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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 25]

भोपाल, शुक्रवार, दिनांक 19 जून 2020—ज्येष्ठ 29, शक 1942

भाग ४

विषय—सूची

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|-----|------------------------|------------------------------|-----------------------------------|
| (क) | (1) मध्यप्रदेश विधेयक, | (2) प्रवर समिति के प्रतिवेदन | (3) संसद् में पुरःस्थापित विधेयक. |
| (ख) | (1) अध्यादेश | (2) मध्यप्रदेश अधिनियम, | (3) संसद् के अधिनियम. |
| (ग) | (1) प्रारूप नियम, | (2) अन्तिम नियम. | |

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)—कुछ नहीं

भाग ४ (ग)

अंतिम नियम

उच्च न्यायालय, मध्यप्रदेश, जबलपुर

No. D-2175

जबलपुर, दिनांक 6 जून 2020

मध्यप्रदेश उच्च न्यायालय इलेक्ट्रॉनिक फाईलिंग (ई-फाईलिंग) नियम, 2020

भारतीय संविधान के अनुच्छेद 225, राज्य पुनर्गठन अधिनियम 1956 की धारा 54, लेटरर्स पेटेंट के खण्ड 27 व 28 एवं मध्यप्रदेश उच्च न्यायालय (खण्डपीठों को अपील) की धारा 3 द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए मध्यप्रदेश उच्च न्यायालय एतद्द्वारा, उच्च न्यायालय के न्यायालयों हेतु ई-फाईलिंग के उपयोग से संबंधित अभ्यास एवं प्रक्रिया का विनियमन करने वाले निम्नलिखित नियम बनाता है:—

1. नामकरण : ये नियम मध्यप्रदेश उच्च न्यायालय इलेक्ट्रॉनिक फाईलिंग (ई-फाईलिंग) नियम, 2020 कहलाएंगे।

2. **प्रयोज्यता एवं प्रवर्तन :** ये नियम मध्यप्रदेश उच्च न्यायालय के समक्ष इलेक्ट्रॉनिक फाईलिंग (ई-फाईलिंग) किए जाने वाले प्रकरणों पर लागू होंगे एवं उस दिनांक से एवं उन वर्गों के प्रकरणों पर लागू होंगे जो कि उच्च न्यायालय के मुख्य न्यायाधीश द्वारा समय-समय पर अधिसूचित किया जावेगा।
3. **परिभाषाएँ :**
 - (क) "परम्परागत फाईलिंग" से न्यायालय के समक्ष दस्तावेजों का भौतिक गैर-इलेक्ट्रॉनिक प्रस्तुतिकरण अभिप्रेत है।
 - (ख) "न्यायालय" से मध्यप्रदेश का उच्च न्यायालय अभिप्रेत है।
 - (ग) "दस्तावेज" से अभिवचन, याचिकाएं, आवेदन/अंतरिम आवेदन, सहलग्नक, प्रदर्श, शपथ-पत्र, ज्ञापन, कागजात, आदेश, सूचना एवं न्यायालय के समक्ष फाईल किए जाने वाले, उत्तर सहित, कोई अन्य दस्तावेज अभिप्रेत है।
 - (घ) "इलेक्ट्रॉनिक न्यायालयीन अभिलेख" से इलेक्ट्रॉनिक माध्यम से सृजित, उत्पन्न किए गए, भेजे गए, संसूचित किए गए, प्राप्त किए गए अथवा संग्रहित किए गए इलेक्ट्रॉनिक अभिलेख अभिप्रेत हैं जो उनकी अन्तर्वस्तु की हानि के बिना अथवा प्रकटन में तात्विक परिवर्तन के बिना कागज पर मुद्रित होने अथवा संग्रह मीडिया में स्थानांतरित होने योग्य है। स्कैनिंग तकनीक का उपयोग करके न्यायालयीन अभिलेखों को खोजे जा सकने योग्य बनाने के लिए न्यायालय द्वारा न्यायालयीन अभिलेखों को इलेक्ट्रॉनिक प्रारूप में बनाया अथवा परिवर्तित किया जा सकता है। इलेक्ट्रॉनिक न्यायालयीन अभिलेख कार्यालयीन अभिलेख का गठन करेगा एवं दस्तावेज के रूप में फाईल किए गए न्यायालयीन अभिलेख के समतुल्य होगा।
 - (ङ) "ई-फाईलर" से इलेक्ट्रॉनिक फाईलिंग प्रणाली के माध्यम से इलेक्ट्रॉनिक रूप से दस्तावेजों को फाईल करने वाला वह व्यक्ति अभिप्रेत है जिसके पास एक यूजर आई.डी., पासवर्ड एवं इलेक्ट्रॉनिक रूप से दस्तावेज फाईल करने के लिए सीमित प्राधिकार हों।
 - (च) "इलेक्ट्रॉनिक फाईलिंग (ई-फाईलिंग)" से इलेक्ट्रॉनिक फाईलिंग प्रणाली का उपयोग करते हुए न्यायालय के समक्ष किसी दस्तावेज का इलेक्ट्रॉनिक संचारण करना तथा इलेक्ट्रॉनिक फाईलिंग की सूचना का न्यायालय से संचारण अभिप्रेत है। ई-मेल अथवा प्रतिकृति (facsimile) अथवा किसी मैसेंजर एप (Messenger app) के माध्यम से न्यायालय को दस्तावेज भेजना "इलेक्ट्रॉनिक फाईलिंग" का गठन नहीं करता।
 - (छ) "ई-फाईलिंग प्रणाली (EFS)" : मध्यप्रदेश के न्यायालयों द्वारा उपयोग हेतु दस्तावेजों को इंटरनेट के माध्यम से फाईल करने के लिए, मध्यप्रदेश उच्च न्यायालय द्वारा अनुमोदित नेटवर्क से जुड़े हुए हार्डवेयर, साफ्टवेयर तथा सेवा प्रदाताओं की एक प्रणाली है।

- (ज) "इलेक्ट्रॉनिक पहचान" से आशय है ई-फाइलर (e-filer) की लॉग-इन आई.डी. (Login ID), यूजरनेम (Username), पासवर्ड (Password) एवं प्रोफाइल (Profile) का संयोजन।
- (झ) "उच्च न्यायालय प्रकरण प्रबंधन सूचना प्रणाली (HCCMIS)" : यह मध्यप्रदेश उच्च न्यायालय द्वारा उपयोग की जाने वाली नेटवर्क साफ्टवेयर एवं हार्डवेयर की प्रणाली है जो प्रकरणों के डाटा (Data) को प्राप्त, व्यवस्थित, भंडारित, पुनःप्राप्ति और संचारित कर सकती है।
- (ञ) "हार्ड कॉपी" से आशय ई-फाइलिंग के माध्यम से फाइल दस्तावेजों अथवा/एवं चित्रों के कागज पर मुद्रित संस्करण से है।
- (ट) "इलेक्ट्रॉनिक फाइलिंग की सूचना (NEF)" से आशय प्रणाली (System) में दस्तावेज फाइल करते समय भारतीय मानक समय में इलेक्ट्रॉनिक फाइलिंग सिस्टम द्वारा स्वचालित रूप से उत्पन्न विवरणयुक्त ईमेल अथवा एस.एम.एस. द्वारा भेजी गई सूचना से है। ई-फाइलर द्वारा ई-फाइलिंग करते समय दिए गए पंजीकृत ई-मेल एवं मोबाइल फोन पर इलेक्ट्रॉनिक फाइलिंग की सूचना ई-फाइलिंग के तुरंत बाद भेज दी जाएगी।
- (ठ) "पी.डी.एफ. (PDF)" से आशय पोर्टेबल (सुवाह्य) दस्तावेज प्रारूप में फाइल किया गया इलेक्ट्रॉनिक दस्तावेज से है, जो कि Free Adobe® Acrobat® Reader द्वारा पठनीय है।
- (ड) "पी.डी.एफ./ए (PDF/A)" से आशय इलेक्ट्रॉनिक दस्तावेजों के डिजिटल संरक्षण के लिए विशिष्ट पोर्टेबल (सुवाह्य) दस्तावेज प्रारूप के ISO मानकीकृत संस्करण से है।
- (ढ) "पब्लिक एक्सेस टर्मिनल (Public Access Terminal)" : पब्लिक एक्सेस टर्मिनल न्यायालय द्वारा प्रदान किया गया एक सार्वजनिक रूप से सुलभ कम्प्यूटर है जो आम जनता को ई.एफ.एस. (EFS) एवं सार्वजनिक न्यायालयीन अभिलेखों तक पहुँच की अनुमति देता है।
- (ण) "स्केन्ड दस्तावेज (Scanned Documents)" का आशय एक इलेक्ट्रॉनिक छवि से है जिसे पेपर दस्तावेज को स्केन कर बनाया गया है।
- (त) "तकनीकी खराबी" का आशय न्यायालय की हार्डवेयर, साफ्टवेयर और दूरसंचार सुविधा की खराबी से है जिसके परिणामस्वरूप ई-फाइलर के लिए इलेक्ट्रॉनिक रूप से फाइलिंग करना असंभव होता है। तकनीकी खराबी में ई-फाइलर के उपकरण की खराबी सम्मिलित नहीं है।

(थ) "यूजर एग्रीमेंट" से आशय मध्यप्रदेश उच्च न्यायालय द्वारा अनुमोदित अनुबंध के एक प्रारूप से है जो ई.एफ.एस. (EFS) की सीमा के अंतर्गत ई-फाइलर के दायित्वों एवं जिम्मेदारियों को स्थापित करता है।

(द) "वेबसाइट प्रशासक (Website Administrator)" से आशय मुख्य न्यायाधिपति द्वारा नामित अधिकारी/कर्मचारी से है।

(2) इन नियमों में प्रयुक्त शब्द एवं भाव जो कि इन नियमों में परिभाषित नहीं किए गए हैं, का वही अर्थ होगा जैसा उन्हें मध्यप्रदेश उच्च न्यायालय नियम, 2008, व्यवहार प्रक्रिया संहिता, 1908, भारतीय साक्ष्य अधिनियम, 1872, सूचना प्रौद्योगिकी अधिनियम, 2000 एवं साधारण खण्ड अधिनियम, 1897 में समनुदेशित किया गया है।

4. याचिकाओं का इलेक्ट्रॉनिक रूप से फाईल किया जाना :

इन नियमों में अन्यत्र उपबंधित के सिवाय, सभी याचिकाएं, आवेदन, अंतरिम आवेदन, अपील, नवीन एवं लंबित अथवा निराकृत प्रकरणों में अन्य अभिवचन/दस्तावेज एतस्मिन्नपश्चात् बताए गए तरीके से इलेक्ट्रॉनिक रूप से फाईल किए जा सकते हैं। इन नियमों के अधीन अधिवक्ता अथवा पक्षकार द्वारा इलेक्ट्रॉनिक रूप से फाईल किए गए दस्तावेज का वही विधिक प्रभाव होगा जैसा कि किसी दस्तावेज का कागज प्रारूप में होता है।

परन्तु कि पक्षकारगण और अधिवक्तागण अत्यावश्यक मामलों में ई-फाईलिंग के 03 कार्यदिवसों के भीतर एवं साधारण मामलों में 07 कार्यदिवसों के भीतर हार्ड कॉपी फाईल करेंगे। हार्ड कॉपी फाईल करने का दिनांक फाईल करने का दिनांक माना जाएगा एवं ई-फाईलिंग करने की दिनांक परिसीमा अवधि की गणना करने के लिए फाईल करने का दिनांक माना जाएगा।

5. ई-फाईलर्स का पंजीकरण एवं उत्तरदायित्व :

(1) ई.एफ.एस. (EFS) में पंजीकरण निम्नलिखित के लिए सीमित होगा:-

(क) HCCMIS में पंजीकृत, मध्यप्रदेश उच्च न्यायालय में व्यवसायरत अधिवक्तागण, एवं

(ख) पक्षकारगण स्वयं

(2) पंजीकरण

(क) ई-फाईलर की लॉगिन आई.डी./यूजरनेम/पासवर्ड एवं प्रोफाइल इन नियमों के उद्देश्यों के लिए ई-फाईलर की इलेक्ट्रॉनिक पहचान एवं प्रयोक्ता खाता (यूजर एकाउंट) का गठन करेगी। ई-फाईलर को आवश्यक रूप से मध्यप्रदेश उच्च न्यायालय की वेबसाइट के माध्यम से ऑनलाईन पंजीकरण करना होगा।

