

NOTICE

IT IS HEREBY NOTIFIED for the information of the Advocates and parties appearing-in-person that **a system of Online appointments to visit the Testamentary Department for the below-mentioned purposes will be commenced from Monday, the 14th December, 2020:-**

- (1) Amendment / Correction in Testamentary matters;
- (2) Removing Office objections in Testamentary matters; and
- (3) Inspection and search of Testamentary proceedings.

Advocates and parties appearing-in-person are, therefore, requested **to visit the Testamentary Department for the above-mentioned purposes, only after obtaining prior appointment Online** on the **official website** (**bombayhighcourt.nic.in**) of this Hon'ble Court.

A list of **FAQs (Frequently Asked Questions)** in connection with said Online Booking Appointment programme, is also displayed alongwith this Notice, for information.

Dated this 9th day of December, 2020.

By Order,

Sd/- (Shri S. R. Paranjape)

HIGH COURT, ORIGINAL SIDE,
BOMBAY.

) Addl. Registrar (O.S.) /
)Addl. Prothonotary and Senior Master

**Frequently Asked Questions (FAQs) in connection with the
Online Booking Appointment to visit Testamentary
Department, High Court, Original Side, Bombay.**

1) What is the Online Appointment facility?

In order to improve working of the Testamentary Department, different time slots have been allotted for specified purposes. Ten slots per hour on First Come First Basis as generated by system will be allotted and appointments may be booked Online. The said timings are as follows:-

FROM MONDAY TO FRIDAY AND ON COURT WORKING SATURDAYS (EXCLUDING HOLIDAYS)		
1	For Advocates / parties . appearing-in-person	10.45 a.m. to 11.45 a.m. (One hour) And 04.15 p.m. to 05.15 p.m. (One hour)
2	For Advocates' Registered . Clerk	11.50 a.m. to 12.50 p.m. (One hour)
ON SATURDAYS (EXCLUDING COURT WORKING SATURDAYS)		
1	For Advocates / parties . appearing-in-person	10.45 a.m. to 11.45 a.m. (One hour)
2	For Advocates' Registered . Clerk	11.50 a.m. to 12.50 p.m. (One hour)
DURING VACATION FROM MONDAY TO FRIDAY (EXCLUDING HOLIDAYS):		
1	For Advocates / parties . appearing-in-person	11.00 a.m. to 12.00 p.m. (One hour)
2	For Advocates' Registered . Clerk	12.00 p.m. to 01.00 p.m. (One hour)

2) What are the benefits of this facility?

There are multiple benefits. Parties and Advocates may book appointments Online for the date and time of their choice and visit the Department accordingly. The Department will keep the papers ready for the purpose for which the appointment has been

booked so that parties and Advocates need not wait for locating the papers. Thus reducing waiting time.

P.T.O.

3) Procedure & Formalities for availing the facility of Online Appointments:-

- (i) First, visit the **official website** of the Hon'ble Bombay High Court (i.e. ***bombayhighcourt.nic.in***) and select the link entitled **“Appointment (Testamentary Appointment)”**.
- (ii) As soon as the said link is selected, separate window will open offering feeds and options (which are self-explanatory). All fields are necessary and must select the applicable options and subjects. On successful acceptance, system will generate confirmation.
- (iii) Then visit the Testamentary Department with print out or screenshot (image) of the same on the date and time with identity proof / authority letter. Authority Letter be produced by the Advocate who is visit Advocate on behalf of another Advocate.

4) Whether appointment can be booked for multiple purposes?

Yes. For inspection of documents, available time slot will be only between 3.00 p.m. and 4.00 p.m. (after notice to all concerned) on all working days.

5) When can an Appointment be booked?

Appointments may be booked in advance during working hours and not earlier than seven working days.

6) How many appointments can be booked in one time slot?

In one time slot of one hour, ten appointments can be booked. **An Advocate / First may book appointment not more than two appointments in one time slot.**

7) In case, Advocate / Party appearing-in-person / Registered Clerk fail to visit the Testamentary Department on the booked date and time?

In such eventuality, fresh appointment is necessary.

8) Whether appointment is required to be booked for the following purposes?

Appointments are not required for the following purposes:

- (a) To submit / collect Citation / Proclamation / Sub-Poenas;
- (b) To submit extra copy of Schedule for forwarding it to Collector's Office;
- (c) To collect Final Grant;
- (d) To collect original documents / key of locker (after disposal of matter);

- (e) Queries relating to cause list of Testamentary matters;
- (f) Pagination of Testamentary proceedings (as per Court's directions);
- (g) To submit Application for amendment (before or after grant).

9) For any other queries, contact the Testamentary Department, High Court, Original Side, Bombay, during Office hours.

**HIGH COURT, ORIGINAL SIDE,) Addl. Registrar (O.S.) /
BOMBAY, 9th December, 2020.) Addl. Prothonotary and
Senior Master**