

**HIGH COURT OF DELHI: NEW DELHI**

No. 10/Rules/DHC

Dated: 22.05.2009

**CIRCULAR**

The following instructions are circulated for information and compliance by all concerned:

1. At the time of filing of documents in a pending case by the parties and / or their counsel, 'Next Date of Hearing' should invariably be mentioned on the top right side of the Index Sheet to facilitate the Dealing Assistants to place those documents on the record of the file.
2. The Counter Assistants and Scrutiny Assistants of the Filing Counter shall ensure that the 'Next Date of Hearing' is mentioned on the Index Sheet.
3. The Dealing Assistants shall place all such documents on the judicial file preferably on the same day or latest by the next working day.
4. The Dealing Assistants shall make an entry of all such documents in the Register of Receipts indicating the date on which such documents have been placed on the judicial file.

BY ORDER  
Sd/-  
**(RAKESH KAPOOR)**  
**REGISTRAR GENERAL**