

**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 and Updated Standard Operating Procedure**  
**(Amended and Restated – as of February 10, 2025)**

1. A Standard Operating Procedure for auto-listing of matters relating to the Arbitration and Conciliation Act, 1996, has been in place for about a month. Based on experience gained, this is an updated Standard Operating Procedure, with incremental changes to the auto-listing system and other updates.

**Auto-listing of Fresh matters:**

2. Automatic listing is now extended to a wider range of matters, and also immediately upon issuance of Lodging / Stamp number. The following procedure shall apply:
  - a. All ***fresh*** matters filed under **Section 11, Section 14, Section 15, Section 27** and **Section 29A** shall be automatically listed, **immediately upon Lodging / Stamp Number** being assigned;
  - b. The same principle shall apply to applications for **condonation of delay in fresh filing** of challenges under **Section 34** and **Section 37** of the Act;
  - c. All ***fresh*** matters filed under **Section 9, Section 34** and **Part II** shall automatically be listed, immediately upon office objections being removed. Such matters will be automatically listed on the **third working day**, excluding the date of assignment of final number;

- d. All the aforesaid automatic listings will occur on the ***third working day*** (excluding the date of assignment of 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;
- e. Therefore, ***no praecipe should be filed*** for listing of ***such freshly filed matters***;
- f. Listing shall be in the chronological sequence, under the head: "***Fresh Matters***";
- g. Where a ***freshly filed matter under Section 9, Section 34 and Part II*** needs urgent attention (without being able to wait for final registration), a ***praecipe*** may be filed, highlighting the urgency and articulating the need for urgent attention. Appropriate dates shall be assigned. In such cases, ***after the matter is heard*** in the first instance, it shall be incumbent on the parties to ***remove office objections***; and
- h. Finally, we are conscious that ***matters filed earlier and not auto-listed*** should not get left behind at ***the pre-notice stage***, without a date. All ***such matters that would have otherwise been eligible for auto-listing*** under the Standard Operating Procedure are being identified and ***will be listed in the coming days***. Regardless, any ***praecipe*** in this regard will also lead to listing under the caption "***Fresh Matters***" on a proximate date.

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

3. To address any felt need for urgent listing of any matter that needs attention on an emergency basis in any existing or fresh matter (only in situations referred to above), the following requirements are being set out:-

- a. Any request for urgent listing should be spelt out in a ***praecipe***. It is critical that the *praecipe* is ***articulate*** about the ***circumstances necessitating urgent consideration***, and sets out the information listed in the form set out below clearly, and crisply states the basis on which urgency is claimed:

<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 first 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. The *praecipe* should be ***handed over*** to the Associate and the *Sheristadar*, ***without verbally mentioning*** the matter;
- c. Decisions on any *praecipe* ***filed before 10:30 am*** on a given day will be ***published no later than the next day***, on the Official Website of the Court in the hyperlink titled: “***Circulations Granted***”;
- d. 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*;
- e. 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;
- f. Senior Advocates are requested not to mention matters for any special out-of-turn listing or consideration.

**Balance Matters on Causelist:**

4. Considering the work load, there may be a portion of the causelist that would not get called out. Advocates must not mention such matters out of turn for a date, since **proximate dates** are assigned immediately after the Court rises, for the next date of listing.
5. However, it is recognised that there is a **lag between the decision on the next date and its dissemination**, and this **leads to anxiety**, and invariably, **another praecipe being filed**. To avoid this situation, **information on the next date, matter-wise, will henceforth be published as a Notice** so that the next date is disseminated.
6. The actual matter-wise upload of the stand-over orders and updation of the Court Information System would get done eventually, but the dissemination by a Notice, with information on the next date of listing, would enable stakeholders to know where they stand.
7. **With this system** being put in place, **stakeholders are requested to avoid filing a praecipe**, just to request a new date on account of the matter not being called out due to paucity of time.

**Formats for Tendering Data:**

8. Notices are being issued from time to time **for efficient presentation of data** to **enable faster appreciation** of facts. Advocates are requested to assist the Court **by tendering information in the stipulated formats** when the matter is called out. The currently applicable formats are set out in the **Annexure**.

**Recording of Appearances:**

9. Considering the volume of orders to handle every day, advocates not handing in their appearances in typed format is creating a bottleneck in the smooth administration of the roster.

10. **Appearances** data must given by advocates **ONLY in typed format**, with **complete particulars of all names involved**, and forthwith. At best, for matters called out before the lunch break, the typed appearances may be given by 14:30 and for matters called out after the lunch break, the typed appearances may be given by 16:30.
11. If these parameters are not followed, the orders will be uploaded without appearances being shown in the order, with a remark that appearances have not been tendered. No requests for Speaking to the Minutes to include or rectify appearances will be entertained. These requests impose a colossal burden on the support system of the Court.

The effectiveness of this amended and restated Standard Operating Procedure will be further 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 10<sup>th</sup> day of February, 2025

By Order

Sd/-

(Amit H. Laddhad)  
Prothonotary & Sr. Master,  
High Court, O.S. Bombay.

Sd/-

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

## ANNEXURE

### Format for Section 11 Matters

<b>Sr. No.</b>	<b>Data Head</b>	<b>Particulars</b>
1.	Date of the Agreement	[Date], Page [ ]
2.	Arbitration Agreement	Clause [ ], Page [ ]
3.	Seat and Venue	Seat: [ ] Venue: [ ]
4.	Invocation Notice	[Date], Page [ ]
5.	Reply, if any	[Date], Page [ ]
6.	Respondent's Stance on Existence of Arbitration Agreement	[Denied] / [Admitted] / [Silent]
7.	Objections of Respondents from the record	Page [ ]
8.	Section 9 Petition, if any, relating to the same disputes	[Commercial] Arbitration Petition [(L)] No. [ ] of [ ]
9.	Approximate Value of Dispute in Question	Rs. [ ]

### Format for Section 29A Matters

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