b. Statements of at least two principal witnesses including cross examination.
c. First Information Report (FIR) and chargesheet (including annexures)
d. Relevant exhibits, such as medical reports, forensic evidence, or property documents

e. Trial court records, including depositions of key experts (e.g., doctors, ballistic experts)

f. Bail applications, interim orders, and any prior appellate decisions

g. Convict's personal details, including socio-economic background for legal aid eligibility.

4.2.2 The rest of the lower court record shall be fully translated ensuring completeness of the record, which will be filed within 60 days of filing the appeal/SLP.

4.3 Translation Standards

4.3.1 Translations must be from the original language (e.g., regional languages) to English, unless specified otherwise by the appellate court.

4.3.2 Use legal terminology consistent with standard judicial glossaries.

4.3.3 Every translated document shall include:

(a) A unique reference number linking it to the original

(b) Page-wise cross-references

(c) Certificate of True Translation signed by the translator and supervisor

(d) Declaration of Non-Association with the case or the parties signed by the translator and supervisor to avoid conflicts of interest

4.3.4 Formats: Translations shall be in PDF with searchable text, watermarked for authenticity.

4.4 Handling Sensitive Information

4.4.1 Redact personal identifiers (e.g., names of the victims/Protected witnesses' addresses, Aadhaar numbers etc.) in compliance with data protection laws.

4.4.2 Ensure that translations of sealed documents (e.g., in camera proceedings) are handled confidentially and sensitively.

5. TIMELINES AND RESPONSIBILITIES

5.1 The following tables outline key stages, responsible authorities, actions, and timelines. All timelines are mandatory and subject to extensions only with documented justification and approval from the SCLSC.

APPEAL BEFORE THE HIGH COURT – CRIMINAL CASES

STAGE	RESPONSIBLE AUTHORITY	ACTION	TIMELINE	CATEGORY SPECIFIC NOTES
Pronouncement of judgment	Trial Court	Supply a copy of the judgment of conviction along with the order on sentence. A translated copy of the Trial Court judgement to be provided to the Convict.	On the same day, in case the accused is present in court or within 24 hours if the accused is present through VC. Within 15 days.	For Category A: Notify HCLSC via email/SMS alert immediately on pronouncement.
Communication of judgment	Trial Court	Transmit judgment to HCLSC and DLSA.	Within 7 days	Include case categorization and convict details.
Obtaining convict's consent to appeal	HCLSC / DLSA / Jail Authorities	Conduct VC or in person interaction; document consent in writing.	Within 7 days of receiving judgment	For Category A: Daily follow-ups if consent is delayed.
Document Collection and Digitization	DLSA / Jail Superintendent	Gather all trial records; scan and upload to platform.	Within 10 days	Ensure completeness; flag missing documents.
Translator Assignment	HCLSC Secretary / Registrar High Court	Assign from empanelled list based on language expertise.	Within 15 days (Category A); 20 days (B); 30 days (C) from the date on which the	Prioritize LL.B. degree holders for complex cases.

			appeal was admitted by the High Court.	
Translation of Priority Documents	Assigned Translator / Supervisor	Translate, vet, and certify documents.	Within 15 days (Category A); 20 days (B); 30 days (C)	Daily progress reports for Category A.

SLP/APPEAL BEFORE THE SUPREME COURT – CRIMINAL CASES

STAGE	RESPONSIBLE AUTHORITY	ACTION	TIMELINE	CATEGORY SPECIFIC NOTES
Pronouncement of judgment	High Court	Upload certified copy to the integrated digital platform.	Immediate (within 24 hours)	For Category A: Notify HCLSC via email/SMS alert.
Communication of judgment	Registrar (Judicial), High Court	Transmit judgment to HCLSC	Within 7 days	Include case categorization and convict details.
Obtaining convict's consent to appeal	HCLSC / DLSA / Jail Authorities	Conduct VC or in person interaction; document consent in writing.	Within 7 days of receiving judgment	For Category A: Daily follow-ups if consent is delayed.
Document Collection and Digitization	DLSA / Jail Superintendent	Gather all trial records; scan and	Within 10 days of consent	Ensure completeness; flag missing

