

THE GAUHATI HIGH COURT
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ORDER NO. 21

Dated Guwahati, 24th April, 2020

GUIDELINES FOR E-SUBMISSION OF DOCUMENTS

(For internal circulation only)

The Hon'ble Chief Justice has been pleased to Issue the following practice directions for acceptance, storage and retrieval of Electronic documents/ files under Notification dated 15.04.2020.

- **Electronic-files ("e-Files")** can be submitted in a "pen drive" at the time of filing the hard copy.
- Except as expressly provided here-under, e-Submission of e-files shall be permitted only in case of fresh filings.
- The original text material, pleadings, memorandum of petitions or appeal and accompanying documents/annexures, as the case may be, be accepted from the e-filer only if the same is prepared electronically by using MS Word software and submitted in a pen drive, along with the hard copy of such petition/appeal at the time of filing of the papers in the concerned section of the Registry.
- The pen drive presented to the filing section shall contain only those documents which are exactly conforming to the hard copy presented to the filing section for conventional filing.
- The data in the pen drive must be exact replica of the original petition. In case it is found to be in deviation, the e-file may be returned, and if already stored, may be deleted under intimation to the e-filer.

The e-file be accepted only if the concerned Advocate submits a certificate stating that the data available in the pen drive is the exact replica of the original petition.

- Every such hard copy and e-file shall be filed with an 'Index' clearly reflecting every document in the file, in serial; and page number of every document contained in the file. The entire file would be paginated, strictly in sequence.
- No additional pleadings/ documents can be filed in "electronic form" in any pending case, save and except with the prior permission of the court.

- E-submission of documents / petitions can be made by a litigant or the engaged counsel.
- The person filing e-file shall ensure that the " e-file " is virus free.

E-submission of all documents must conform to the following norms :-

- Document(s) must be in PDF form.
- Document(s) should be of 300 DPI (Black & white) resolutions.
- The size of each "electronic file" should be less than 100 MB. In case size of the document is larger, the document be returned to the person filing the e-file.
- The filing section shall verify the contents of the pen-drive, scan for virus detection and thereafter generate and issue acknowledgement receipt of the same to the filer before transferring the data to the High Court server.

In case the e-file is found to be corrupted, the same may be returned forthwith. The hard copy of the petition however may be accepted.

- The filing section shall maintain a separate Register for receiving "e-files" by recording the names of the Parties, Case filing No, Name of the Advocates and their mobile numbers, e-mail IDs etc.

Such data shall also be maintained in the Index on the server on which the e-file is stored.

- Each digital document received from the "e-filer" shall be assigned an unique "Electronic Case Docket Number" [ECDN] for future linkages/ retrieval purposes.
- For each "e-file" the PDF files must be kept in a separate folder, with proper folder name.
- All "e-files" received by the filing section shall finally be stored in the designated server i.e. the "900 GB- Server NO 60" located in the Server Section of the Gauhati High Court in the new building and in such other additional server(s) as may be notified from time to time.
- Upon due verification by the filing desk, every "e-file" shall be converted into a "**read only**" file and stored in the server under the seal and

electronic signature of the Registrar (Judicial)/ Joint Registrar (Judicial) thereby making the same "tamper proof".

- Password protected access to the designated server shall be provided only to the Registrar (Judicial)/ Joint Registrar (Judicial), who shall be the custodian of the "e-files" stored in such server at all material times.
- All digital files (soft copy) shall be uploaded in the server by using the PDF file uploading system developed under the periphery CIS. The track of such digital files shall be kept through the unique "ECDN" generated at the time of filing in the core CIS.
- The "e-files" shall be stored / and preserved in the designated server in such format so that the same can be retrieved through the LAN network of the High Court at any time for perusal by the Hon'ble Judges or the concerned section.
- All digital files shall be maintained as PDF files as per the Gauhati High Court Rules.

Document Retrieval :

The "e-files" stored in PDF files can be retrieved from the server through a customized screen developed under the periphery part of the software. These data will be available in "read only" format only.

- The digital PDF files shall be retrievable within the LAN network of the Gauhati High Court only and no output to any external source shall be permissible.

By Order,

Sd/- Raktim Duarah
REGISTRAR GENERAL

Memo No.A.36011 /1/2020-HC(AB)/107-109 : Dated Aizawl, the 28th April, 2020
Copy to:-

1. C.A. to Registrar, Gauhati High Court, Aizawl Bench.
2. Joint Registrar (Estt./Judl.), Gauhati High Court, Aizawl Bench.
3. Deputy Registrar, Gauhati High Court, Aizawl Bench
4. Assistant Registrar (Judl./Admn./Prot.), Gauhati High Court, Aizawl Bench.
5. Section Head, Gauhati High Court, Aizawl Bench.
6. System Analyst, Gauhati High Court, Aizawl Bench. He is informed to upload this letter in the official website of this Registry.

Systems Officer.

JR
28/4/2020
(HELEN DAWNGLIANI)
REGISTRAR