

**HIGH COURT OF MADHYA PRADESH : JABALPUR**

**CIRCULAR**

**No. A/1136**

**Jabalpur, dated 29 May, 2020**

In continuation to the earlier Circular no. Q13, Jabalpur, dated 17<sup>th</sup> May, 2020 and other earlier Circulars as well as guidelines issued time to time, it is made clear that in the District Establishment, the facility of e-filing of cases is available in CIS 3.2 Software but at some places, it has not been implemented as well as the Learned Advocate are also not acquainted with the facility available in CIS 3.2 Software system. That may create difficulty to the Advocate as well as to the Office. With intent to remove the difficulty, following directions are issued:-

1. The Centralized Filing Centre at District Establishment shall remain open from 10:30 A.M. to 02:30 P.M.
2. If the Advocate / Prosecution / Party in person intended to file any case in person on Centralized Filing Centre, that will be received by the Centre and acted upon as per rule and law.
3. With intent to avoid rush, the Bar Association concerned should collect all the suits/petitions/applications/criminal complaints and submit it to the centralized filing centre between 12:00 P.M. to 02:00 P.M. So far as criminal cases are concerned, charge-sheets shall be submitted by concerning Police Station.



4. In case of filing of more than 50 cases per day, which is causing difficulty and rush at the Centre, the In-charge of the Centralized Filing Centre may take excess cases on next working day.
5. The information pertaining to registration / default of cases shall be communicated to the Filer either by SMS or display on screen of CIS Software system.
6. On receiving the information, the concerning Advocates/ party in person will remove defect at the filing centre between 10:30 A.M. to 12:00 P.M.
7. At the Filing Counter, social distancing shall be maintained by the Advocates, Parties as well as by the Staff.
8. At the window of the Centre, the facility of sanitizer be made available, everyone present in the Office and filing the case must wear the mask.

**The above said norms shall remain in force till further orders.**

**By Order of Hon'ble the Chief Justice**

  
**(Rajendra Kumar Vani)**  
**Registrar General**