		upload to platform.		documents.
Translator Assignment	HCLSC Secretary	Assign from empanelled list based on language expertise.	Within 3 days of consent	Prioritize LL.B. degree holders for complex cases.
Translation of Priority Documents	Assigned Translator / Supervisor	Translate, vet, and certify documents.	Within 15 days (Category A); 20 days (B); 30 days (C) of consent	Daily progress reports for Category A.
Transmission of Translated Records	HCLSC	Compile, verify, and transmit to SCLSC/legal aid lawyer for filing.	Within 30 days (A); 45 days (B); 60 days (C) of consent.	Use secure digital channels; obtain acknowledgment.
Filing of Appeal/SLP	Legal Aid Lawyer / SCLSC	Prepare and file based on transmitted records.	Within 15 days of receipt of consent	Report any deficiencies immediately.
Monitoring of Jail Cases	Jail Superintendent with DLSA	Update Legal Proceedings Register; conduct VC reviews.	Reviewed every 15 days of consent	Escalate delays to HCLSC.

APPEAL BEFORE THE SUPREME COURT – CIVIL CASES

STAGE	RESPONSIBLE AUTHORITY	ACTION	TIMELINE	CATEGORY SPECIFIC NOTES
Pronouncement of judgment	High Court	Upload certified copy to the integrated digital platform.	Immediate (within 24 hours)	For Category A: Notify HCLSC via email/SMS alert.
Communication of judgment	HCLSC	Email/Handover a copy of the judgment to the Legal Aid Beneficiary	Within 24 Hours for Category A Cases and within 7 days for other cases	Include case categorization.
Consideration of application for grant of Legal aid	SCLSC	Consider eligibility of the Legal Aid Beneficiary and fitness of case for filing an SLP/Appeal.	Within 24 Hours for Category A Cases and within 14 days for other cases from the date of receipt of application for grant of legal aid.	For Category A: Daily follow ups
Document Collection and Digitization	HCLSC in case the legal aid beneficiary received legal aid before the High Court, otherwise the Legal Aid Beneficiary	Gather all trial records; scan and upload to platform.	Within 10 days	Ensure completeness; flag missing documents.

Assignment of case to a lawyer	SCLSC	Assign the case to a lawyer on the panel of SCLSC	Within 24 Hours for category A cases and within 7 days for other cases	
Translation of documents	SCLSC	All documents to be translated by the lawyer assigned the case through a translator of repute. Fees for translation to be reimbursed by SCLSC on a bill being produced by the lawyer.	Within 5 days for category A cases and 20 days for other cases.	

Note: Non-compliance with timelines will trigger automatic alerts and may result in potential disciplinary action.

6. TRANSLATOR ENGAGEMENT AND OVERSIGHT

6.1 Recruitment and Empanelment

6.1.1 High Court to create and sanction regular/contractual posts of Translators and Translation Supervisors which must not be less than one third the judge strength of the respective High Courts, and fill all posts within 90 days of vacancy.

6.1.2 Additionally, panel Translators to be paid market per page rates to be determined by respective High Courts, the expenses of which will be borne by the respective High Courts.

6.1.3 Minimum Eligibility Criteria for Translators:

(a) Bachelor's degree in source language and/or English; preference for LL.B. or legal certification;

(b) Minimum 2 years of translation experience in legal/judicial contexts;

(c) Proficiency in at least two languages (source and English).

6.1.4 Minimum Eligibility for Translation Supervisors:

(a) Post Graduate Diploma in Translation (PGDT), and/or Bachelor's Degree in Source Language or English;
(b) LL.B. degree;
(c) Minimum 5 years of translation experience in legal/judicial contexts;
(d) in at least two languages (source and English).
6.1.5 Empanelment Process:
(a) Open advertisement and screening by a committee (HCLSC Secretary, judicial officer, language expert);
(b) Written proficiency test (legal text translation) and interview;
(c) Background verification for integrity.

