

**GUIDELINES FOR THE ADVOCATES-TRANSLATORS EMPANELLED IN
THE HIGH COURT LEGAL SERVICES COMMITTEE, JABALPUR.**

1. Paper Book of the Lower Court Record + High Court Record (relevant portion) shall be made available to all the advocates-translators.
2. Since, all the records are confidential, hence, it is expected from the translators that they will maintain confidentiality; they will not use the original records as well as the translated copy anywhere in any manner except the official work of translation.
3. All the pages of the paper-book shall be translated from Hindi to English language.
4. In all the pages so translated, under the 'Header' portion, the Sessions Case number and Criminal Appeal number shall be mentioned at right side, whereas, the page number shall be mentioned at center.
5. All the advocates-translators shall sign all the pages translated by them, therein mentioning "Translated, Checked & Signed by Me" under the 'Footer' portion.
6. If there is any page (in English language) or any map/image in the paper-book, then photocopy of the same shall be attached in the same sequence as in the paper-book.
7. Index of each paper-book must be prepared.
8. An amount of Rs.100/- shall be paid for each page of original record to be translated by the advocates-translators, which includes translation, photocopy and print charges.
9. The advocates-translators shall have to complete translation of one paper-book within 15 days and if, for some reasons, they need additional time, the same shall be extended only by the Registrar/Secretary, High Court Legal Services Committee, Jabalpur, upon application of the advocates-translators.
10. The page layout must be as follows:-
 - A- Paper description: Legal – White
 - B- Line Spacing: 1.5
 - C- Font description: Times New Roman with '14' point/size
 - D- Page Margin: Top – 0.9" inch, Bottom/Left/Right – 1" inch
 - E- Gutter: 0" inch at left side
11. The seal of the "High Court Legal Services Committee, Jabalpur" must be affixed on each translated page, prior to sending the same to the Hon'ble Supreme Court.

Approved by the Chairman


(Rajiv Karmahe)
Registrar/ Secretary