

**HIGH COURT OF MADHYA PRADESH, BENCH AT INDORE**

:: NOTICE ::

No. Admn./119-A/

91

Indore, dated 20/01/2021

As directed, this is for general information to comply with the provisions of Rule 7 of the Electronic Filing (E-Filing) in the High Court of Madhya Pradesh Rules, 2020 and Rule 2 of Chapter X of the High Court of Madhya Pradesh Rules, 2008.

For convenience above stated rules are mentioned below :

**The rule 7 (Formatting) of the Electronic Filing (E-Filing) in the High Court of Madhya Pradesh Rules, 2020 provides as under –**

- (1) All the original types text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style:
  - Paper size : A-4
  - Top Margin : 1.5"
  - Bottom Margin : 1.5"
  - Left Margin : 1.75"
  - Right Margin : 1.0 "
  - Alignment : Justified
  - Font : Times New Roman
  - Font Size : 14
  - Line Spacing : 1.5
  - if any document is typed in a local language in Trial Courts, its copy must be prepared using Times New Roman Unicode Font 14.
- (2) The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) of PDF/A using any PDF converter or in-built PDF conversion plug-in provided in software. PDF/A is the preferred format.
- (3) A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of

300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in sub-rule (1) of Rule 9 is as set out in **Appendix-III**.

While filing any petition/appeal/document(s) etc. through Electronic Filing (E-Filing) mode direction as contained in Rule 7 with respect to formatting style have to be strictly adhered too.

**The rule 2 of Chapter X of the High Court of Madhya Pradesh Rules, 2008 provides as under –**

**Preparation of Memorandum of Appeal, Petition, Application etc.**

2. Every -

- (1) memorandum of appeal including a writ appeal,
- (2) memorandum of objection under order XLI rule 22 of the Code of Civil Procedure, 1908,
- (3) application, interlocutory or otherwise,
- (4) petition including a writ petition,
- (5) return, reply or rejoinder,
- (6) list of document or
- (7) affidavit;

- in a civil or criminal matter, including a copy thereof where it is required to be served upon the other party under the Rules, shall be-

- (a) written in English or Hindi- preferably in English,
- (b) neatly typed or printed on both sides of A-4 size paper having not less than 75 GSM, leaving a margin of not less than 1.5" on the Top and Bottom and 1.75" margin Left and at least 1.0" margin Right.
- (c) It shall be printed using one and half line space, font size of 14 (for quotations and indents font size 12 in single line spacing) and font face Times New Roman. Copy for opposite party be on white durable paper.]

- (d) signed and dated by the applicant, appellant, petitioner or opposite party or by his advocate and where the petitioner is illiterate, bear his thumb mark attested by the signature of at least one literate person, giving his name and address below his signature.

Sd/-

(ANIL VERMA)  
PRINCIPAL REGISTRAR

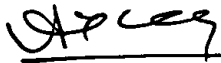
Endt. No. Admn./119-A/

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Indore, dated 20 / 01 / 2021

Copy forwarded to :-

- 1) The Controller Accounts, High Court of M.P., Bench at Indore, for information.
- 2) Reader to Hon'ble Shri Justice \_\_\_\_\_  
for kind information to Hon'ble Lordship.
- 3) The Additional Advocate General, Indore, for information and necessary action.
- 4) The Assistant Solicitor General of India, Indore, for information and necessary action.
- 5) The President/Secretary, High Court Bar Association, Indore, for getting it affixed on notice board for information to members of Bar Association.
- 6) The President/Secretary, District Bar Association, Indore, for getting it affixed on notice board for information to members of Bar Association.
- 7) Deputy Controller Accounts/ Assistant Registrars/ Court Manager/ Administrative Officers (Judicial), High Court of M.P., Bench at Indore, for information.
- 8) P.A./Reader to : Principal Registrar, O.S.D./Registrar, Registrar, Senior Principal System Analyst (N.C.T.), Joint Registrar (M), High Court of M.P., Bench at Indore, for placing the same before concerned officer for their kind information.
- 9) Section Assistants : Presentation Center, Cause List, F.A., S.A., M.A., Cr.A., Cr.R., M.Cr.C., MCC/WA/Cont.P. etc., W.P., Supreme Court, RR(D), S.W., Copying, Paper Book, Inward/ Dispatch, Stationery, Accounts, Cash & Establishment, High Court of M.P., Bench at Indore, for information and necessary action.



(ANIL VERMA)

PRINCIPAL REGISTRAR

20/1/21