(ख) यदि प्रयोक्ता (यूजर) एक अधिवक्ता है तो CMIS Software पर लागिन आई.डी. बनाने के लिए उसे अधिवक्ता परिषद पंजीयन क्रमांक, मोबाइल नंबर एवं ई-मेल पता प्रदान करना आवश्यक होगा।

- (ग) यदि यूजर कोई संस्था, प्राधिकरण, महाविद्यालय, विद्यालय, विश्वविद्यालय, कंपनी, निगम, बैंक, सहकारी संस्था, संस्था पंजीकरण अधिनियम के अधीन पंजीकृत संस्था, गैर सरकारी संगठन इत्यादि है तो CMIS Software पर लॉगिन आई.डी. बनाने के लिए उसे उसका पता, अधिकृत व्यक्तियों की सूची, ई-मेल एवं मोबाईल नंबर प्रदान करना आवश्यक होगा।
- (घ) यदि प्रयोक्ता (यूजर) कोई व्यक्ति है तो CMIS Software पर लॉगिन आई.डी. बनाने के लिए उसे उसका PAN नंबर / आधार नंबर / वोटर आई.डी. नंबर (कोई एक) एवं मोबाईल नंबर एवं ई-मेल आई.डी. प्रदान करना आवश्यक होगा।
- (ङ) ई-फाईलर, ई-फाईलिंग प्रणाली प्रयोक्ता अनुबंध (ई-फाईलिंग सिस्टम यूजर) की शर्तों के अधीन होगा।

(3) ई-फाईलर्स के उत्तरदायित्व :

- (क) यह ई-फाईलर्स का दायित्व होगा कि EFS से इलेक्ट्रॉनिक रूप से अधिसूचना प्राप्त करने के लिए उसका एक वैध एवं सक्रिय (यालू) ई-मेल एड्रेस हो जो कि आकार सीमा से अधिक नहीं हो। यह सुनिश्चित करना न्यायालय का उत्तरदायित्व नहीं होगा कि क्या ई-फाईलर ई-मेल के द्वारा ई-फाईलिंग सिस्टम से अधिसूचनाएं प्राप्त कर रहा है अथवा नहीं।
- (ख) यदि ई-फाईलर की प्रोफाईल में प्रदान की गई ई-फाईलर का ई-मेल एड्रेस, फोन नंबर अथवा अन्य सूचनाओं में परिवर्तन हुआ हो तो ई-फाईलर को उसकी प्रोफाईल में तुरंत आवश्यक परिवर्तन आवश्यक रूप से करने होंगे।
- (ग) एक ई-फाईलर निम्नलिखित के लिए उत्तरदायी होगा :-
- उसकी यूजर आई.डी. का उपयोग करते हुए कोई कार्य, एवं
 - किसी व्यक्ति का कार्य जिसे उसके द्वारा अपना यूजर आई.डी. एवं पासवर्ड साझा करके पहुंच प्रदान की जाती है।

किसी भी अनुचित आचरण के परिणामस्वरूप खाता (Account) निलंबित किया जा सकता है अथवा न्यायालय की अवमानना के लिए अथवा अपराध कारित करने के लिए तत्समय सुसंगत अनुज्ञेय विधि के अधीन अन्य कार्यवाहियों की जा सकती हैं। यह उपधारणा की जाएगी कि दस्तावेज/दस्तावेजों को यूजर-आई.डी. का प्रयोग करने वाले व्यक्ति के द्वारा फाईल किया गया/ किए गए हैं एवं यह प्रयोक्ता (यूजर) का उत्तरदायित्व होगा कि वह अपनी आई.डी. एवं पासवर्ड की गोपनीयता बनाए रखे। यदि कोई फाईलर यह विश्वास करता है कि उसकी अथवा उसके इलेक्ट्रॉनिक पहचान के साथ समझौता किया गया है अथवा प्रणाली (System) के लिए खतरा मौजूद है तो ई-फाईलर को आवश्यक रूप से ई-फाईलिंग वेबसाइट प्रशासक को सूचित करना चाहिए।

(घ) एक ई-फाईलर यह सुनिश्चित करने के लिए सभी उचित कदम उठाएगा कि फाईलिंग में वायरस समेत कोई कम्प्यूटर कोड नहीं है जो कि न्यायालय के इलेक्ट्रॉनिक फाईलिंग प्रणाली एवं उस सिस्टम के अन्य यूजर के लिए हानिकारक हो सकता है।

6. ई-फाईलिंग के लिए प्रक्रिया :

- (1) जब भी कोई पक्षकार याचिका, आवेदन अथवा दस्तावेज इत्यादि फाईल करने का आशय रखता है तो वह किसी word processing software का उपयोग करते हुए उस प्रारूप में इलेक्ट्रॉनिक रूप में मूल पाठ सामग्री, दस्तावेज, प्रस्ताव की सूचना, पक्षकारों का ज्ञापन, मुख्य याचिका अथवा अपील में जवाब, अंतर्वर्ती आवेदन इत्यादि तैयार करेगा जिसे कि मूल के समान उच्च विश्वस्तता प्रदान की जा सकती है, एवं जो मूल दस्तावेज स्वरूपण को बनाए रखते हुए खोजनीय (searchable) है एवं टैग (tag) किए जाने योग्य है, विषयवस्तु की फार्मेटिंग (formatting) style इस प्रकार होगी -
 - (क) पेज साइज (Page Size) : दस्तावेज A4 पेज साइज में तैयार किये जायेंगे। परम्परागत रूप से फाईल किये गये दस्तावेज, पेज साइज एवं पेज की प्रकृति के संबंध में मौजूद नियमों के अनुरूप होंगे।
 - (ख) प्रिंट साइज (Print Size) : Times New Roman का फॉन्ट (Font) होगा एवं Body Text में typeface 14 points होगा एवं footnotes 12 points होगा।
 - (ग) स्पेसिंग (Spacing) : सम्पूर्ण टेक्स्ट (Text) में डेढ़ (1.5) की line spacing होगी सिवाय इसके कि footnotes, tables, charts अथवा समान सामग्री एवं टेक्स्ट (text) जो कि blocked एवं indented है की line spacing एक होगी।
 - (घ) नम्बरिंग (Numbering) : मुख्य पृष्ठ सहित सभी पृष्ठों के निचले भाग में पृष्ठों का क्रमांक अंकित होगा। Index एवं Chronological list of events (अनुक्रमणिका और कालानुक्रमिक घटनाओं की सूची) Central alignment में निचले भाग में 1 से प्रारंभ होकर क्रमानुसार क्रमांकित होगी।
 - (ङ) मार्जिन (Margins) : सभी दस्तावेजों में, दस्तावेजों के अंत से न्यूनतम 2 cm शीर्ष एवं निचला मार्जिन होगा जबकि दस्तावेज के अंत से 4 cm बाँया एवं दाँया मार्जिन होगा।
 - (च) अलाइनमेंट (Alignment) : सभी दस्तावेज Justified alignment से align होंगे।
 - (छ) कवर / पेज हेडर (Cover / Page Headers) : दस्तावेज के मुख्य पृष्ठ को छोड़कर प्रत्येक पेज में एक हेडर (Header) होगा जिसमें दस्तावेज फाईल करने वाले पक्षकार/पक्षकारों के नाम की सूची एवं दस्तावेज का नाम होगा (यथा "AB की ओर से फाईल की गई रिट याचिका (Writ Petition)" अथवा "XY की ओर से फाईल किया गया जवाब")।
- (2) दस्तावेज को किसी भी पी.डी.एफ. कनवर्टर अथवा साफ्टवेयर में पूर्व से प्रदान किया गया पी.डी.एफ. कनवर्जन प्लग-इन का उपयोग करके फाईलिंग प्रणाली

में फाईल किये जाने से पूर्व पी.डी.एफ./ए अथवा पी.डी.एफ. प्रारूप में परिवर्तित किया जाना चाहिए। पी.डी.एफ./ए. (PDF/A) इ.एफ.एस. (EFS) के लिये अधिमान्य प्रारूप है।

- (3) जहाँ दस्तावेज एक लेख दस्तावेज (text document) नहीं है एवं उसे याविका, अपील अथवा आवेदन अथवा अन्य अभिवचन, जैसी स्थिति हो, में संलग्न किया जाना हो तो दस्तावेज को 300 DPI (Dots Per Inch) की इमेज रिजाल्यूशन (Image Resolution) का उपयोग कर स्कैन किया जायेगा एवं A4 साइज में पी.डी.एफ. अथवा पी.डी.एफ./ए. दस्तावेज के रूप में सुरक्षित (save) किया जायेगा। ई-फाईलर को आवश्यक रूप से यह सुनिश्चित करना चाहिये कि फाईलिंग, दस्तावेज का यथार्थ निरूपण है व पूर्ण एवं पठनीय है। जहाँ मूल स्पष्ट रूप से पठनीय नहीं है तो उस स्थिति में फाईलिंग करने वाले अधिवक्ता द्वारा उसी समय उसकी टंकित प्रति, यह विधिवत प्रमाणित करते हुए कि यह दस्तावेज की सत्य टंकित प्रति है, फाईल की जायेगी। यह भी मूल के साथ स्कैन एवं अपलोड की जायेगी। दस्तावेजों को पेज के एक तरफ मुद्रित किया जाएगा एवं जब मूल दोनों तरफ मुद्रित हों तो उसकी टंकित प्रति एक अथवा दोनों तरफ टंकित की जायेगी।
- (4) 20MB फाईल का अधिकतम अनुज्ञेय आकार है जो ई-फाईलिंग के समय अपलोड किया जा सकता है। हालाँकि, यदि फाईल बड़ी है तो इसे विभाजित किया जा सकता है एवं पृथक से अपलोड किया जा सकता है।
- (5) अन्य प्रारूपों में प्रस्तुत किए गये अथवा विहित आकार सीमा से अधिक के दस्तावेज फाईल करने के लिये स्वीकार नहीं किये जायेंगे, किन्तु इन्हें परम्परागत फाईलिंग के द्वारा प्रस्तुत किया जा सकेगा।
- (6) यदि इलेक्ट्रॉनिक रूप से प्रस्तुत किए गए दस्तावेज को फाईल करने के लिए न्यायालय की अनुमति अपेक्षित है तो ई-फाईलर को प्रस्तावित दस्तावेज को फाईल करने के लिये अनुमति के आवेदन में अनुलग्न के रूप में इस दस्तावेज को संलग्न करना चाहिये। यदि न्यायालय अनुमति प्रदान करता है एवं प्रस्तावित दस्तावेज को अनुज्ञात करता है तो ई-फाईलर को प्रस्तावित दस्तावेजों को अभिलेख का भाग बनाने के लिये आवश्यक रूप से पुनः फाईल करना चाहिए।
- (7) **हस्ताक्षर :** ई-फाईलिंग प्रणाली का उपयोग करते हुए इलेक्ट्रॉनिक रूप से फाईल किये गये दस्तावेज पर फाईलिंग करने वाले पक्षकार के अधिवक्ता के अथवा जहाँ पक्षकार का प्रतिनिधित्व अधिवक्ता द्वारा नहीं किया गया है, वहाँ पर पक्षकार के डिजिटल हस्ताक्षर आवश्यक रूप से होना चाहिये, जैसा कि निम्न कडिका (क) एवं (ख) में विस्तृत रूप से वर्णित है। फाईलिंग करने वाले पक्षकार के अधिवक्ता के डिजिटल हस्ताक्षर को व्यक्तिगत हस्ताक्षर के रूप में माना जायेगा एवं यह व्यवहार प्रक्रिया संहिता, 1908, दंड प्रक्रिया संहिता, 1973 अथवा किसी अन्य प्रक्रिया एवं अभ्यास के नियम, प्रवृत्त कानून, स्थानीय नियम एवं अन्य उद्देश्य जिसमें न्यायालय के समक्ष प्रक्रियाओं में हस्ताक्षर की आवश्यकता होती है, में हस्ताक्षर के रूप में मान्य होगा।
- (क) इलेक्ट्रॉनिक रूप से फाईल किये गये किसी दस्तावेज में आवश्यक रूप से हस्ताक्षर खंड का समावेश होना चाहिये जिसमें फाईलिंग करने वाले पक्षकार के अधिवक्ता का अथवा जहाँ पक्षकार का प्रतिनिधित्व अधिवक्ता

द्वारा नहीं किया गया है, वहाँ पक्षकार का, नाम, पत्राचार का पता, दूरभाष क्रमांक, फ़ैक्स क्रमांक (यदि हो तो), एवं ई-मेल एड्रेस उल्लेखित होना चाहिये।