6.2 Training and Development
6.2.1 Mandatory induction training on legal terminology, ethical standards, and digital tools (duration: 5 days).
6.2.2 Annual/Periodic refresher courses and workshops on emerging legal issues.
6.2.3 Performance Metrics: Accuracy rate >95%, turnaround time adherence.

6.3 Oversight Mechanisms
6.3.1 All translations shall be assigned as per the timelines indicated above.
6.3.2 All translations shall be verified within 15 to 30 days of submission, failing which the concerned officer shall be required to furnish an explanation for the delay.
6.3.3 Each translation shall be checked, verified and vetted by the Translation Supervisor.

6.4 Remuneration and Incentives
6.4.1 Fixed salary for permanent posts as per the High Court's pay-scales;
6.4.2 per-page rates for panel translators at market rates; and
6.4.3 Incentives for timely completion in Category A cases.
6.4.4 Periodic revisions of rates are made commensurate with prevailing market rates.

7. DIGITAL COORDINATION

7.1 Platform Integration: SCLSC, HCLSCs and Jail authorities shall integrate their systems into a unified digital platform to ensure seamless coordination, monitoring and timely exchange of information. NALSA shall be given access to this platform for real time oversight and data analysis.

7.2 Key Features:
(a) Secure uploading/downloading of documents with encryption.
(b) Real-time tracking dashboards for case status, timelines, and alerts.
(c) Role-based access: View-only for litigants; edit for authorities.
(d) Automated reminders (e.g., SMS/email) 48 hours before deadlines.
(e) Audit logs for all actions to ensure traceability.

7.3 Technical Support: MTNL or the designated service provider agency shall provide 24/7 helpdesk, regular updates, and cybersecurity audits.

7.4 Data Backup and Recovery: Daily backups; compliance with the IT Act, 2000.

7.5 Training: Mandatory digital literacy sessions for all stakeholders.

8. MONITORING AND ACCOUNTABILITY

8.1 Monitoring Committee Composition of SCLSC & HCLSC as per Regulation 10 of The National Legal Services Authority (Free & Competent Legal Services) Regulations, 2010:

8.1.1 Every High Court and Supreme Court shall have a Monitoring Committee which shall consist of:
(a) One Senior Advocate of high repute, having a practice of not less than 15 years;
(b) Three Senior Advocates/ Advocates of high repute having a practice of not less than 10 years; and
(c) Member Secretary, SCLSC/HCLSC (Ex-Officio)

8.1.2 The tenure of the Members of the Monitoring Committee shall be three years, except the Member Secretary, who shall be ex officio.

8.1.3 The HCLSC/ SCLSC shall share the data regarding the marking of matters and progress of filing of matters with the Monitoring Committee on a weekly basis.

8.1.4 The Monitoring Member Committee shall meet at least on a fortnightly basis virtually or physically to review the progress of the matters and will be responsible for issuing necessary recommendations to the HCLSC/SCLSC Member Secretary to maintain the efficiency of the system.

8.2 Committee Functions:

8.2.1 Monthly reviews of progress, delays, and compliance.
8.2.2 Monitor the compliance of timelines set above.
8.2.3 Performance evaluation of lawyers, translators, and jail staff.
8.2.4 Recommend actions: Warnings, training, or removal for defaults.
8.2.5 Investigate complaints within 15 days.

8.3 Reporting:

8.3.1 Monthly reports to SCLSC/NALSA in a standardised format.
8.3.2 Annual consolidated report highlighting trends and recommendations.

9. COORDINATION WITH JAIL AUTHORITIES

9.1 VC Meetings:
9.1.1 Mandatory every 15 days involving HCLSC, DLSA, Jail Superintendent, and convict (where feasible).
9.1.2 Agenda: Case status updates, consent verification, document needs.
9.1.3 Minutes recorded and uploaded to the platform.

