

**SPECIAL PROCEDURE FOR ISSUING CERTIFIED COPIES**  
**AT ORIGINAL AND APPELLATE SIDE**

- 1) All the new applications for the certified copies in the matters which are filed or registered and in which orders are uploaded in the matters will be accepted physically with effect from 23<sup>rd</sup> November 2020.
- 2) A Special counter for accepting applications for certified copies for Original side at PWD building ground floor and Appellate side in Facilitation Center, Annex Building, Ground floor has been set up. This is to avoid crowding in the regular registry. The regulations/ restrictions need to be strictly observed.
- 3) Advocate /Parties in person who intends to apply for certified copies of orders or judgment or documents in the proceedings filed before the Court is required to make application with mobile number and email ID in the said application with all other mandatory descriptions and shall follow all the relevant rules in force stipulated for that purpose .
- 4) All applications will be accepted with prior appointment only.
- 5) Appointments are to be booked in advance by following the dedicated link on the Bombay High Court website.
- 6) The link will open a page requiring particulars including name, advocate code, email address, and mobile number. A numbered token is auto-generated. The confirmation details will be emailed and sent on SMS. Users should either 1) take a hard copy print out of the token and appointment confirmation; or 2) preserve a

soft copy of the emailed/ texted confirmation and token number. This will have to be shown at the entry gate and at the counter.

- 7) If the actual filing is being done by a nominated person such as another advocate or a registered clerk, the nominated person must carry an authority letter signed by the advocate on record and counter-signed by the nominee. The nominee should also carry ID proof.
- 8) The generated tokens are sequentially numbered from 1 to 30 in three categories (I) Original side, (ii) Appellate Civil and (iii) Appellate Criminal ( a total 60 tokens only per day)
- 9) No application for certified copy of order or documents in the proceedings which are numbered during lock-down period shall be entertained unless the said proceedings are properly filed and the orders passed therein are properly uploaded in the proceedings.
- 10) The Court fee and other charges payable for the application for certified copy shall be remitted along with the copy of application in accordance with the existing procedure followed during normal court functioning.
- 11) All should maintain physical distancing norms and regulations issued by the Ministry of Health Department, wear masks and form orderly queues.
- 12) The applications will be accepted between 11.00 a.m. and 02.00. p.m.

**13)** These tokens are valid only for the day/ date mentioned in the confirmation and the application.

**14)** Filings under these numbered tokens will be accepted during the following timings :

Token Number	Time slot for filing
1 to 10	11 .00 am to 12 noon
11 to 20	12.00 noon to 1.00 pm
21 to 30	1.00 pm to 2.00 pm

**15)** The registry shall publish the list of all the applications, filed before 21st March 2020 that before declaring lock-down, in which copies are ready on the high court website mentioning date and time during which advocate or parties in person can come and collect the copies which will be from 3.00 p.m. to 5.00 p.m. every day.

**16)** Registered clerks are permitted to represent more than one advocate per day and hence the foregoing restriction will not apply to registered clerks. However, all registered clerks will maintain time discipline and will not be permitted to adjust filings scheduled for a later time slot in an earlier time slot or vice versa.

**17)** The intimation to deposit the requisite court fee for copy compliance will be sent to the applicants only through SMS/email. Upon receipt of the same the applicants are required to remit the court fee in the same counter designed to receive applications during this exigency along with a memo containing information about remittance of additional court fee for the copy of application already filed.

**18)** At the time of receiving Certified Copy applicant is required to produce the payment receipt which was issued earlier.

By Order,

Sd/-  
(D.S. Deshmukh)  
Registrar (Judicial II )  
High Court , Bombay.

Sd/-  
(Mahendra W. Chandwani)  
Prothonotary and Senior Master,  
High Court, Bombay.