- (ख) इसके अतिरिक्त, फाईल करने वाले पक्षकार के अधिवक्ता का नाम "/Sd/" के पूर्व आवश्यक रूप से होना चाहिये एवं उस जगह पर टंकित होना चाहिये जहाँ अन्यथा हस्ताक्षर प्रकट होते। परम्परागत रूप से फाईल किये गये किसी दस्तावेज के लिये हस्तालिखित हस्ताक्षर की आवश्यकता होगी।
- (ग) मूल हस्तालिखित हस्ताक्षरों के साथ अभिवचनों के प्रदर्शों को एवं शपथपत्रों को आवश्यक रूप से स्कैन एवं पी.डी.एफ. (PDF) अथवा पी.डी.एफ./ए. (PDF/A) प्रारूप में फाईल किया जाना चाहिये।
- (घ)(i) जहाँ पक्षकार अथवा अधिवक्ता के पास सक्षम प्राधिकारी द्वारा जारी किये गये डिजिटल हस्ताक्षर नहीं हैं तो ऐसे अधिवक्ता अथवा पक्षकार उनसे संबंधित आधार नंबर एवं UIDAI (भारतीय विषिष्ट पहचान प्राधिकरण) से संबद्ध उनके पंजीकृत मोबाईल नंबर पर भेजे गये OTP का उपयोग करके ई-फाईल किये गये दस्तावेज को आधार प्रमाणीकरण के द्वारा प्रमाणित कर सकते हैं। ऐसे प्रमाणीकरण को सभी प्रयोजनों एवं उद्देश्यों के लिये वैध पहचान के रूप में माना जायेगा एवं यह पक्षकार अथवा अधिवक्ता का उत्तरदायित्व होगा कि वह अपने आधार नंबर एवं UIDAI के साथ पंजीकृत मोबाईल फोन की सुरक्षा को बनाये रखे।
- (ii) जब किसी दस्तावेज पर एक से अधिक पक्षकारों के हस्ताक्षरों की आवश्यकता हो तब उसे फाईल किया जा सकेगा, या तो,
- (अ) दस्तावेज पर अन्य पक्षकारों की सहमति उस स्थान पर जहाँ प्रत्येक हस्तालिखित हस्ताक्षर अन्यथा प्रकट होते, में फाईलिंग करने वाले पक्षकार के अतिरिक्त प्रत्येक व्यक्ति के टंकित हस्ताक्षर सन्निविष्ट करके दर्शित करते हुए, जिसके पूर्व में शब्द "/Sd-/" एवं बाद में शब्द "अनुज्ञा द्वारा" होंगे (यथा "/Sd-/" क.ख. अनुज्ञा द्वारा") अथवा
- (ब) सभी अनिवार्य हस्ताक्षर समाविष्ट करने वाले स्कैन किए हुए दस्तावेजों को इलेक्ट्रॉनिक रूप से फाईल करने के द्वारा।
- (8) किसी ऐसे दस्तावेज, जिसका नोटरीकृत, अभिस्वीकृत, सत्यापित या शपथ पर किया जाना अपेक्षित है, पर हस्ताक्षर हस्तालिखित होंगे एवं ई-फाईलिंग प्रणाली में स्कैन किए जाएंगे। न्यायालय स्कैन किए हुए दस्तावेज को आधिकारिक न्यायालयीन अभिलेख के रूप में संधारित करेगा तथा प्रस्तुतकर्ता पक्षकार अभिवचनों सहित मूल दस्तावेज परंपरागत फाईलिंग के द्वारा प्रस्तुत करेगा।
- (9) ई-फाईलिंग हेतु प्रयोज्य दिशा-निर्देश मध्यप्रदेश उच्च न्यायालय की वेबसाइट (<https://mphc.gov.in/>) पर उपलब्ध कराए जाएंगे तथा प्रत्येक ई-फाईलर को इसका पालन करना होगा।

7. दस्तावेजी द्विनामी (बाईनरी) फाईल नाम मानक :

(1) किसी फाईल के नाम में निम्नलिखित विशिष्ट चिन्ह (Special Character) अनुमत नहीं हैं :

- कोई कोटेशन मार्क ("")
- कोई संख्या चिन्ह / पौंड (#)
- प्रतिशत (%)
- एम्परसैंड (&)
- एस्टरिस्क (*)
- कोलन (:)
- एंजल ब्रेकेट्स (लेस देन, ग्रेटर देन) (<>)
- प्रश्न चिन्ह (?)
- बैक स्लेश (\)
- फारवर्ड स्लेश (/)
- ब्रेसिज (लेफ्ट व राइट) ({ })
- पाईप (|)
- टिल्ड (~)
- पीरियड चिन्ह (.) जिसका प्रयोग क्रमानुसार फाईल के नाम के मध्य, आरंभ या अंत में किया गया है।

(2) फाईल के नामों का अंत निम्नलिखित श्रृंखलाओं (Strings) से नहीं होगा :

- .फाईल्स (.files)
- _फाईल्स (_files)
- -डैटियन (-Dateien)
- _फिशियर्स (_fichiers)
- _बेस्टांडेन (_bestanden)
- _फाईल (_file)
- _आर्किवस (_archivos)
- _फाईलर (-filer)
- _टाइडस्टॉट (_tiedostot)
- _प्लिकी (_pliki)
- _सौबोरी (_soubory)
- _एलेमेई (_elemei)
- _फिशिरस (_ficheiros)
- _आरक्वीवोश (_arquivos)
- _डाश्यलॉर (_dosyalar)
- _डेटोटेके (_datoteke)
- _फिक्सर्स (_fixters)
- _फैलिड (_failid)
- _फैल्स (_fails)
- _बॉयलॉस (_bylos)
- _फॉजलोवी (_fajlovi)
- _फिक्सोटजियैक (_fixtategiak)

- इसके अतिरिक्त फाईल के नाम की लंबाई रिक्त स्थानों (Spaces) सहित 30 अक्षरों से लंबी नहीं होनी चाहिए। प्रत्येक रिक्त स्थान (Space) को एक अक्षर (Character) के रूप में गिना जाना चाहिए।

8. न्याय शुल्क का संदाय :

न्याय शुल्क का संदाय म.प्र. कोषालय को ऑनलाइन अथवा मध्यप्रदेश उच्च न्यायालय द्वारा अनुमोदित किसी अधिकृत सेवा प्रदाता के माध्यम से किया जा सकता है। संदाय कूट (Payment Code) चाहे म.प्र. कोषालय को ऑनलाइन न्याय शुल्क के संदाय द्वारा स्वयमेव उत्पादित हो या मध्यप्रदेश उच्च न्यायालय द्वारा अनुमोदित किसी अधिकृत सेवा प्रदाता के माध्यम से उत्पादित हो, कोई फाईलिंग के समय उपयुक्त स्थान (बॉक्स) में इंद्राज करना होगा।

9. मूल दस्तावेजों का प्रतिधारण :

ऐसे दस्तावेजों की प्रतियाँ, जो कि ई-फाईलिंग के समय स्वयं उपस्थित पक्षकार या अधिवक्ता द्वारा डिजिटल रूप से हस्ताक्षरित तथा स्कैन किए गए हैं, को न्यायालय द्वारा किसी भी समय निर्देशित किए जाने पर प्रस्तुत करने हेतु परिरक्षित किया जाएगा। प्रत्येक स्थिति में, हस्ताक्षरित वकालतनामा, हस्ताक्षरित एवं नोटरीकृत/अनुप्रमाणित शपथपत्र की मूल प्रति रजिस्ट्री में प्रस्तुत (फाईल) की जाएगी। कोई भी अन्य दस्तावेज, जिसकी प्रमाणिकता प्रश्नगत होने की संभावना है, को अपील सहित, यदि कोई हो, प्रकरण के अंतिम निस्तारण के बाद कम से कम दो वर्ष की अवधि तक परिरक्षित किया जाना चाहिए तथा निम्नलिखित दस्तावेजों को स्थाई रूप से परिरक्षित किया जाएगा :-

- (1) मुख्तारनामा अधिनियम, 1882 (1882 का 7) की धारा 1A में यथा परिभाषित कोई मुख्तारनामा।
- (2) माध्यस्थम् अधिनियम 1996 के अंतर्गत कोई माध्यस्थम् करार।
- (3) चुनाव याचिका में निर्वाचन अधिकारी द्वारा निर्गत मूल प्रमाणपत्र।

टिप्पणी: मूल प्रतियों को प्रस्तुत करने तथा उसकी सत्यता प्रमाणित करने का उत्तरदायित्व उस पक्षकार का होगा जिसने उसकी स्कैन की हुई प्रतियाँ इलेक्ट्रॉनिक रूप से फाईल की है।

10. फाईल करने का प्रमाण :

ई-फाईलिंग का प्रमाण ई-फाईलर के खाते (Account) में उपलब्ध होगा और ई-फाईलर के पंजीकृत ई-मेल पते एवं मोबाइल क्रमांक पर ई-फाईलिंग के समय ई-मेल तथा एस.एम.एस. के माध्यम से भेजा जाएगा।

11. प्रकरण की प्रविष्टियाँ :

इलेक्ट्रॉनिक फाईलिंग प्राप्त करने हेतु नामित कर्मचारी प्रत्येक मुख्य प्रकरण, अंतर्वर्ती आवेदन या ई-फाईलिंग के माध्यम से मुख्य प्रकरण में प्रस्तुत किसी अन्य दस्तावेज का सत्यापन करेगा। वह उनकी संवीक्षा करेगा तथा ई-फाईलर द्वारा प्रस्तुत दस्तावेज को अभिलेखित किए जाने हेतु उपलब्ध कराई गई सूचना का उपयोग करते हुए प्रकरण में प्रविष्टि करेगा। यदि कर्मचारी द्वारा फाईलिंग या प्रकरण की प्रविष्टि में कोई त्रुटियाँ पाई जाती हैं, तो वह ई-फाईलिंग की दिनांक से दो कार्यदिवसों के अंदर ई-मेल या

एस.एम.एस. के माध्यम से ई-फाईलर को सूचित करेगा तथा ई-फाईलर को उस त्रुटि को ठीक करने हेतु आवश्यक अन्य कार्यवाही, यदि कोई हो, के बारे में परामर्श देगा। न्यायालयीन अधिसूचना के माध्यम से त्रुटि के बारे में सूचित किया गया ई-फाईलर, कर्मचारियों से ऐसी न्यायालयीन अधिसूचना प्राप्ति से तीन कार्यदिवसों के अंदर इलेक्ट्रॉनिक फाईलिंग की सूचना पर अंकित मूल समय सीमा को बचाने हेतु, त्रुटि सुधार करेगा। त्रुटि सुधार में चूक का परिणाम न्यायालय द्वारा किसी फाईलिंग का निरस्तीकरण होगा और यदि प्रयोज्य हो तो, समयसीमा में अनुपालन करने की असफलता में परिणामित हो सकता है।

प्रयोक्ता (यूजर) द्वारा कमियाँ दूर किए जाने की दशा में, नामित कर्मचारी यथास्थिति प्रकरण, आवेदन या दस्तावेज आदि का पुनर्स्त्यापन करेगा तथा यदि कमियों का निवारण हो गया हो तो कर्मचारी अनुपालन के अनुमोदन की कार्यवाही करेगा और ऐसे प्रकरण को विनिर्दिष्ट श्रेणी में पंजीबद्ध किये जाने की प्रक्रिया करेगा।

प्रकरण के पंजीकरण के पश्चात्, संबंधित अनुभाग/न्यायालय को ऑनलाइन सूचना/अंतरण किया जाएगा।

12. इलेक्ट्रॉनिक रूप से फाईल किए गए दस्तावेजों एवं अभिवचनों की हार्ड कापियाँ :

अधिवक्तागण एवं पक्षकारगण इलेक्ट्रॉनिक माध्यम से प्रस्तुत समस्त दस्तावेजों अथवा अभिवचनों की हार्ड कापियाँ न्यायालय अथवा अन्यत्र अपने उपयोग के लिए मुद्रित कर सकते हैं। दस्तावेज अथवा याचिका की ई-फाईलिंग करने वाला पक्षकार अथवा अधिवक्ता, म.प्र. उच्च न्यायालय की रजिस्ट्री के फाईलिंग काउंटर पर हार्ड कॉपी भी, उसके आरंभ में इस टिप्पणी के साथ, प्रस्तुत करेगा कि "हार्ड कॉपी एवं साफ्ट कॉपी एक समान है एवं हार्ड कॉपी एवं साफ्ट कॉपी में भिन्नता होने पर हार्ड कॉपी को वरीयता दी जाएगी।"

