

**HIGH COURT OF DELHI AT NEW DELHI**No. 484, Comp.DHCDated: 15th March 2013**NOTICE**

It is hereby informed that Hon'ble the Chief Justice, on the recommendation of the Hon'ble Computer Committee, has directed that it will be mandatory to file soft copy on CD-R/DVD-R in Arbitration matters w.e.f. 1st April 2013 in addition to the existing paper filing of cases. The procedure to prepare soft copy is as under:

**Use below mentioned formatting style for preparing the document**

Paper size;	Foolscap paper
Margins:	
Top:	1.5"
Bottom:	1.5"
Left	1.75"
Justification:	Full
Font:	Times New Roman
Font size	14
Line Spacing:	1.5"
Footnotes/End Notes:	Font size- 10

**Procedure for documents preparation for filing of soft copy**

1. Prepare original text material/documents viz. index, notice of motion, memo of parties, main petition, interlocutory applications, etc. in MS-word or Open office, as per format already prescribed for hard copy.
2. Convert documents into PDF using any PDF converter tool or inbuilt PDF conversion functionality of word processing software.
3. Scan the documents viz. notarized affidavit(s) signed vakalatnama, certified copy of order or award /agreement and annexures etc. (other than text material) using 300 dpi.
4. Merge both type documents, prepared in MS word or open office and scanned, in a single PDF and bookmark the documents **strictly as per the index of hard-copy**. Burn the merged single file on a CD-R/DVD-R.

5. Present hard-copy, as usual, along with the CD-R/DVD at the Delhi High Court filing counter at the time of filing. (Details of the case be written in black ink using black marker on the CD mailer (padded) cover as well as on CD under the signature of counsel).

The Advocate will give an undertaking on the hard-copy in the following format:

**“Certified that the soft copy filed herewith is a replica of the hard-copy filed.**

For any assistance and training please contact Mr.Sarsij Kumar, System Analyst, and Zameem Ahmad Khan, Programmer, Computer Cell, Ground Floor, A-Block, Delhi High Court, New Delhi. (011-43010101, Ext. no.4563).

  
Registrar (Computerization)

**NOTE:-**

Facility of scanning and preparing the soft copy on payment basis (0.50 paisa per page) has been provided at filing Counter No. 13,14 for Advocates/Litigants by a private agency.