9.1.4 SALSA and SCLSC will coordinate virtual meeting between the SALSA lawyer handling the matter at the High Court to brief the SCLSC lawyer assigned to the case with the issues involved in the case within one week of the SCLSC lawyer being assigned to the case.

9.2 Legal Proceedings Register:

9.2.1 To be maintained by the Jail Superintendent.

9.2.2 Columns: Convict ID, Case Details, Appeal Status, Communication Logs, Updates.

9.2.3 Updated weekly; shared digitally with DLSA.

9.3 Support for Convicts: Provide access to legal aid kiosks in jails for document review.

10. INTER-AGENCY COMMUNICATION

10.1 Document Sharing: All judgments, translations, and filings shared via digital platform with copies to HCLSC, SLSA, and SCLSC.

10.2 Acknowledgement Protocol: Each communication requires a digital receipt within 24 hours; escalations for non-response.

10.3 Escalation Matrix: Level 1 (DLSA), Level 2 (HCLSC), Level 3 (SCLSC) for unresolved issues.

10.4 Annual Joint Workshops: To foster collaboration and address bottlenecks.

11. QUALITY ASSURANCE

11.1 Audits: Quarterly random audits of 20% translations by independent panels.

11.2 Certification: Supervisors must certify accuracy; dual-check for Category A.

11.3 Feedback Mechanism: Post-filing reviews from lawyers on translation utility.

11.4 Continuous Improvement: Incorporate feedback into annual training.

12. AUDIT, REVIEW AND AMENDMENTS

12.1 Review of the implementation of the SOP: Annually by SCLSC and NALSA, or sooner if directed by the Supreme Court.
12.2 Consultation Process: Inputs from HCLSCs, SLSAs, jail authorities, and stakeholders via workshops.
12.3 Amendments: Approved versions disseminated digitally; training on changes mandatory.
12.4 Effective Date: This SOP is effective from **02.07.2026.**

13. DELAY EXPLANATION

This SOP ensures a robust, transparent system to uphold justice in legal aid matters. Compliance is mandatory; violations may invite accountability measures under relevant laws. A checklist in the following Format shall be incorporated by all HCLSCs and SCLSC to be submitted in all applications filed seeking condonation of delay before the High Court/Supreme Court.

Date on which the impugned order was uploaded on the website of the High Court/Trial Court:	
Date on which the impugned order was communicated to the convicted person:	
Date on which consent to file SLP/Appeal was given:	
Date on which translated documents along with relevant papers were transmitted to SCLSC/HCLSC:	
Date on which a lawyer was appointed by SCLSC/HCLSC:	
Date on which documents were handed over to the lawyer by SCLSC/HCLSC:	

Date of filing of the SLP/Appeal:	
Explanation/Remarks (if any):	

REGISTRAR GENERAL

TO

1. The Principal Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana, Hyderabad (with a request to place the same before His Lordship for kind perusal).
2. All PSs to the Hon'ble Judges, High Court for the State of Telangana, Hyderabad (with a request to place the same before His Lordship for kind perusal).
3. The Secretary to the Government, (LA, LA & J) Department, Dr. B. R. Ambedkar Telangana State Secretariat, Hyderabad.
4. All PSs to the Registrars, High Court for the State of Telangana, Hyderabad.
5. All the Unit Heads in the State (with a request to circulate the SOP to all the Presiding Officers working in your Unit for compliance).
6. The Director, Telangana State Judicial Academy, Secunderabad.
7. The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
8. The Secretary, Telangana State Legal Services Committee, Hyderabad.
9. The Director of Prosecution, Telangana State, Hyderabad.
10. The Director of Prisons and Correctional Services, Hyderabad.
11. All Section Officers on Judicial Side and Section Officers E Section, Computer Section, Establishment Section, Recruitment Cell Section and OP Cell Section, High Court for the State of Telangana, Hyderabad.