13. इलेक्ट्रॉनिक रूप से फाईल किए गए दस्तावेजों एवं अभिवचनों का संग्रहण एवं पुनःप्राप्ति :

इलेक्ट्रॉनिक रूप से फाईल किए गए दस्तावेजों एवं अभिवचनों को इस प्रयोजनार्थ संघारित एक अनन्य सर्वर में संग्रहित किया जाएगा। प्रत्येक प्रकरण को, आसानी से पहचानने एवं उसकी पुनः प्राप्ति के लिए पृथक रूप से लेबल व एन्क्रिप्ट किया जाएगा। ऐसे दस्तावेजों एवं अभिवचनों की सुरक्षा सुनिश्चित की जाएगी एवं पूर्व में इंगित एवं समय-समय पर अधिसूचित विधि से उन तक पहुँचना प्रतिबंधित किया जाएगा। इलेक्ट्रॉनिक रूप से फाईल किए गए दस्तावेजों एवं अभिवचनों की बेक अप प्रतियों को न्यायालय द्वारा निर्धारित तरीके से प्रशासनिक स्तर पर संरक्षित किया जाएगा।

14. इलेक्ट्रॉनिक दस्तावेजों तक पहुँच :

किसी प्रकरण में इलेक्ट्रॉनिक रूप से प्रस्तुत दस्तावेजों एवं अभिवचनों तक पहुँच केवल पक्षकारों के अधिवक्ता अथवा स्वयं संबंधित पक्षकारों को प्रदान की जाएगी। अधिवक्ता(गण) अथवा पक्षकार अपने खाते में संबंधित प्रविष्टियों से दस्तावेज प्राप्त कर सकते हैं।

15. इलेक्ट्रॉनिक फाईलिंग से छूट :

निम्नलिखित परिस्थितियों में, इस हेतु प्रस्तुत आवेदन पर न्यायालय संपूर्ण अभिवचनों एवं/अथवा दस्तावेजों अथवा उसके भाग की ई-फाईलिंग से छूट की अनुमति दे सकेगा --

- (1) आवेदन में स्पष्ट किए गए कारणों से ई-फाईलिंग संभव नहीं है,

अथवा

- (2) गोपनीयता एवं निजता की सुरक्षा के संबंध में चिंता,

अथवा

- (3) दस्तावेज को उसके आकार, आकृति एवं स्थिति के कारण स्कैन अथवा इलेक्ट्रॉनिक रूप से फाईल नहीं किया जा सकता,

अथवा

- (4) ई-फाईलिंग प्रणाली या तो अगम्य है अथवा अन्य कारणों से उपलब्ध नहीं है,

अथवा

- (5) कोई अन्य पर्याप्त कारण।

16. समय की संगणना :

- (1) फाईलिंग दिनांक को ई-फाईलिंग सिस्टम के माध्यम से इलेक्ट्रॉनिक फाईलिंग इस नियम के उपनियम 4 के अनुसार अनुज्ञेय होगी। परिसीमा की संगणना के प्रयोजन के लिए अवकाश आदि के संबंध में इन नियमों में विनिर्दिष्ट अन्य नियम ऑन-लाइन फाईलिंग में भी लागू होंगे। वह अवधि, जिसके दौरान ई-फाईलिंग सिस्टम किन्हीं कारणों से निष्क्रिय हो जाता है, ऐसे समय की संगणना से अपवर्जित की जाएगी। हाँलाकि, यह ऐसी फाईलिंग की परिसीमा को नहीं बढ़ाएगा जहाँ परिसीमा अधिनियम 1963 की धारा 5 अथवा कोई अन्य परिसीमा अवधि का वैधानिक विस्तार उपलब्ध नहीं है।

- (2) पोर्टल में इलेक्ट्रॉनिक फाईलिंग दिन अथवा रात के चौबीस घंटे, सप्ताह के सातों दिन किसी भी समय प्रस्तुत की जा सकती है। हाँलाकि, कोई फाईलिंग तब तक अभिलेख की कार्यालयीन सूचना नहीं होगी जब तक कि यह न्यायालय के प्रकरण प्रबंधन सूचना प्रणाली (CMIS) में संग्रहित नहीं कर ली जाती।

- (3) सभी लागू शुल्क भुगतान के अधीन रहते हुए, किसी दस्तावेज को इलेक्ट्रॉनिक फाईलिंग की सूचना में दिखाई गई दिनांक व समय पर न्यायालय में ई-फाईल किया जाना जावेगा, भले ही ई-फाईलर ने वास्तविक रूप से दस्तावेज कभी भी न्यायालय में प्रेषित कर दिया हो।

- (4) किसी दस्तावेज का इलेक्ट्रॉनिक रूप से फाईल किया जाना, उस दस्तावेज के प्रस्तुत करने की समय-सीमा में परिवर्तन नहीं करता। किसी दस्तावेज को समय पर फाईल किए जाने के लिए, फाईलिंग को, भारतीय मानक समय के अनुसार मध्य रात्रि के पूर्व, पूर्ण कर लिया जाना चाहिए। हाँलाकि यदि दिन का कोई समय मूलतत्त्व है तो पीठासीन न्यायाधीश किसी दस्तावेज को किसी निश्चित समय तक दाखिल किए जाने हेतु आदेश कर सकता है।

- (5) किसी दस्तावेज को न्यायालय अथवा पीठासीन न्यायाधीश की ओर ई-मेल के माध्यम से प्रेषित किया जाना, दस्तावेज की ई-फाईलिंग गठित नहीं करेगा एवं ऐसे ई-मेल ई-फाईलर को कोई सूचना दिए बिना ही नस्तीबद्ध कर दिए जाएंगे। कोई दस्तावेज तब तक प्रस्तुत किया जाना नहीं समझा जाएगा जब तक कि ई-फाईलिंग प्रणाली, इलेक्ट्रॉनिक फाईलिंग की सूचना उत्पन्न नहीं करती।
- (6) (भले ही) ई-फाईलिंग प्रणाली को दिन के 24 घंटे स्वीकार करने हेतु तैयार किया गया है, निर्धारित रखरखाव के कारण अथवा ई-फाईलर अथवा प्रणाली द्वारा अनुभूत तकनीकी कठिनाइयों के कारण यह हमेशा उपलब्ध नहीं रह सकता। ई-फाईलर को फाईलिंग की समयसीमा के पूर्व न्यायालय के सामान्य कार्य समय के दौरान दस्तावेजों को फाईल करना चाहिए।

17. (1) ई-फाईलिंग में असमर्थता :

- (क) ई.एफ.एस. के विफल होने पर पक्षकारों के हित प्रभावित नहीं होंगे।
- (ख) जब ई-फाईलिंग, ई.एफ.एस. की विफलता से रुक जाती है तब ई-फाईलर परंपरागत फाईलिंग में लौट सकता है।
- (ग) ई-फाईलिंग प्रणाली की खराबी सहित कोई तकनीकी खराबी, परिसीमा अवधि को नहीं बढ़ाएगी। किसी दस्तावेज को समयसीमा के पालन में समय पर फाईल किया जाना ई-फाईलर को सुनिश्चित करना चाहिए, जहाँ आवश्यक हो, परिसीमा को पूरा करने के लिए ई-फाईलर को परंपरागत रूप से दस्तावेजों को प्रस्तुत करना चाहिए।

(2) तकनीकी खराबी :

- (क) इसमें परिभाषित तकनीकी खराबी का सामना करने पर ई-फाईलर परंपरागत रूप से दस्तावेज फाईल कर सकता है। परंपरागत रूप से दस्तावेजों को स्वीकार करने वाला कर्मचारी, दस्तावेजों के साथ ऐसे थू, एस.बी. झाइव, सी.डी. रोम, मेमोरी कार्ड अथवा किसी अन्य संग्रहण माध्यम की अपेक्षा कर सकता है जिसमें ऐसा दस्तावेज पी.डी.एफ. अथवा पी.डी.एफ./ए. प्रारूप में हो।
- (ख) जो ई-फाईलर इसमें परिभाषित तकनीकी खराबी से हुई हानि से पीड़ित हों अथवा एक ई-फाईलर जो परिसीमा की समयसीमा के अधीन प्रस्तुत दस्तावेज के अलावा अन्य समय संवेदी दस्तावेज अदृश्य तकनीकी कठिनाइयों के कारण इलेक्ट्रॉनिक रूप से प्रस्तुत नहीं कर सकता, वह न्यायालय से अनुतोष माँग सकता है। पक्षकारगण भी परिसीमा काल के अधीन प्रस्तुत दस्तावेजों के अलावा अन्य दस्तावेजों को समय पर प्रस्तुत किया गया माने जाने के लिए समझौता भी कर सकते हैं।

(3) प्रत्याषित प्रणाली रखरखाव और डाऊनटाईम :

जब निर्धारित रखरखाव के कारण ई-फाईलिंग प्रणाली उपलब्ध नहीं होगी तब ई-फाईलर को प्रत्याषित अनुपलब्धता की अवधि, दिनांक व समय के बारे में न्यायालय के वेबसाइट पर प्रकाशित सूचना के माध्यम से, अधिसूचित किया जाएगा।

(4) अप्रत्याशित डाऊनटाईम :

जब ई-फाइलिंग प्रणाली लगातार अथवा रूक-रूक कर एक घंटे से अधिक के लिए फाइलिंग स्वीकार करने में अप्रत्याशित रूप से असमर्थ हो तब ई-फाइलर को न्यायालय की वेबसाइट पर सूचना प्रकाशित करते हुए समस्या के बारे में अधिसूचित किया जाएगा।

महत्वपूर्ण : इस नियम को अंग्रेजी संस्करण से हिंदी संस्करण में रूपांतरण किया गया है, यदि रूपांतरित नियम में कोई भिन्नता या विरोधाभास हो तो इस नियम का अंग्रेजी संस्करण मान्य होगा।

राजेन्द्र कुमार वाणी, राजिस्ट्रार जनरल.

**THE ELECTRONIC FILING (E-FILING) IN THE HIGH COURT OF
MADHYA PRADESH RULES, 2020**

In exercise of the powers, conferred by Article 225 of the Constitution of India, section 54 of the States Reorganisation Act 1956, clauses 27 and 28 of the Letters Patent, section 3 of the Madhya Pradesh Uchcha Nyayalaya (Khandpeeth ko Appeal) Adhiniyam, 2005, the High Court of Madhya Pradesh, hereby, makes the following Rules, regulating practice and procedure pertaining to use of e-filing for Courts of the High Court:

1. NOMENCLATURE:

These Rules shall be called The Electronic Filing (E-filing) in the High Court of Madhya Pradesh Rules, 2020.

2. APPLICABILITY AND ENFORCEMENT:

These Rules shall apply to Electronic Filing (e-filing) of the cases in the High Court of Madhya Pradesh and shall come into force from the dates and for the categories of cases as may be notified by the Chief Justice of the High Court of Madhya Pradesh from time to time.

3. DEFINITION:

(a) "Conventional Filing" is the physical non-electronic presentation of documents to the Court.

(b) "Court" means High Court of Madhya Pradesh.

- (c) **“Documents”** mean pleadings, petitions, applications/interim applications, annexures, exhibits, affidavits, memoranda, papers, orders, notices and any other filing including filing of reply to the court.
- (d) **“Electronic court records”** are electronic records created, generated, sent, communicated, received, or stored by electronic means which are capable of being printed on paper, or transferred to archival media, without loss of content or material alteration of appearance. Court records may be created or converted to electronic formats by court to searchable electronic records using scanning technology. Electronic court records shall constitute the official record and will be equivalent to court records filed in paper.
- (e) **“eFiler”** means an individual filing the documents electronically through the electronic filing system and who has a user ID, password, and limited authority to file documents electronically.
- (f) **“Electronic filing (eFiling)”** means the electronic transmission of a document to the court using the court's electronic filing system, together with the transmission from the court of a notice of electronic filing. Sending a document to the court via email or facsimile or any messenger app does not constitute "electronic filing."
- (g) **“E-Filing System (EFS)”** is the system of networked hardware, software, and service providers approved by the High Court of Madhya Pradesh for the filing of documents via the Internet for use by the Courts in Madhya Pradesh.
- (h) **“Electronic identity”** means the combination of the eFiler's login ID/username, password, and profile.
- (i) **“High Court Case Management Information System (HCCMIS)”** is the system of networked software and hardware used by High Court in Madhya Pradesh that may receive, organize, store, retrieve and transmit data of cases.
- (j) **“Hard Copy”** means a printed version of the documents or/and pictures on paper, whichever is filed through eFiling.

