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Dis.No. 3899/2026/Admn/SJ/Hyd Dt 15-07-2026

Communicated to all the Judicial Officers, working in this Unit, copy of Hon'ble High Court vide ROC.No. 392/SO/2025 dt 03-07-2026.

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 OF FOR THE STATE OF TELANGANA

***

ROC.NO.392/SO/2025 **DATED:03-07-2026**

"COMMUNICATED"

REGISTRAR GENERAL

To

1) The Prl. Secretary to the Hon'ble the Chief Justice, High Court for the State of Telangana. (with a request to place before the Hon'ble the Chief Justice for His Lordship's kind perusal)
2) All the Personal Secretaries to all the Hon'ble Judges (with a request to place the same before Hon'ble Judge for kind perusal)
3) All the Registrars, High Court for the State of Telangana.
4) All the Unit Heads in the State of Telangana.
5) The all the Section Officers, High Court for the State of Telangana.

R.N.I. No. TELMUL/2016/73158.
HSE.No.1051/2026-2028.

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RIGHT TO INFORMATION

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RULES SUPPLEMENT TO PART-II EXTRAORDINARY OF THE TELANGANA GAZETTE

PUBLISHED BY AUTHORITY

No. 011 HYDERABAD, MONDAY, JUNE 22, 2026.

SESSIONS 8531 10 JUL 2026 HYDERABAD

NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,

—X—

LAW DEPARTMENT

(LA,LA&J.HOME - COURTS.A)

AMENDMENTS TO THE "e-FILING RULES OF HIGH COURT FOR THE STATE OF TELANGANA AND ALL THE COURTS IN THE DISTRICT JUDICIARY".

[Memo No.9073/Courts.A2/2026, Law (LA,LA&J-Home-Courts.A), 20th June, 2026.]

NO.3/SO/2025,- In exercise of the powers conferred by the proviso to Article 225 and 227 of the Constitution of India and with the previous approval of the Government of Telangana, the High Court for the State of Telangana here by makes the following Amendments to "e-filing Rules of the High Court for the State of Telangana and all the Courts in the District Judiciary".

23 JUN 2026 SO

AMENDMENT-I

In Rule 6(1) the following shall be substituted with:

G-406.

Dt...../...../20.....
Check and Putup
Sessions Judge
Hyderabad

"Font : Times Roman" shall be substituted with "Font: Arial or Calibri"

"Font size: 14" shall be substituted with "Font Size: 13"

"Line Spacing: 2" shall be substituted with "Line Spacing 1.5"

The words "**Gap between two paragraphs 20**" shall be inserted after the words "must be prepared using Unicode Font 14".

AMENDMENT-II

In Rule 8

The following new sub-Rules shall be inserted after sub-Rule 8.7 as 8.8 to 8.23:

8.8. Headings shall be used wherever necessary (Built-in Heading styles available in the word processing software must be used).

i. Heading should form an outline, using the "Heading 1" style for the main heading, and "Heading 2" for sub-heading. If there are additional levels of heading within the document's outline, using "Heading 3", "Heading 4" etc.

8.9. Lists (Built-in list styles) shall be used wherever necessary.

8.10. Hyperlinks shall not be used in the documents prepared for the purpose of uploading them to the e-filing portal.

8.11. If there are any images, shapes, smart art or charts, an image description or otherwise called as "Alt Tag" shall be provided to these images, shapes, smart art or charts.

8.12. Wherever newspaper cuttings and other forms of evidence that are illegible/ image-based are inserted into the documents, a plain text transcript of the same shall be provided.

8.13. The text in the document should not be underlined.

8.14. While preparing the document, all capitals in the text shall not be used; sentence case shall be used.

8.15. The paragraphs in the document shall be left aligned.

8.16. The document language shall be identified in its properties.

8.17. Tables shall be used only when it is necessary. When tables are inserted into the document, the column and row headers shall be labeled, the headers shall be included in the first row only and 'merged cell' or 'split cell' shall not be used in the table being inserted into the document.

8.18. The in-built 'Accessibility Checker' shall be used to ensure that the document contains no errors or warnings.

8.19. The fonts shall not be compressed while downsizing or compressing the prepared documents.

8.20. The footers shall be used for the purpose of inserting page numbers.

8.21. 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 appropriate software.

8.22. Whenever necessary, a document title shall be added to the document.

8.23. The documents to be uploaded using the e-filing portal shall not contain handwritten content.

AMENDMENT–III

In Rule 9

The existing paragraph shall be numbered as sub-Rule (1) of Rule 9.

The following new sub-Rule is inserted as sub-Rule (2) of Rule 9:

9.2. "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 judgment copies."

REGISTRAR GENERAL,
High Court for the State of Telangana.

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