

NOTICE

ADVANCE NOTICE FOR LISTING MATTERS BEFORE GS PATEL J

Advocates and parties-in-person are requested to note the following directions issued by the Hon'ble Mr Justice GS Patel in regard to listing of matters before his bench.

1. EMAIL FILING DOCUMENT FORMATS

- a. All e-filing submissions must be in PDF format only, without exception.
- b. The PDF/A format is preferred.
- c. All filings must be on A4 White paper and must be in searchable text/machine readable format, generated using any PDF creator software.
- d. This means that litigants/advocates should **NOT** scan printed green foolscap size documents as images.
- e. Principal pleadings/affidavits, i.e. text-only material must be rendered as machine-readable/searchable text PDF.
- f. Annexures or Exhibits that cannot be so rendered (eg photographs, maps, 7/12 extracts, etc) may be scanned as images. **HOWEVER, THESE SHOULD NOT BE SCANNED FROM GREEN FOOLSCAP/LEDGER PAPER.** They must be either directly converted to image-over-PDF or scanned from an A4 White paper printout.
- g. The font to be used is Times New Roman **ONLY** in 14 point with 1.5 spacing.

- h. *These norms are consistent with the e-filing Rules and therefore must be followed.*

2. **SEQUENTIAL NUMBERING OF DIGITAL FILES REQUIRED**

- a. The praecipe and its accompanying digital files **MUST** be named in a proper sequential order. Just as physical files are arranged in sequence, so too must be digital files.

EXAMPLE

Fresh suit: *XYZ Finance & Leasing Ltd v ABC Services Pvt Ltd & Anr* with an accompanying IA are filed. The sequential numbering should be:

- 01-precipe-XYZ-v-ABC.pdf**
- 02-challan-XYZ-v-ABC.pdf**
- 03-undertaking-XYZ-v-ABC.pdf**
- 04-synopsis-XYZ-v-ABC.pdf**
- 05-plaint-XYZ-v-ABC.pdf (plaint/application/etc)**
- 06-plaint-Exs-XYZ-v-ABC-Vol01-ExsA-D.pdf**
- 07-annexures-XYZ-v-ABC-Vol01-ExsE-G.pdf**
- 08-etc**
- 09-IA-XYZ-v-ABC.pdf**
- 10-VN-XYZ-v-ABC.pdf**
- 11-PoA-XYZ-v-ABC.pdf**
- 12-BoardResolution-XYZ-v-ABC.pdf**
- 13-OtherDocuments[describe].pdf**

3. **CONTINUOUS SEQUENTIAL NUMBERING OF RESPONSE AFFIDAVITS AND PLEADINGS**

- a. All affidavits or other filings in response will, similarly, be in this file-naming system CONTINUING FROM THE PREVIOUS NUMBERING.

EXAMPLE

Reply affidavits from Defendants Nos. 1 and 2 to the above suit and IA, XYZ v ABC, should be numbered as follows:

14-D1-AR-Affdvt.pdf

15-D1-AR-Affdvt-Ex-01.pdf

16-D2-AR-Affdvt.pdf

17- D2-AR-Affdvt-Ex-01.pdf

Appropriate changes are to be made where there are Petitioners and Respondents instead of Plaintiffs and Defendants.

- b. **ADVOCATES MUST STRICTLY ADHERE TO THESE FILE NAMING CONVENTIONS. FILINGS WITHOUT SEQUENTIAL NUMBERING WILL NOT BE ACCEPTED/CONSIDERED/LISTED.**

4. **FILENAMES**

- a. For ALL digital files, filenames should not exceed 45 characters, including spaces. (As a general rule, operating systems limit filename lengths to 255 characters. Anything longer than that will cause errors, especially cross-platform.)
- b. A filename should be descriptive, brief and accurate. A filename is not a pleading.

- c. When naming a citation/precedent, it is NOT necessary to include the full title. Abbreviations are acceptable. It is not necessary, for instance, to name a digital file like this:

**His Holiness Kesavananda Bharati Sripadagalvaru
Petitioner v State of Kerala and another Writ Petition
No. 135 of 1970 (1973) 4 Supreme Court Cases
225.pdf**

about 152 characters.

It is enough to name the file like this, about 54 characters.

**Kesavananda Bharati v St of Kerala - (1974) 4 SCC
225.pdf**

- d. This applies to ALL filings by email, including complaints, petitions, affidavits.
- e. Do not use quotes, apostrophes, special characters or even periods in a filename. Especially do not use periods.