- (k) **“Notice of Electronic Filing (NEF)”** means a notice sent by email or SMS containing the details automatically generated by the electronic filing system at the time of filing the document with the system, in Indian Standard Time (IST). A Notice of Electronic Filing will be sent to the registered email and mobile phone number given at the time of eFiling by eFiler immediately after the eFiling.
- (l) **“PDF”** means an electronic document filed in a portable document format, which is readable by the free Adobe® Acrobat® Reader.
- (m) **“PDF/A”** means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.
- (n) **“Public Access Terminal”** is a publicly accessible computer provided by a court that allows a member of the public to access the EFS and public court records.
- (o) **“Scanned document”** means an electronic image created by scanning a paper document.
- (p) **“Technical failure”** means failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility for an eFiler to submit a filing electronically. Technical failure does not include malfunctioning of an eFiler's equipment.
- (q) **“User Agreement”** is an agreement in a form approved by the High Court of Madhya Pradesh that establishes obligations and responsibilities of the eFiler within the EFS.
- (r) **“Website Administrator”** is an Officer/Official nominated by the Chief Justice.
- (2) Words and expressions used and not defined in these Rules shall have the same meaning as assigned to them in the High Court of Madhya Pradesh Rules, 2008, Code of Civil Procedure, 1908, Indian Evidence Act, 1872, Information Technology Act, 2000 and the General Clauses Act, 1897.

4. **PETITIONS TO BE FILED ELECTRONICALLY:**

Except as provided elsewhere in these rules, all petitions, applications/interim applications, appeals and other pleadings including reply/documents in fresh, pending or disposed of cases, may be filed electronically in the manner hereinafter provided. A document that an advocate or party files electronically under these Rules has the same legal effect as a document in paper form.

Provided that the parties and advocates shall continue to file the hard copy within 3 working days of eFiling in urgent cases and 7 working days in ordinary cases. The date of filing of hard copy shall be taken to be the date of filing and date of eFiling shall be taken to be the date of filing for computing the period of limitation.

5. REGISTRATION AND RESPONSIBILITIES OF EFILERS:

(1) Registration in EFS would be limited to:

- (a) Advocates practising in the High Court in Madhya Pradesh registered with HCCMIS; and
- (b) Self-represented parties.

(2) Registration:

- (a) The eFiler's login ID/username, password, and profile will constitute the eFiler's electronic identity and user account for the purposes of these Rules. eFilers must register online through the website of High Court of Madhya Pradesh.
- (b) If the User is an Advocate, he will be required to provide Bar Council Registration Number, Mobile Number and Email address for creating login ID on CMIS Software.
- (c) If the User is any Institution, Authority, College, School, University, Company, Corporation, Bank, Cooperative society, Society registered under the Society Registration Act, Non Governmental Organization etc it will be required to provide its address, details of authorized person(s), name email and mobile number for creating a login ID on CMIS Software.
- (d) If the User is any individual, he will be required to provide his PAN number/Aadhaar Number/Voter ID number (any one) and Mobile Number and Email ID for creating login ID on CMIS Software.
- (e) The eFiler will be subject to the terms of the eFiling system user agreement.

(3) **Responsibilities of eFilers.**

- (a) It will be the responsibility of the eFiler to have a valid and working email address that has not exceeded its size limitation in order to receive notification from EFS electronically. It will not be the responsibility of the court to ascertain whether an eFiler is receiving notifications from the eFiling system via email or not.
- (b) If an eFiler's email address, phone number, or other information provided in the eFiler's profile has changed, the eFiler must promptly make the necessary changes to his or her profile.
- (c) **An eFiler shall be liable for:**
- (i) Any conduct undertaken using his user ID; and
- (ii) The conduct of any person to whom access is provided by him by sharing his user ID and password.

Any inappropriate conduct may result in suspension of the account or other proceedings as may be permissible under the law for the time being for contempt of court, or commission of an offence under relevant laws in force at the time of the inappropriate conduct. It shall be presumed that the document(s) has(ve) been filed by the person using the user ID and it shall be the responsibility of the user to maintain the secrecy of his ID and password. If an eFiler believes that the security of his or her electronic identity has been compromised or that a threat to the system exists, the eFiler must notify the eFiling website administrator.

- (d) An eFiler shall take all reasonable steps to ensure that the filing does not contain computer code, including viruses, that might be harmful to the court's electronic filing system and to other users of that system;

6. **PROCEDURE FOR E-FILING:**

- (1) Whenever a party intends to file a petition, application or document etc. it shall prepare the original text material, documents, notice of motion,

memorandum of parties, reply main petition or appeal, interlocutory applications etc. electronically using any word processing software in a format that can be rendered with high fidelity to originals, is searchable while maintaining original document formatting and capable of being tagged, the formatting style of the text will be as under:

- (a) **Page Size:** The documents shall be prepared on the A4 page size. Conventionally filed documents shall conform to the existing Rules regarding the page size and nature of the page.
 - (b) **Print Size:** The font shall be Times New Roman and the typeface shall be 14-point in body text and footnotes 12 points.
 - (c) **Spacing:** All text shall be one and half line spaced, except that footnotes, tables, charts, or similar material and text that is blocked and indented shall be 1 line-spaced.
 - (d) **Numbering:** The pages shall be numbered at the bottom of all pages including the front page. Index and the chronological list of events shall be consecutively numbered at the bottom beginning with numeral one (1) with central alignment.
 - (e) **Margins:** All the documents shall have minimum top and bottom margins of 2 cm from the end of the documents while the left and right margins shall be 4 cm from the end of the document.
 - (f) **Alignment:** All the documents shall be aligned with justified alignment.
 - (g) **Cover/Page Headers:** Each page, except for the front page, of the document shall contain a header that lists the name of the party(ies) filing the document and the document name (e.g., "Writ petition filed on behalf of AB" or "Reply filed on behalf of XY").
- (2) Documents must be converted to PDF/A or PDF format before they are filed in the eFiling system by using any PDF converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format for EFS.
 - (3) Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings, as the case may be, the document shall be scanned using an image resolution of 300 dpi (dot per inch) and saved as a PDF or PDF/A document in A4 size. The eFiler must ensure that the filing is an accurate representation of the document and is complete and readable. Where the original is not clearly legible, a typed copy of the same shall be filed at the same time duly certified by

the advocate filing the same to be a true typed copy of the document. It shall also be scanned and uploaded along with the original. The documents shall be printed on one side of the paper and when the original is printed on both sides, its typed copy will be typed on one or both sides.

- (4) The maximum permissible size of the file that can be uploaded at the time of e-filing is 20 MB. However, if the file is large, it can be split and uploaded separately.
- (5) Documents filed in other formats or exceeding the prescribed size limits will not be accepted for filing, save that the same can be filed using a conventional filing.
- (6) If the filing of an electronically submitted document requires leave of court, the eFiler should attach the proposed document as an attachment to the application requesting leave to file. If the court grants the leave and allows the proposed document, the eFiler must re-file the proposed document to make it part of the record.
- (7) **Signatures:**

A document electronically filed using the eFiling system must bear the digital signature of the filing party's advocate, or party where it is not represented by an advocate as more fully described in paragraphs (a) and (b) below. The digital signature of the filing party's advocate will be treated as a personal signature and will serve as a signature for purposes of Code of Civil Procedure, 1908, Criminal Procedure Code, 1973 or any other Rules of Procedure and Practice, applicable statutes, the Local Rules and any other purpose for which a signature is required in connection with proceedings before the court.

- (a) An electronically filed document must include a signature block setting forth the name, mailing address, phone number, fax number (if any), and email address of the filing party's advocate or party where it is not represented by an advocate.
- (b) In addition, the name of the filing party's advocate must be preceded by a "/s/" and typed in the space where the signature would otherwise appear. A handwritten signature will be required for any conventionally filed document.
- (c) Affidavits and exhibits to pleadings with original handwritten signatures must be scanned and filed in PDF or PDF/A format.
- (d) (i) Where the party or the advocate does not possess the digital signatures issued by the competent authority, such an

advocate or the party may authenticate efiled documents by using the adhaar number belonging to the advocate or party and the OTP sent to the registered mobile number of the advocate or party with UIDAI (Unique Identification Authority of India). Such authentication shall be considered valid for all intents and purposes and it shall be the responsibility of the party or the advocate to maintain the security of his Aadhaar number and the mobile phone registered with the UIDAI.

(ii) **Where a document requires signatures of more than one party it may be filed either by:**

- (A) representing the consent of the other parties on the document by inserting in the location where each handwritten signature would otherwise appear the typed signature of each person, other than the filing party, preceded by a "/sd/" and followed by the words "by permission" (e.g., "/sd/ AB by permission"); or by
- (B) electronically filing a scanned document containing all necessary signatures.

- (8) The signature on any document required to be notarized, acknowledged, verified, or made under oath must be handwritten and scanned into the eFiling system. The court will maintain the scanned document as the official court record, and the filing party must file the original documents with the pleadings by conventional filing.
- (9) The applicable instructions for eFiling will be made available on the website of High Court of Madhya Pradesh (<https://mphc.gov.in/>) and every eFiler will have to abide by the same.

7. DOCUMENT BINARY FILE NAME STANDARDS:

(1) **The following special characters are not allowed in a file name:**

- ❖ A quotation mark (")
- ❖ A number sign/Pound (#)
- ❖ Per cent (%)
- ❖ Ampersand (&)
- ❖ Asterisk (*)
- ❖ Colon (:)
- ❖ Angle brackets (less than, greater than) (<>)
- ❖ A question mark (?)

- ❖ Backslash (\)
- ❖ Forward slash (/)
- ❖ Braces (left and right) ({ })
- ❖ Pipe (|)
- ❖ A tilde (~)
- ❖ The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

(2) **File names will not end with any of the following strings:**

- ❖ .files
- ❖ _files
- ❖ -Dateien
- ❖ _fichiers
- ❖ _bestanden
- ❖ _file
- ❖ _archivos
- ❖ -filer
- ❖ _tiedostot
- ❖ _pliki
- ❖ _soubory
- ❖ _elemei
- ❖ _ficheiros
- ❖ _arquivos
- ❖ _dosyalar
- ❖ _datoteke
- ❖ _fitxers
- ❖ _failid
- ❖ _fails
- ❖ _bylos
- ❖ _fajlovi
- ❖ _fitxategiak
- ❖ In addition, file names should not exceed 30 characters in length, including spaces. Single space must be counted as one character each.

8. PAYMENT OF COURT FEE:-

Court fee can be paid by online payment to the M. P. Treasury or through any authorized service provider approved by High Court of Madhya Pradesh. The payment code whether automatically generated on payment of court fee

online through the M. P. Treasury or through any authorized service provider approved by High Court of Madhya Pradesh has to be filed in the appropriate box at the time of e-filing.

9. RETENTION OF ORIGINALS:-

The originals of the documents that are scanned and digitally signed either by counsel or parties in person at the time of e-filing shall be preserved for production upon being directed by the court at any time. In any event, signed Vakalatnama, signed and notarized/attested affidavit shall be filed in original in the Registry. Any other document whose authenticity is likely to be questioned should be preserved at least for a period of two years after the final disposal of the case including appeals if any and the following documents shall be preserved permanently:-

- (1) A power-of-attorney as defined in section 1A of the Power-of-Attorney Act, 1882 (7 of 1882).
- (2) The Arbitration Agreement under Arbitration Act 1996.
- (3) Original certificate issued by election officer in election petition.

Note:- The responsibility for producing the originals and proving their genuineness shall be of the party that has electronically filed the scanned copies thereof.

10. PROOF OF FILING

The proof of eFiling will be available in the account of the eFiler and shall be sent by way of email and SMS at the time of eFiling on the registered email address and mobile number of the eFiler.

11. CASE ENTRIES.

The official nominated to receive an electronic filing shall verify every Main Case, Interlocutory Application or any other documents in the Main Case filed through e-filing. He shall scrutinize them and create a case entry using the information provided by the eFiler to record the document filed. If errors in the filing or case entry are discovered by the officials, the official shall through E-mail / SMS notify the eFiler of the error within 2 working days from the date of e-filing and advise the eFiler of what further action, if any, is required to address the error. eFilers notified of an error through a Notification of Court shall make corrections within three (3) working days of receiving the Notification of Court from the officials in order to preserve the original time stamp found on the Notice of Electronic Filing. Failure to make corrections will result in the rejection of a filing by the court and could result in a failure to comply with limitation, if so applicable.

