

**PROCEDURE FOR PHYSICAL FILING OF MATTERS IN THE HIGH COURT OF
JUDICATURE AT BOMBAY AT THE PRINCIPAL SEAT**

1. Physical (i.e. paper-based) filings of all categories of Appellate and Original Side matters will be accepted with effect from 25th June 2020.
2. A special filing counter has been set up in Court Room No 6 on the ground floor. This is to avoid crowding in the regular registry. This is a temporary facility during the Covid-19 pandemic period. The regulations/restrictions need to be strictly observed.
3. There will be separate counters for Original Side and Appellate Side filings. All should maintain physical distancing norms and regulations, wear masks and form orderly queues. One queue is to be formed from the left counter towards CR No 9. The second queue is to be formed from the right-hand counter towards CR No. 3.
4. Filing timings are between 11:00 am and 02.00 pm.
5. All filings are by prior appointment only.
6. Appointments are to be booked in advance by following the dedicated link on the Bombay High Court website.
7. The link will open a page requiring particulars including name, Advocate code, email id, 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 the filing counter.
8. 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.
9. 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 of only 90 tokens per day).
10. These tokens are valid only for the day/date mentioned in the confirmation and the application.

11. 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 12.00 noon
11 to 20	12.00 noon to 1.00 pm
21 to 30	1.00 pm to 2.00 pm

12. Filings under the corresponding tokens will be accepted only during these timings. If the timing is missed, a fresh appointment must be taken. There will be no adjustment of tokens in another time-slot.
13. Each token is valid for one matter (unless it is a group matter).
14. One Advocate/firm/party in person may file a maximum of two matters per day irrespective of category.
15. One Advocate/firm/party in person may obtain a maximum of two tokens per day. If more than one token is obtained by the Advocate/firm/party in person, only the first two in token sequence number will be accepted.
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 the timing discipline and will not be permitted to adjust filings scheduled for a later time-slot in an earlier time-slot or vice-versa.
17. Only proceedings duly signed by the petitioner/plaintiff/applicant and the Advocate concerned, and properly affirmed or notarised with proper court fees challan shall be accepted as per the regular practice of lodging prior to lockdown.
18. This arrangement of physical filing shall be **IN ADDITION** to electronic filing by email of urgent matters for hearing through Video Conference. Any Advocate/party seeking to have a matter listed for urgent hearing **SHALL FIRST** file the matter by email in soft copy as per the special procedure already notified on the official website **AND THEN** physically file the matter.

19. All matters filed in hard copy / physical form will be kept separately in a box for at least 24 hours. Only thereafter will the Registry take up the matters for scrutiny and lodging/filing numbers shall be given to the matters as per the regular procedure. These numbers will be intimated by SMS and email only.
20. No Advocate/Party in Person /Advocates' clerk shall be permitted to enter the Court complex for any filing nor be allowed to file any matter unless the appointment confirmation in hard copy or soft copy is shown at both the entry point and the filing counter.
21. The foregoing special arrangement will commence from 25th June 2020 and will continue until further notice.

Date : 24th June 2020

Sd/-
REGISTRAR GENERAL
HIGH COURT, BOMBAY