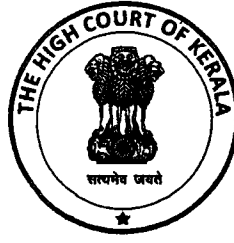


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**THE HIGH COURT OF KERALA**

Ernakulam-682031  
Email: dsec.hc-ker@gov.in  
Phone: 0484-2562985  
Fax: 0484-2562451

No: DI-1 /104010/2019

Date: 24-11-2020

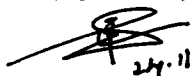
**OFFICIAL MEMORANDUM**

- Sub: Certified copies issued from the subordinate courts - utilising A4 size papers with printing on both sides - orders issued - reg.  
Ref.: 1. High Court Notification of even no. dated 22/09/2020.  
2. High Court Office Circular No. 03/2020

Reducing paper consumption reduces office expenditure besides being eco friendly. To that end, High Court vide notification cited first, had directed that all petitions, affidavits, memoranda of appeal and other proceedings presented before the High Court shall be in A4 size papers and typewritten/printed on both sides. When all the pleadings filed in the High Court are in A4 size papers, it is inappropriate if the certified copies produced along with it are in legal size papers. In this context, High Court vide Office Circular cited second had directed that certified copies issued from the High Court shall be in A4 size papers with printing on both sides.

In furtherance thereof, all the subordinate courts in the state are hereby directed that henceforth, certified copies issued by them shall be in A4 size papers with printing on both sides. It is further clarified that copying charges shall be collected for both sides of the sheet separately as stipulated in Rule 248 of the Civil Rules of Practice, Kerala.

(By order)

  
24.11.2020  
Sujatha P Hari  
Assistant Registrar

24/11/20  
A.S.O

To

All the District Judges including District Judge, Kavarathi (They shall forward a copy of this O.M to all the courts in their District)  
All the Chief Judicial Magistrates (They shall forward a copy of this O.M to all the courts under their control)

Copy to

The Additional Chief Secretary, Home (C) Department (with C/L)  
The Advocate General, Kerala  
The Director General of Prosecutions and State Public Prosecutor, Kerala  
The Director, Kerala Judicial Academy, Athani  
The Public Relations Officer, High Court  
The Chief Librarian, High Court

The PS to Chief Justice

All the PS to Judges

The Confidential Assistants to Registrars and  
Additional Registrar (General Administration)

The Joint Registrar in-charge of Filing Section

The Assistant Registrar in-charge of Filing Section

The Filing Section

✓ The IT Section (for uploading in the High Court website)

All Officers, High Court

Sri. G. Unnikrishnan, Secretary, Rule Committee,

(GTWRA 1, 33/1947, 'Vigneswaram',

Ganapathy Temple Road, Edappally, Ernakulam- 682 024)

The Administrative Records Sections (2 copies)

The Notice Board, High Court

The Stock File.

They shall place the matter before the Hon'ble Chief Justice, Hon'ble Judges and the Registrars respectively for information.