In case of removal of defect by the user, the Official nominated shall re-verify the case, Application, Documents etc. as the case may be and if the defects have been removed, the Official shall proceed to approve the compliance and will proceed to register such case in a specified category.

After registration of the case, an online intimation/transfer shall be made to the concerning Section/Court.

12. HARD COPIES OF PLEADINGS AND DOCUMENTS FILED ELECTRONICALLY:-

Lawyers, as well as parties, can print hard copies of all pleadings and documents filed electronically for their use in the Court or elsewhere. Party or the Advocate eFiling a document or petition shall also file a hard copy at the filing counter of the Registry of High Court of Madhya Pradesh, along with a note mentioned in the beginning certifying that, "Hard copy and Soft copy are the same" and in case of any discrepancy between the hard copy and the Soft copy, the preference shall be given to the hard copy.

13. STORAGE AND RETRIEVAL OF ELECTRONICALLY FILED DOCUMENTS AND PLEADINGS:-

The pleadings and documents electronically filed shall be stored on an exclusive server maintained for this purpose. Each case shall be separately labelled and encrypted for this purpose to facilitate easy identification and retrieval. The security of such document and pleadings shall be ensured and access to them would be restricted in the manner indicated hereinbefore and as may be notified from time to time. Backup copies of all electronically filed pleadings and documents shall be preserved in the manner decided by the Court on its administrative side.

14. ACCESS TO ELECTRONIC DOCUMENTS:-

Access to documents and pleadings filed electronically in a case will be provided only to Advocates for the parties or the concerned parties themselves. The Advocate(s) or the party may obtain documents from the relevant entries in his account.

15. EXEMPTION FROM ELECTRONIC FILING:-

Exemption from e-filing of the whole or part of the pleadings and/or documents may be permitted by the Court upon an application for that purpose being made to the Court in the following circumstances:

- (1) e-filing is, for the reasons to be explained in the application, not feasible;
or
- (2) there are concerns about confidentiality and protection of privacy; or

- (3) the document cannot be scanned or filed electronically because of its size, shape or condition; or
- (4) the e-filing system is either inaccessible or not available for some reason; or
- (5) any other sufficient cause.

16. COMPUTATION OF TIME:-

- (1) Electronic filing through the e-filing system will be permissible as per sub-rule (4) of this rule on the date of filing. All other rules relating to holidays etc. for the purpose of computation of limitation, as specified in these Rules will apply to online electronic filing as well. The period during which e-filing system is inoperative for any reason will be excluded from the computation of such time. This, however, will not extend limitation for such filing where Section 5 of the Limitation Act, 1963 or any other statutory extension of the period of limitation is not available.
- (2) An electronic filing may be submitted to the portal at any time of the day or night, twenty-four (24) hours a day seven days a week. However, the filing will not be official information of record until it has been stored on the court's case management information system
- (3) A document will be deemed E-Filed with the court, subject to payment of all applicable fees, on the date and time reflected in the Notice of Electronic Filing regardless of when the eFiler actually transmitted the document to the court.
- (4) Filing a document electronically does not alter the filing deadline for that document. The filing must be completed BEFORE MIDNIGHT, Indian Standard Time, in order to be timely filed. However, if the time of day is of the essence, the presiding judge may order a document be filed by a certain time.
- (5) Emailing a document to the court or to the presiding judge does not constitute filing the document and such emails will be filed without any intimation to the eFiler. A document will not be considered filed until the eFiling system generates a Notice of Electronic Filing.
- (6) While the eFiling system is designed to accept filings 24 hours a day, it may not always be available due to scheduled maintenance or technical difficulties experienced by the eFiler or system. eFilers should file documents in advance of filing deadlines and during normal court hours.

17. (1) INABILITY TO E-FILE:

- (a) The rights of the parties shall not be affected by an EFS failure.
- (b) When E-Filing is prevented by an EFS failure, an eFiler or party may revert to conventional filing.
- (c) A technical failure, including a failure of the eFiling system, will not extend the period of limitation. The eFiler must ensure that a document is filed limitation and, wherever necessary, the eFiler must file the document conventionally to meet the limitation.

(2) Technical failures.

- (a) If an eFiler experiences a technical failure as defined herein, the eFiler may file the document conventionally. The official receiving documents conventionally may require the document to be accompanied by a USB drive, CD-ROM, memory card or any other storage media containing the document in PDF or PDF/A format.
- (b) An eFiler who suffers prejudice as a result of a technical failure as defined herein or an eFiler who cannot file a time-sensitive document electronically due to unforeseen technical difficulties, other than a document filed under a limitation deadline, may seek relief from the Court. Parties may also enter into an agreement deeming a document, other than one filed under a limitation deadline, timely filed.

(3) Anticipated system maintenance and downtime.

When the eFiling system will not be available due to scheduled maintenance, eFilers will be notified by means of a notice posted on the court's website of the date, time, and anticipated length of the unavailability.

(4) Unanticipated downtime.

When the eFiling system is unexpectedly unable to accept filings continuously or intermittently for more than one hour, eFilers will be notified of the problem by the posting of a notice of the problem on the court's website.

**THE HIGH COURT OF MADHYA PRADESH
VIDEO CONFERENCING AND AUDIO-VISUAL ELECTRONIC
LINKAGE RULES, 2020**

PREFACE

With intent to avoid delay in judicial proceeding due to non-availability of parties, counsels, witnesses and accused, there is an urgent need for a user-friendly video conferencing facility and other modes of audio-visual electronic linkage for the purpose of hearing of the cases as well as recording of evidence of witnesses unable to attend the Court. The information Technology is a good tool for speedy trial and speedy justice.

The video conferencing will be an integrated web technology capable of running seamlessly over Internet / Intranet, Virtual Private Network (VPN) which allows the High Court of Madhya Pradesh to ensure the presence of witness, accused and other Stakeholders.

Therefore, in exercise of the powers, conferred by Article 225 of the Constitution of India, section 54 of the States Reorganisation Act 1956, clauses 27 and 28 of the Letters Patent, section 3 of the Madhya Pradesh Uchcha Nyayalaya (Khandpcth ko Appeal) Adhinyam, 2005, the High Court of Madhya Pradesh hereby, makes the following Rules, regulating practice and procedure pertaining to use of video conferencing for Courts of the High Court:

**CHAPTER I
PRELIMINARY**

1. (i) These Rules shall be called "The High Court of Madhya Pradesh Video Conferencing and Audio-Visual Electronic Linkage Rules, 2020".
(ii) It shall apply to High Court of Madhya Pradesh.
(iii) It shall come into force from the date of their notification in the Official Gazette.
2. **Definitions**
 - (1) In these Rules, unless the context otherwise requires:
 - (i) "Advocate" means and includes an advocate entered in any roll maintained under the provisions of the Advocates Act, 1961

and shall also include government pleaders/advocates and officers of the department of public prosecution.

- (ii) **“Commissioner”** means a person appointed as commissioner under the provisions of Code of Civil Procedure, 1908, or the Code of Criminal Procedure, 1973 or any other law in force.
- (iii) **“Coordinator”** means a person nominated as coordinator under Rule 5
- (iv) **“Court”** includes a physical court and a virtual Court or tribunal.
- (v) **“Court Point”** means the courtroom or one or more places where the Court is physically convened, or the place where a Commissioner or an inquiring officer holds proceedings pursuant to the directions of the Court.
- (vi) **“Court Room”** means the place or room or enclosed space in which court of law is held in front of the Judge(s).
- (vii) **“Court User”** means a user participating in court proceedings through video conferencing, at a Court Point and includes Presiding Judge of Court.
- (viii) **“Designated Video Conferencing Software”** means a software approved by the High Court for the use of Video conferencing.
- (ix) **“Electronic records”** shall bear the same meaning as assigned under the Information Technology Act, 2000;
- (x) **“Exceptional circumstances”** includes a pandemic, natural calamities, circumstances implicating law and order where it is expedient for effective administration of justice and any other matter relating to the safety of the Advocates, accused persons, witnesses or any other required to be present before the Court and includes any such incident or circumstance which may be declared to be an ‘exceptional circumstance’ by the Court.
- (xi) **“Live Link”** means and includes a live television link, audio-video electronic means or other arrangements whereby a witness, an, accused, party, pleader, advocate (s) or any other person required by court to remain present in the court, while physically absent from the courtroom is nevertheless virtually present in the courtroom by remote communication using technology to give evidence and be cross-examined or to

present arguments or assist the Court or for any other purpose in a judicial proceeding.

- (xii) **“Institutional Remote Point”** means the Courtroom or one or more places in the Court Complex where the Remote Point is physically convened for facilitating the audio-visual electronic linkage with Courts points;
- (xiii) **“Remote Point”** is a place where any person or persons are required to be present or appear through a video link.
- (xiv) **“Remote User”** means a user participating in court proceedings through video conferencing at a Remote Point.
- (xv) **“Required Person”** includes:
- a. the person who is to be examined as a witness or otherwise ; or
 - b. person in whose presence certain proceedings are to be recorded or conducted; or
 - c. an Advocate or a party in person who intends to examine a witness ; or
 - d. any person who is required to make submissions before the Court; or
 - e. any other person who is permitted by the Court to appear through video conferencing or other modes of audio-visual electronic linkage.
- (xvi) **“Rules”** shall mean these Rules for Video Conferencing for Courts and any reference to a Rule, Sub-Rule or Schedule shall be a reference to a Rule, Sub-Rule or Schedule of these Rules.
- (xvii) **“Video Conferencing”** means and includes to conduct a conference between two or more participants at different sites by using computer networks to transmit audio and video data.

- (2) The words and phrases not defined herein shall bear the same meaning as assigned to there in the Madhya Pradesh High Court Rules, 2008, Code of Civil Procedure, 1908, Information Technology Act, 2000 and the General Clauses Act, 1897.

CHAPTER II GENERAL PRINCIPLES

3. **General Principles Governing Video Conferencing** and other modes of audio-visual electronic linkage:
- (i) Video conferencing and other modes of audio-visual electronic linkage facility may be used at all stages of judicial proceedings and proceedings conducted by the Court.
 - (ii) All proceedings conducted by a Court by way of video conferencing and other modes of audio-visual electronic linkage shall be judicial proceedings and all the courtesies and protocols applicable to a physical court shall apply to these virtual proceedings. The protocol provided in **Schedule I** shall be adhered to for proceedings conducted by way of video conferencing and other modes of audio-visual electronic linkage.
 - (iii) All relevant statutory provisions applicable to judicial proceedings including but not limited to provisions of the Code of Civil Procedure, 1908 (hereinafter it will be called "C.P.C."), Code of Criminal Procedure, 1973 (hereinafter it will be called "Cr.P.C."), Contempt of Courts Act, 1971, Indian Evidence Act, 1872 (abbreviated hereafter as the Evidence Act), and Information Technology Act, 2000 (abbreviated hereafter as the IT Act), shall apply to proceedings conducted by video conferencing and other modes of audio-visual electronic linkage.
 - (iv) Subject to maintaining independence, impartiality and credibility of judicial proceedings, and subject to such directions as the Chief Justice may issue, Courts may adopt such technological advances as may become available from time to time for ensuring proper conduction of proceedings through video conferencing and other modes of audio-visual electronic linkage.
 - (v) The Rules as applicable to a Court shall mutatis mutandis apply to a Commissioner appointed by the Court to record evidence and to an inquiry officer conducting an inquiry.
 - (vi) Unless expressly permitted, no person or entity, either at Court Point or at Institutional Remote Point or at Remote Point, shall be permitted to record the proceedings conducted by video conferencing or other modes of audio-visual electronic linkage. In case of violation it will be punishable in accordance with law.

- (vii) The person defined in Rule 2 (1) (xv) shall provide identity proof as recognised by the Government of India/State Government/Union Territory to the Court point coordinator via personal email. In case identity proof is not readily available the person concerned shall furnish the following personal details: name, parentage and permanent address, as also, temporary address if any and will make available as per direction of the Court, However, The Court may, upon satisfaction allow such person to participate in proceedings without production of identity proof.

