

**NOTICE**

**IT IS HEREBY NOTIFIED** for the information of the Advocates and the parties appearing in-person at the **Principal Seat at Bombay** that the Single Bench presided over by the **Hon'ble Shri Justice Somasekhar Sundaresan** has issued the following composite and consolidated directions with immediate effect:

**Composite Standard Operating Procedure**  
**(Amended and Restated)**

1. A Standard Operating Procedure for auto-listing of matters relating to the Arbitration and Conciliation Act, 1996, immediately upon numbering, was communicated on January 3, 2025, and a procedure dealing with mentioning of urgent matters was published on January 7, 2025. Based on experience gained since then, this amended and restated Standard Operating Procedure is being issued:

**Fresh matters under Sections 9, 11, 29A and 34 of the Act:**

- a. All ***fresh*** matters filed under ***Section 9, Section 11, Section 29A*** and ***Section 34*** shall automatically be listed and will come up on the ***third working day*** after office objections are removed and the matter is numbered (excluding date of allotment of the registration number). For example:-
  - a matter ***numbered on Monday*** will be ***listed on Thursday***;
  - a matter ***numbered on Tuesday*** will be ***listed on Friday***;
  - a matter ***numbered on Wednesday*** will be ***listed on Monday***, and so on.

- b. Such listing shall be in the chronological sequence of their filing, under the head: "**Fresh Matters**".
- c. Consequently, there is no requirement to mention such matters for listing on a given date. Such requests shall not be entertained.
- d. Senior Advocates are requested not to mention matters for special out-of-turn listing.

**Directions for Requesting Urgent Circulation on Emergency:**

2. To address any felt need for urgent listing of any matter that needs attention on an emergency basis in any existing or fresh matter (even earlier than the expedited auto-listing system referred to above), the following requirements are being set out:-

A) Any request for urgent listing should be spelt out in a **praecipe** that clearly and crisply sets out the urgency and the basis on which urgency is claimed in the following tabulated format:

<b>Data Head</b>	<b>Particulars</b>
Relevant Section of the Act	<i>Section [ ]</i>
Need for Urgent Consideration	<i>Explain circumstances that warrant urgency in brief bullet points</i>
Date of Filing of the Petition / Application	<i>[ ]</i>
Scheduled Next Date of Hearing	<i>[Date] / No Date Currently Shown</i>
Stage of the Proceedings	<i>[ ]</i>
Request in the <i>praecipe</i>	<i>[Listing for Ad-Interim Reliefs]; [Listing for issuance of notice]; [Listing for interim application]; [Listing for extension of time to complete arbitration]; etc</i>

B) It is critical that the *praecipe* is **articulate** about the **circumstances necessitating urgent consideration**, and sets out the information listed above in the form set out above;

- C) The *praecipe* should be ***handed over*** to the Associate and the *Sheristadar*, ***without verbally mentioning*** the matter;
- D) Unless there is a ***grave emergency*** necessitating listing on the very same day (***rare in the arbitration jurisdiction***), there should be ***no mentioning*** when the Court presides;
- E) A *praecipe* ***filed before 10:30 am*** on a given day will be ***processed on the same day***, and decisions on the requests made shall be ***published no later than the next day***, on the Official Website of the Court in the hyperlink titled: “***Circulations Granted***”;
- F) The publication of these decisions should be ***looked up online***. Stakeholders are requested ***not to seek verbal confirmation about the outcome*** from the Associate and the *Sheristadar*;

***Applications under Section 29A of the Act:***

3. For applications under Section 29A, the following table should be brought to the hearing and tendered when the matter is called out:

<b>Data Head</b>	<b>Particulars</b>
Date of the Expiry of Mandate:	[ ]
Date of the Current Application:	[ ]
Number of Past Extensions:	[ ]
Extended time sought in the Application; and Page Number	[ ] Page Number [ ]

***Recording of Appearances:***

4. ***Appearances*** data is required to given by advocates ***ONLY in typed format***, with ***complete particulars of all names involved***.
5. While the pain of an advocate’s name being left out from an order or judgment may evoke empathy, ***typing out names of multiple advocates from handwritten slips is a colossal waste of precious time of court staff***,

which will not be expended going forward. If appearance are not compliant with the requirement, they are liable not to be entered in the orders and judgements.

6. ***Praecipes with requests to include names later***, also wastes precious time and resources of the Court, and therefore, ***will not be entertained***.

***Balance Matters on Causelist:***

7. If, for any reason, all the matters listed on the causelist cannot be heard on a given day, including due to discharge of the causelist due to an ongoing matter, advocates must not mention their matters out of turn.
8. Before the Court rises, the ***next date in the balance matters*** will be publicly assigned in sequence.

The effectiveness of this amended and restated Standard Operating Procedure will be studied and reviewed from time to time.

Stakeholders are welcome to provide their suggestions and feedback for improvement by providing a written note to the Associate and the *Sheristadar*.

Dated this 13<sup>th</sup> day of January, 2025

By Order

Sd/-  
(S. B. Bhansali)  
Prothonotary & Sr. Master,  
High Court, O.S. Bombay.

Sd/-  
(H. M. Bhosale)  
Registrar (Judl-I),  
High Court, A.S. Bombay