5. **BOARD**

- a. The Board will be notified separately online.
- b. A PDF of the Board will also be circulated by email giving the serial numbers, case number and name of case.
- c. Applicants' / Petitioners' Advocates will be given the board by email. They must forward this to the opposite party.
- d. **THE MEETING LINK AND ID/PWD WILL BE NOTIFIED ON THE BOARD ITSELF. PLEASE DO NOT SEND INDIVIDUAL EMAILS ASKING FOR THE LINK. THIS APPLIES ESPECIALLY TO LAWYERS REPRESENTING PUBLIC AUTHORITIES SUCH AS MCGM, STATE GOVERNMENT, MHADA, SRA ETC.**

6. **TIME SLOTS AND LOGGING IN**

- a. The notified board will indicate approximate or tentative timings.
- b. Advocates should sign in 10 minutes before the notified timing and need not login any earlier.

- c. **NO MATTER/CASE WILL BE CALLED OUT BEFORE ITS SCHEDULED TIME. IF NECESSARY, THE COURT WILL WAIT.**

7. **SINGLE DEVICE LOGIN**

- a. Participants should login with one device (laptop or mobile phone), not both.

8. **LOGIN NAMES TO BE ACCURATE AND DESCRIPTIVE**

- a. On Microsoft Teams The 'profile' can be changed by clicking on the name/initials/icon at the top right of the screen. To do this, entrants should NOT login with a Microsoft Teams dedicated ID (for which the name cannot be changed) but as a guest. This will enable entrants to have their serial nos and names shown for easier administration.
- b. All participants should endeavour to have their case no and name shown when logged in (eg "1-Adv XYZ").
- c. If an advocate is appearing in more than one case, all serial numbers should be prefixed. Otherwise it is difficult to identify which advocates are to be admitted in turn.
- d. No complaint will be entertained in this regard.

9. **OPTIMAL BANDWIDTH; UNDISTURBED ENVIRONMENT**

- a. All participants must ensure that they have—
 - i. a stable internet connection (a 1mbps connection is the minimum recommendation); and
 - ii. that they are in a place with a distraction-free and static background with **NO BACKGROUND NOISE OR MOVEMENT.**
- b. Upon being admitted to the meeting, all microphones and video cameras must be turned off **and KEPT OFF** until called on by the Court.
- c. **DO NOT UNMUTE OR TURN ON YOUR VIDEOS UNTIL ASKED TO DO SO.**

- d. Only arguing counsel in the matter in hand are permitted to turn on their microphones and cameras.
- e. PARTIES SHOULD ENSURE THAT ANY EXTERNAL SPEAKERS ARE AT A SUITABLE DISTANCE FROM THE MICROPHONE TO AVOID FEEDBACK SIGNAL DISTORTION.
- f. **If any participant, whether an advocate or a party, is found being disruptive, even inadvertently, he/she may at the discretion of the court be moved to the lobby or even removed from the meeting. Such a person will not be able to directly join the meeting again but will have to wait in the lobby. The Court may not grant admittance a second time.**

10. **APPEARANCES FOR NOTING IN ORDER SHEET**

- a. The Advocate on record / attorney should supply the appearances of all advocates/attending officers required to be shown in the order (irrespective of whether the persons have participated in the VC hearing or not) ONLY by email to the court associate at the designated email id.
- b. The online digital/e-file of note of appearances **MUST** be used for this purpose. The form can be downloaded and filled in on a computer. The form is available at this link: [PDF Note of Appearance Form Link](#)
- c. Appearances will not be accepted from multiple sources or by any mode other than email.
- d. The PDF form will be sent along with the Board to those who have logged in.
- e. Later additions or deletions in the appearances will not be permitted unless the error is on the part of the court staff.

11. **DRESS CODE.**

- a. Current dress rules and regulations as separately earlier notified apply.

12. RECORDING

- a. No recording in any form is permitted. That means no screenshots or screengrabs, no capturing on any external device such as cellphone.
- b. This will be strictly enforced.

13. TECHNICAL SUPPORT

- a. Do NOT message or call the Sheristedar/Associate for technical support.

Further instructions regarding logging in, etc will be communicated separately by email once circulation is granted/the matter is listed.

By Order.
31.7.2020