4. Facilities recommended for Video Conferencing

The following equipment is recommended for conducting proceedings by video conferencing at the Court Point and at the institutional Remote Point:

- (i) Desktop, laptop, mobile devices with internet connectivity and printer;
- (ii) Device ensuring uninterrupted power supply;
- (iii) Camera;
- (iv) Microphones and speakers;
- (v) Display unit;
- (vi) Document visualizer;
- (vii) Provision of a firewall;
- (viii) Adequate seating arrangements ensuring privacy;
- (ix) Adequate lighting; and
- (x) Availability of a quiet and secure space;

5. Preparatory Arrangements

- 5.1 There shall be a Coordinator both at the Court Point and at the institutional Remote Point from which any Required Person is to be examined or heard or is directed to remain present. However, Coordinator may be required at the Remote Point only when a witness or a person accused of an offence is to be examined
- 5.2 In all civil and criminal courts, the persons nominated by the High Court or the concerned District Judge within whose jurisdiction the respective civil or criminal court is present, shall perform the functions of the Coordinators at the Court Point as well as the Remote Point as provided in Rule 5.3

5.3 The Coordinator at the Remote Point may be any of the following:

Sub Rule	Where the Advocate or Required Person is at the following Remote Point:-	The Remote Point Coordinator shall be:-
5.3.1	Overseas	An official of an Indian Consulate / the relevant Indian Embassy / the relevant High Commission of India
5.3.2	Court of another state or union territory within the territory of India	Any authorized official nominated by the concerned District Judge.
5.3.3	Mediation Centre or office of District Legal Services Authority (including Taluka Legal Services Committee)	Any authorized official nominated by the Chairperson or Secretary of the concerned District Legal Services Authority.
5.3.4	Jail or prison	The concerned Jail Superintendent or Officer in-charge of the prison.
5.3.5	Hospital, Public or Private, (whether run by the Central Government, the State Government, local bodies or any other person)	Medical Superintendent or an official authorized by them or the person in charge of the said hospital
5.3.6	Observation Home, Special Home, Children's Home, Shelter Home, or any institution referred to as a child facility (collectively referred to as child facilities) and where the Required Person is a juvenile or a child or a person who is an inmate of such child facility.	The Superintendent or Officer in charge of that child facility or an official authorized by them.

5.3.7	Women's Rescue Homes, Protection Homes, Shelter Homes, Nari Niketans or any institution referred to as a women's facility (collectively referred to as women's facilities).	The Superintendent or Officers In-charge of the women's facility or an official authorized by them.
5.3.8	In custody, care or employment of any other government office, organization or institution (collectively referred to as institutional facilities).	The Superintendent or Officers in-charge of the institutional facility or an official authorized by them.
5.3.9	Forensic Science Lab	The Administrative office in-charge or their nominee.
5.3.10	In case of any other person	The concerned Court may appoint any person deemed fit and proper who is ready and willing to render their services as a Coordinator to ensure that the proceedings are conducted in a fair, impartial and independent manner and according to the directions issued by the Court in that behalf.

5.4 When a Required Person is at any of the Remote Points mentioned in Sub Rules 5.3 and video conferencing facilities are not available at any of these places the concerned Court may formally request the Principal District Judge, in whose jurisdiction the Remote Point is situated to appoint a Coordinator for and to provide a video conferencing facility from proximate place and suitable court premises.

5.5 The Coordinators at both Court Points and Institutional Remote Points shall ensure that the recommended requirements set out in Rule 4 are complied with, so that the proceedings are conducted seamlessly.

5.6 The Coordinator at the Remote Point shall ensure that:

- 5.6.1 All Advocates and/or Required Persons scheduled to appear in a particular proceeding are ready at the Remote Point designated for video conferencing at least 30 minutes before the scheduled time.
- 5.6.2 No unauthorised recording device is used.
- 5.6.3 No unauthorised person enters the video conference room when the video conference is in progress.
- 5.6.4 The person being examined is not prompted, tutored, coaxed, induced or coerced in any manner by any person and that the person being examined does not refer to any document, script or device without the permission of the concerned Court during the course of examination.
- 5.7 Where the witness to be examined through video conferencing requires or if it is otherwise expedient to do so, the Court shall give sufficient notice in advance, setting out the schedule of video conferencing and in appropriate cases may transmit non editable digital scanned copies of all or any part of the record of the proceedings to the official email account of the Coordinator of the concerned Remote Point designated in accordance with Rule 5.3.
- 5.8 Before the scheduled video conferencing date, the Coordinator at the Court Point shall ensure that the Coordinator at the Institutional Remote Point or Remote Point receives certified copies, printouts or a soft copy of the non-editable scanned copies of all or any part of the record of proceedings which may be required for recording statements or evidence, or for reference. However, these shall be permitted to be used by the Required Person only with the permission of the Court.
- 5.8.1 Where Required Person is connected from a place which is not a Remote Point, or where no coordinator is available at Remote Point, Court shall ensure that Required Person receives all copies as mentioned in preceding Rule.
- 5.9 Whenever required the Court shall order the Coordinator at the Remote Point or at the Court Point to provide -
- 5.9.1 A translator in case the person to be examined is not conversant with the official language of the Court.
- 5.9.2 An expert in sign languages in case the person to be examined is impaired in speech and/or hearing.

5.9.3 An interpreter or a special educator, as the case may be, in case a person to be examined is differently abled, either temporarily or permanently.

CHAPTER III PROCEDURE FOR VIDEO CONFERENCING

6. Application for Appearance, Evidence and Submission by Video Conferencing:

6.1 Any party to the proceeding or witness, save and except where proceedings are initiated at the instance of the Court, may move a request for video conferencing. A party or witness seeking a video conferencing proceeding shall do so by making a request in the form prescribed in **Schedule II**.

6.2 Any proposal to move a request to for video conferencing should first be discussed with the other party or parties to the proceeding, except where not possible or inappropriate, for example in cases such as urgent applications. However the Court may, at its discretion, initiate process for hearing of any case through Video Conferencing and other modes of audio-visual electronic linkage.

6.3 On receipt of such a request and upon hearing all concerned persons, the Court will pass an appropriate order after ascertaining that the application is not filed with an intention to impede a fair trial or to delay the proceedings.

6.4 While allowing a request for video conferencing, the Court may also fix the schedule for convening the video conferencing.

6.5 In case the video conferencing event is convened for making oral submissions, the order may require the Advocate or party in person to submit written arguments and precedents, if any, in advance on the official email ID of the concerned Court.

6.6 Costs, if directed to be paid, shall be deposited within the prescribed time, commencing from the date on which the order convening proceedings through video conferencing is received.

7. Service of Summons

Summons issued to a witness who is to be examined through video conferencing, shall mention the date, time and venue of the concerned Remote Point and shall direct the witness to attend in person along with proof of identity or an affidavit to that effect. Such summons

may be served through electronic means. However, the existing rules regarding service of summons and the consequences for non-attendance, as provided in the C.P.C. and Cr.P.C. shall apply with respect to service of summons for proceedings conducted by video conferencing.

8. Examination of persons through video conferencing and other modes of audio-visual electronic linkage

8.1 Any person being examined, including a witness shall, before being examined through video conferencing, produce and file proof of identity by submitting an identity document issued or duly recognized by the Government of India, State Government, Union Territory, or in the absence of such a document, an affidavit attested by any of the authorities referred to in Section 139 of the C.P.C. or Section 297 of the Cr.P.C., as the case may be. The affidavit will inter alia state that the person, who is shown to be the party to the proceedings or as a witness, is the same person, who is to depose at the virtual hearing. A copy of the proof of identity or affidavit, as the case may be, will be made available to the opposite party.

8.1.1 In absence of identity proof as required in rule 8.1 the identity of the person required to be present or appear shall be confirmed by the court with the assistance of the co-ordinator at remote point at the time of proceedings through video conferencing.

8.2 The person being examined will ordinarily be examined during the working hours of the concerned Court or at such time as the Court may deem fit. The oath will be administered to the person being examined by the Coordinator at the Court Point.

8.3 Where the person being examined, or accused to be present, is in custody, the statement or, as the case may be, the testimony, may be recorded through video conferencing. The Court shall provide adequate opportunity to the under-trial prisoner to consult with their counsel before and after the video conferencing.

8.4 Subject to the provisions for examination of witnesses contained in the Evidence Act, before the examination of the witness, the documents, if any, sought to be relied upon shall be transmitted by the applicant to the witness, so that the witness acquires familiarity with

the said documents. The applicant will file an acknowledgment with the Court in this behalf.

- 8.5 If a person is examined with reference to a particular document then the summons to witness must be accompanied by a duly certified photocopy of the document. The original document should be exhibited at the Court Point in accordance with the deposition of the concerned person being examined.
- 8.6 The Court would be at liberty to record the demeanour of the person being examined.
- 8.7 The Court will note the objections raised during the deposition of the person being examined and rule on them.
- 8.8 The Court shall, obtain the signature of the person being examined on the transcript once the examination is concluded. The signed transcript will form part of the record of the judicial proceedings. The signature on the transcript of the person being examined shall be obtained in either of the following ways:
 - 8.8.1 If digital signatures are available at both the concerned Court Point and Remote Point, the soft copy of the transcript digitally signed by the presiding Judge at the Court Point shall be sent by the official e-mail to the Remote Point where a print out of the same will be taken and signed by the person being examined. A scanned copy of the transcript digitally signed by the Coordinator at the Remote Point would be transmitted by official email of the Court Point. The hard copy of the signed transcript will be dispatched after the testimony is over, preferably within three days by the Coordinator at the Remote Point to the Court Point by recognised courier/registered speed post.
 - 8.8.2 If digital signatures are not available, the printout of the transcript shall be signed by the presiding Judge and the representative of the parties, if any, at the Court Point and shall be sent in non-editable scanned format to the official email account of the Remote Point, where a printout of the same will be taken and signed by the person examined and countersigned by the Coordinator at the Remote Point. A non-editable scanned format of the transcript so signed shall be sent by the Coordinator of the Remote Point to the official email account of

the Court Point, where a print out of the same will be taken and shall be made a part of the judicial record. The hard copy would also be dispatched preferably within three days by the Coordinator at the Remote Point to the Court Point by recognised courier/registered speed post.

- 8.9 An audio-visual recording of the examination of witnesses shall be prepared at the Court point. An encrypted master copy with hash value shall be retained as a part of the record.
- 8.10 The Court may, at the request of a person to be examined, or on its own motion, taking into account the best interests of the person to be examined, direct appropriate measures to protect the privacy of the person examined bearing in mind aspects such as age, gender, physical condition and recognized customs and practices.
- 8.11 The Coordinator at the Remote Point shall ensure that no person is present at the Remote Point, save and except the person being examined and those whose presence is deemed administratively necessary by the Coordinator for the proceedings to continue.
- 8.12 The Court may also impose such other conditions as are necessary in a given set of facts for effective recording of evidence (especially to ensure compliance with Rule 5.6.4).
- 8.13 The examination shall, as far as practicable, proceed without interruption or the grant of unnecessary adjournments. However, the Court or the Commissioner as the case may be, will be at liberty to determine whether an adjournment should be granted, and if so, on what terms.
- 8.14 The Court shall, , be guided by the provisions of the C.P.C. and Chapter XXIII, Part B of the Cr.P.C., the Evidence Act and the IT Act while examining a person through video conferencing.
- 8.15 Where a Required Person is not capable of reaching the Court Point or the Institutional Remote Point due to sickness or physical infirmity, or whose presence cannot be secured without undue delay or expense, the Court may authorize the conduct of video conferencing from the place at which such person is located. In such circumstances the Court may direct the use of portable video conferencing systems. Authority on this behalf may be given to the concerned Coordinator and/or any person deemed fit by the Court.

8.15.1 If the Court thinks fit, the required person may be permitted by the Court to connect through video conferencing or other modes of audio-visual electronic linkage from the place of his residence or work.

8.16 Subject to such orders as the Court may pass, in case any party or person authorized by the party is desirous of being physically present at the Institutional Remote Point at the time of recording of the testimony, such a party shall make its own arrangement for appearance /representation at the Remote Point.

8.17 Where the court is of opinion, for the reasons recorded that, without showing the document (s) evidence of the witness cannot be effectively recorded, may decline to examine such witness through video conferencing.

9. Exhibiting or Showing Documents to Witness or Accused at a Remote Point

If in the course of examination of a person at a Remote Point by video conferencing, it is necessary to show a document to the person, the Court may permit the document to be shown in the following manner:

9.1 If the document is at the Court Point, by transmitting a copy or image of the document to the Remote Point electronically, including by email and thereafter taking a printout of it at the Remote Point.

9.2 If the document is at the Remote Point, by transmitting a copy (not editable)/ image of the same to the Court Point electronically including by email. The hard copy of the document counter signed by the witness and the Coordinator at the Remote Point shall be dispatched to the Court Point via authorized courier/ registered speed post.

10. Ensuring seamless video conferencing

10.1 The Advocate or Required Person, shall address the Court by video conferencing from a specified Remote Point on the date and time specified in the order issued by the Court.

