

OFFICE CIRCULAR

IT HAS BEEN OBSERVED by the Hon'ble Smt. Justice R.S. Dalvi that while lodging Pleadings viz. Plaints, Petitions, Appeals etc., with the Centralised Filing Department, Advocates and Parties appearing in person are not mentioning **Act Code** and **Computer Code** properly in Presentation Forms consequently such matters are not appearing before the respective Hon'ble Courts as per Judicial Assignment. Therefore, Her Ladyship has given following directions to be followed :

- (A) Advocates and Parties appearing in person are hereby directed to mention the correct **Act Code** and **Computer Code** at the time of lodging Pleadings viz. Plaints, Petitions, Appeals etc, in Presentation Forms, failing which the scrutiny Officers will not give filing order to such matter/s.
- (B) All Officials while scrutinising Pleadings viz., Plaints, Petitions, Appeals etc., to verify whether **Act Code** and **Computer Code** mentioned in the presentation forms are in consonance with the subject matter of the Pleading. If **Act Code** and **Computer Code** are not mentioned properly, they should not give filing order to such pleadings. If said direction is not followed, stern action will be taken against erring official.

Dated this 18th day of March, 2014.

HIGH COURT, ORIGINAL SIDE,)
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BOMBAY.)

By Order

Sd/-

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