

THE HIGH COURT OF KERALA

A7-80978 / 2021

Kochi -682031
Date: 19-09-2023

NOTICE

Sub :- Auto Processing of Urgent Memos and Listing of Cases
- revised guidelines

Ref :- High Court Notice of even number dated 10.08.2023

The High Court had implemented Auto Processing of the Urgent Memo and Listing of Cases in the High Court w.e.f. 14.08.2023 and detailed guidelines in this regard were issued vide notice cited. It was instructed therein that in no case offline urgent memos will be accepted (Clause 4) and that filing of Urgent Memos will only be permitted between 10.00 a.m. to 01.00 p.m. (Clause 5).

Now, it has been decided to make the following modifications;

- to permit filing of urgent memos from 07.00 a.m. to 01.00 p.m. on all working days.
- for the matters registered prior to the year 2022, Urgent Memos can be filed offline upto 16.10.2023 or such other period as may be directed.
- Urgent Memos filed via online mode shall be listed within three days from receiving the memo.

Accordingly guidelines for Auto Processing of the Urgent Memos and Listing of Cases are revised with immediate effect, as follows :-

1. Advocate / party-in-person whose code, mobile number respectively is available in the case data can apply for urgent listing through the 'Urgent

Memo' module. And if the advocate code or mobile number, as the case may be, is not updated in the case data, they shall contact the Section concerned (Seat ID is available in case status) and update the required details in the system.

2. E-filers shall ensure that urgent memos are applied only for cases that could be listed for the following purposes: 'Admission', 'Petitions', 'For Hearing', 'Anticipatory Bail for Admission', 'Regular Bail for Admission', and 'Extension of Stay'. The e-filer shall choose the appropriate purpose of listing while submitting the urgent memo. In admission matters, if the case is already admitted, the system will not permit to proceed with an urgent memo, if the purpose selected is for 'Admission'.

3. Once applied for an urgent memo, it will be auto-listed in the draft cause list starting with serial number 1501.

4. Urgent Memos can be filed via, online mode for all cases for the matters mentioned at '2' above, **and for the matters registered prior to the year 2022, Urgent Memos can be filed via,offline also up to 16.10.2023 or such other period as may be extended.**

5. Filing of urgent memos will only be permitted between **07:00 a.m. and 1:00 p.m. on all working days** and an e-filer can select only the **third working day excluding the date of filing of Urgent Memo for the listing of the case.**

6. If the petitioner or the appellant of a case files an urgent memo, he shall disclose the status of service of notice as below;

6.1. If it is disclosed that service of notice is '**not complete**': - then the system will list the case with the remark that '*service is not complete*'.

6.2. If it is disclosed that service is '**complete**' : - the system will

further ask whether the case is sought to be listed before the date of appearance mentioned in the notice.

6.3. If it is disclosed that the case is sought **'to be listed before the date of appearance mentioned in the notice'** : - the system will list the case with the remark that *'listing is before the date of appearance mentioned in the notice'*.

7. System will ask whether any other online urgent memo is filed in the same case after last listing date, and if the answer is yes, the system will further ask whether the earlier urgent memo was considered by the Court on merits and if the answer is yes, the system will ask the party to disclose the special reasons for filing the urgent memo again and will list the case with the remarks 'Previous urgent memo considered on merits'. If the answer is No, the case will be listed without any remarks.

8. Though filing of urgent memo is permitted for IAs along with the respective disposed off main cases the same will not be auto listed, to avoid possible inconvenience to the Honourable Court, but will be listed following normal listing process by the Section Assistant after due verification.

9. Separate urgent memos in connected cases are not required. If one urgent memo is filed in any of the connected cases, the draft list will also include all the connected cases(pending).

10. No restriction is placed in the system for the number of urgent memos an e-filer can file in respect of a case.

11. No restriction is placed in the system in respect of the number of cases that can be included in the Urgent Memo Cause List.

12. The Urgent Memo List will be auto published at 5.00 p.m. on the

previous day of listing.

(By Order)

P J Vincent
REGISTRAR (DISTRICT JUDICIARY)
(Registrar General -in-charge)

To:-

The Advocate-General, Ernakulam.
The Director General of Prosecutions & State Public Prosecutor,
Ernakulam.
The Additional Advocate-General, Ernakulam (2).
The Additional Director General of Prosecutions, Ernakulam.
The Director, Kerala Judicial Academy, Athani
The Member Secretary, Kerala State Legal Services Authority,
Ernakulam
The Director, Kerala State Mediation and Conciliation Centre,
Ernakulam
The President, Kerala High Court Advocates' Association,
Ernakulam
The Vice-Presidents, Kerala High Court Advocates' Association,
Ernakulam (2).
The State Attorney, Advocate-General's Office, Ernakulam.
The Secretary, Kerala High Court Advocates' Association,
Ernakulam.
The General Secretary, Kerala High Court Senior Advocates'
Association,Ernakulam
The Secretary, Indian Law Institute, Kerala, Ernakulam
The Senior Counsel, Government of India (Taxes), Ernakulam.
The Deputy Solicitor General of India, Ernakulam.
The Chairman, Bar Council, Ernakulam.
The President, Kerala Federation of Women Lawyers, Ernakulam.
The Secretary, Rule Committee under Section 123 CPC,
High Court.
The President, Kerala High Court Advocates' Clerks' Association,
Ernakulam.
The Registrar (Judicial), High Court.
All Officers and Sections, High Court.
The Secretary, High Court Legal Services Committee,
Ernakulam.
The Private Secretary to the Chief Justice, High Court.
The Protocol Officer, High Court.
The Public Relations Officer, High Court.
The Additional Public Relations Officer, High Court.
The Private Secretaries to Judges, High Court.
The Filing and Court Officers' sections, High Court.

The IT Section, High Court

The Confidential Assistants to the Registrars, Director (KJA) and
the Additional Registrar (General Administration).

The Admn. Records Section, High Court

The Notice Board, High Court

The File/Stock.

Copy submitted to :-

The Honourable the Chief Justice
and the Honourable Judges