10.2 If the proceedings are carried out from any of the Remote Point(s) (in situations described in Rules 5.3.1 to 5.3.9) the Coordinator at such Remote Point shall ensure compliance of all technical requirements. However, if the proceedings are conducted from a Remote Point falling in the situation contemplated under Rule 5.3.10, such as an Advocate's office, the Coordinator at the Court Point shall ensure

compliance of all technical requirements for conducting video conferencing at both the Court Point and the Remote Point.

- 10.3 The Coordinator at the Court Point shall be in contact with the concerned Advocate or the Required Person and guide them in regard to the fulfilment of technical and other requirements for executing a successful hearing through video conferencing. Any problems faced by such Remote Users shall be resolved by the Court Point Coordinator. The Court Point Coordinator shall inter alia share the link of the video conferencing hearing with such Remote Users.
- 10.4 The Coordinator at the Court Point shall ensure that any document or audio-visual files, emailed by the Remote User, are duly received at the Court Point.
- 10.5 The Coordinator at the Court Point shall also conduct a trial video conferencing, preferably 30 minutes prior to scheduled video conferencing in order to ensure that all the technical systems are in working condition at both the Court Point and the Remote Point.
- 10.6 At the scheduled time, the Coordinator at the Court Point shall connect the Remote User to the Court.
- 10.7 On completion of the video conferencing proceeding, the Court shall mention in the order sheet, the case conducted through Video Conferencing.
- 10.8 The Court shall also record its satisfaction as to clarity, sound and connectivity for both Court Users and Remote Users.
- 10.9 On the completion of video conferencing, if a Remote User is of the opinion that they were prejudiced due to poor video and/or audio quality, the Remote User shall immediately inform the Coordinator at the Court Point, who shall in turn, communicate this information to the Court without any delay. The Court shall consider the grievance and if it finds substance in the grievance may declare the hearing to be incomplete and the parties may be asked to re-connect or make a physical appearance in Court.
- 11. Examination of accused and witnesses.**
 - 11.1 The Court may, at its discretion, authorize detention of an accused, by video conferencing or other modes of audio-visual electronic linkage.
 - 11.2 Save as otherwise provided the Court may, in exceptional circumstances, for reasons to be recorded in writing, examine a

witness or record the statement of the accused under Section 313 Cr.P.C. through video conferencing, while observing all due precautions to ensure that the witness or the accused, as the case maybe, is free of any form of coercion, threat or undue influence.

CHAPTER IV GENERAL PROCEDURE

12. General procedures

- 12.1 The procedure set out hereafter in this chapter is without prejudice to the procedure indicated elsewhere in these Rules qua specific instances in which proceedings are conducted via video conferencing.
- 12.2 The Coordinator at the Court Point shall ensure that video conferencing is conducted only through a Designated Video Conferencing Software. However, in the event of a technical glitch, the concerned Court may for reasons to be recorded permit the use of a software other than the Designated Video Conferencing Software for video conferencing in that particular proceeding.
- 12.3 The identity of the person to be examined shall be confirmed by the Court with the assistance of the Coordinator at the Institutional Remote Point in accordance with Rule 8.1 and/or Rule 8.1.1, at the time of recording of the evidence and the same must be reflected in the order sheet of the Court.
- 12.4 In civil cases, parties requesting for recording statements of the person to be examined by video conferencing shall confirm to the Court, the location of the person, the willingness of such person to be examined through video conferencing and the availability of technical facilities for video conferencing at the agreed upon time and place.
- 12.5 In criminal cases, where the person to be examined is a prosecution witness or a court witness or a person is to make submission for prosecution, or where a person to be examined is a defence witness or a person is to make submission for defence, the counsel for the prosecution or defence counsel or the accused, as the case maybe, shall confirm to the Court the location of the person, willingness to be examined by video conferencing and the time, place and technical facility for such video conferencing.

- 12.6 In case the person to be examined or appeared is an accused, the prosecution / defence counsel will confirm the location of the accused at the Remote Point.
- 12.7 If the accused is in custody and not present at the Court Point, the Court will order a multi-point video conference between itself, the witness and the accused in custody to facilitate recording of the statement of the witness (including medical or other expert). The Court shall ensure that the defence of the accused is not prejudiced in any manner and that the safeguards contained in Rule 8.3 are observed.
- 12.8 Whenever required, the Coordinator at the Remote Point shall be paid such amount as honorarium as may be directed by the Court in consultation with the parties.

13. Costs of Video Conferencing

In the absence of rules prescribed by the concerned Court, the Court may take into consideration following circumstances when determining and/or apportioning the costs of video conferencing:

- 13.1 In criminal cases, the expenses of the video conferencing facility including expenses involved in preparing soft copies / certified copies of the court record and transmitting the same to the Coordinator at the Remote Point, and the fee payable to translator / interpreter / special educator, as the case may be, as also the fee payable to the Coordinator at the Remote Point, shall be borne by such party as directed by the Court.
- 13.2 In civil cases, generally, the party making the request for recording evidence, through video conferencing shall bear the expenses.
- 13.3 Besides the above, the Court may also make an order as to expenses as it considers appropriate, taking into account rules / instructions regarding payment of expenses to the complainant and witnesses, as may be prevalent from time to time.
- 13.4 It shall be open to the Court to waive the costs as warranted in a given situation.

14. Conduct of Proceedings

- 14.1 All Advocates, Required Persons, the party in person and/or any other person permitted by the Court to remain physically or virtually present (hereinafter collectively referred to as participants) shall abide by the requirements set out in **Schedule I**.

- 14.2 Before the commencement of video conferencing all participants, shall have their presence recorded. However, in case a participant is desirous that their face or name be masked, information to that effect will be furnished to the Court Point Coordinator prior to the commencement of the proceeding.
- 14.3 The Court Point Coordinator shall send the link / Meeting ID / Room Details via the email Id / mobile number furnished by the Advocate or Required Person or other participant permitted to be virtually present by the Court. Once the proceedings have commenced, no other persons will be permitted to participate in the virtual hearing, save and except with the permission of the Court.
- 14.4 The participants, after joining the hearing shall remain in the virtual lobby if available, until they are admitted to virtual hearing by the Coordinator at the Court Point.
- 14.5 Participation in the proceedings shall constitute consent by the participants to the proceedings being recorded by video conferencing.
- 14.6 Establishment and disconnection of links between the Court Point and the Remote Point would be regulated by orders of the Court.
- 14.7 The Court shall satisfy itself that the Advocate, Required Person or any other participant that the Court deems necessary at the Remote Point or the Court Point can be seen and heard clearly and can clearly see and hear the Court.
- 14.8 To ensure that video conferencing is conducted seamlessly, the difficulties, if any, experienced in connectivity must be brought to the notice of the Court at the earliest on the official email address and mobile number of the Court Point Coordinator which has been furnished to the participant before the commencement of the virtual hearing. No complaint shall subsequently be entertained.
- 14.9 Wherever any proceeding is carried out by the Court under these Rules by taking recourse to video conferencing, this shall specifically be mentioned in the order sheet.
- 15. Access to Legal Aid Clinics/Camps/LokAdalats/Jail Adalats**
- 15.1 In conformity with the provisions of the Legal Services Authorities Act, 1987 and the laws in force, in proceedings related to Legal Aid Clinics, Camps, Lok Adalats or Jail Adalats, any person who at the Remote Point is in Jail or Prison shall be examined by the Chairman / Secretary of the District Legal Service Authority or Taluka Legal

Service Committee or Members of Lok Adalats before passing any award or orders in accordance with law.

- 15.2 Such award or order shall have the same force as if it was passed by the regular Lok Adalat or Jail Adalat.
- 15.3 Copy of the award or order and the record of proceedings shall be sent to the Remote Point.

16. Third parties to the case

- 16.1 Third parties will be allowed to remain present during video conferencing upon a specific order being issued by the concerned Court. Each Court shall be guided by such general or special orders made in that regard by the Chief Justice of the High Court in exercise of their administrative jurisdiction.
- 16.2 Where, for any reason, a person unconnected with the case is present at the Remote Point, that person shall be identified by the Coordinator at the Remote Point at the start of the proceedings and the purpose of the presence of that person shall be conveyed to the Court. Such a person shall continue to remain present only if ordered so by the Court.

**CHAPTER V
MISCELLANEOUS**

17. Power to Relax

The Chief Justice may if, satisfied that the operation of any Rule is causing undue hardship, by an order dispense with or relax the requirements of that Rule to such extent and subject to such conditions, as may be stipulated to deal with the case in a just and equitable manner.

18. Residual Provisions

Matters with respect to which no express provision has been made in these Rules, shall be decided by the Court consistent with principle of furthering the interests of justice.

SCHEDULE I

1. All participants shall wear sober attire consistent with the dignity of the proceedings. Advocates shall be appropriately dressed in professional attire prescribed under the Advocates Act, 1961. Police officials shall appear in the uniform prescribed for police officials under the relevant statute or orders. The attire for judicial officers and court staff will be as specified in the relevant rules prescribed in that behalf by the High Court. The decision of the Presiding Judge or officer as to the dress code will be final.
2. The case will be called out and appearances shall be recorded on the direction of the Court.
4. Every participant shall adhere to the courtesies and protocol that are followed in a physical court. Judges will be addressed as "Madam/Sir" or "Your Honour". Officers will be addressed by their designation such as "Bench Officer/Court Master". Advocates will be addressed as "Learned Counsel/Senior Counsel"
5. Advocates, Required Persons, parties in person and other participants shall keep their microphones muted till such time as they are called upon to make submissions.
6. Remote Users shall ensure that their devices are free from malware.
7. Remote Users and the Coordinator at the Remote Point shall ensure that the Remote Point is situated in a quiet location, is properly secured and has sufficient internet coverage. Any unwarranted disturbance caused during video conferencing may if the Presiding Judge so directs render the proceedings non-est.
8. All participants' cell phones shall remain switched off or in air-plane mode during the proceedings.
9. All participants should endeavour to look into the camera, remain attentive and not engage in any other activity during the course of the proceedings.

SCHEDULE II**Request Form for Video Conference**

1. Case Number / CNR Number (if any)
2. Cause Title
3. Proposed Date of conference (DD/MM/YYYY):
4. Location of the Court Point(s):
5. Location of the Remote Point(s):
6. Names & Designation of the Participants at the Remote Point:
.....

7. Reasons for Video Conferencing:

In the matter of:

8. Nature of Proceedings: Final Hearing Motion Hearing
Others

I have read and understood the provisions of Rules for Video Conferencing for Courts (hyperlink). I undertake to remain bound by the same to the extent applicable to me. I agree to pay video conferencing charges if so, directed by the Court.

Signature of the applicant/authorised signatory:

Date:

For use of the Registry / Court Point Coordinator

A) Bench assigned:

B) Hearing:

Held on (DD/MM/YYYY):

Commencement Time:

End time:

Number of hours:

C) Costs:

Overseas transmission charges if any:

To be incurred by Applicant /Respondent:

To be shared equally:

Waived; as ordered by the Court:

Signature of the authorised officer:

Date:

Rajendra Kumar Vani, Registrar General.

In exercise of the powers conferred by Articles 225 of the Constitution of India, section 54 of the States Reorganisation Act, 1956, clauses 27 and 28 of the Letters Patent, the High Court of Madhya Pradesh, hereby, makes the following amendments in the High Court of Madhya Pradesh Rules, 2008, which shall come into force from the date of notification in the Madhya Pradesh Official Gazette (Extra-ordinary).

Amendments

1. In Rule 4 of chapter -I, after sub-rule (3), the following sub-rule shall be added; namely;
“(3a) **“The Electronic Filing System (EFS)”** means electronic platform through CMIS Software of the High Court / web portal of the High Court (www.mphc.gov.in) for filing of main case, interlocutory application, any other document in main case filed through e-filing system.”
2. In chapter X, in sub-rule (7) of Rule 2, for clause (b) and clause (c), the following clauses shall be substituted, namely;
 - (b) neatly typed or printed on both sides of A4 size paper having not less than 75 GSM, leaving a margin of not less than 4 centimeters on the left and right and 2 centimeters on top and bottom,
 - (c) It shall be printed using one and half line space, font size of 14 (for quotations and indents --- font size 12 in single line spacing) and font face Times New Roman. Copy for opposite party be on white durable paper.
3. In Rule 1 of chapter XI, in the beginning, before the word “Every”, the words “Except in cases of e-filing;” shall be added.

Rajendra Kumar Vani, Registrar General.