

Directions regarding maintenance of Judicial files

All the Judicial files should be kept in the following order:-

1. A judicial file will contain the following volumes and will contain the respective documents.
 - I. Volume 1 will contain pleading [application, reply(s) and rejoinder(s)]
 - II. Volume 2 will contain documents filed with pleadings. Documents filled with M.A. [reply(s) and rejoinder(s)] shall be kept in the M.A. file itself.
 - III. Volume 3 will contain M.A.
 - IV. Volume 4 will contain office note, report of service or any other document received from other than parties.

2. Pagination will be continuous in each volume, volume-wise, e.g. volume 1- page 1 to 200, volume 2-1 to 200. The next volumes shall be termed as Volume 1(a), 1(b).