

HIGH COURT OF TRIPURA
AGARTALA

No. F.4(37)-HC/Vol.II/2019-20/13306

Dated, Agartala, the 16th September, 2020

CIRCULAR

To enable the concerned advocates or parties in person to place list of authorities or copies of judgments which they are relying upon or any other documents not part of the record in advance, it is hereby notified for the general information of all advocates/parties-in-person appearing before the virtual hearing of cases in the High Court that, henceforth any advocate/party-in-person intending to place any document in connection with a case before the Virtual Court may send it electronically to the following designated email address of the Registry:

vcourt.thc@gmail.com

While sending the document through email in the above-mentioned email address the advocate/party-in-person must mention the following information in the body of the email:

- a) Virtual Court Number and the name of the Judge/Judges hearing the case:
- b) Case Number:
- c) Nature of the document placed:
- d) Next date of hearing if available:

The advocate/party-in-person while sending the document through email to the Virtual Court shall also mark cc of the email to his/her opponent.

The following best practices shall be followed by the advocates/parties-in-person while placing any document before the Virtual Court by email:

- 1. The document should be legible enough to be read by the Hon'ble Court;**
- 2. Scan in Black and White only;**
- 3. File size of the scanned document should be less than 20 MB;**
- 4. If file size exceeds 20 MB limit, split such PDF to achieve file size;**
- 5. Do not upload files with Password protection;**

A member of the Registry shall be assigned the task of forwarding the emails containing the documents sent by the Advocate/Party-in-person to the Hon'ble Judge hearing the case in His Lordship's email address immediately after receiving the same.

It is clarified that any document sent in this manner will be only for the purpose of perusal of the Court and shall not form part of the case record unless ordered to be taken on record by the Court.

This is issued with immediate effect.

Sd/-
Registrar General

No. F.4(37)-HC/Vol.II/2019-20/13307-329 Dated, Agartala, the 16th September, 2020

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura for His Lordship's kind appraisal.
2. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge In-Charge, ICT including eCourts Project, High Court of Tripura for His Lordship's kind appraisal.
3. The Secretary to Hon'ble Mr. Justice A. Lodh, Judge, High Court of Tripura for His Lordship's kind appraisal.
4. The Secretary to Hon'ble Mr. Justice S.G. Chattopadhyay, Judge, High Court of Tripura for His Lordship's kind appraisal.
5. The Advocate General, Tripura, Agartala.
6. The Secretary, High Court Bar Association, Agartala.
7. Secretary, Tripura Bar Association, Agartala.
8. The Chairman, Bar Council of Tripura, Agartala.
9. The Assistant Solicitor General of India, Government of India, Agartala.
10. The Public Prosecutor, High Court of Tripura, Agartala.
11. The Government Advocate, High Court of Tripura, Agartala.
12. The LR & Secretary, Law, Government of Tripura, Agartala.
13. The Registrar (Vigilance), High Court of Tripura.
14. The Registrar (Judicial), High Court of Tripura.
15. The Registrar (Admn. P & M), High Court of Tripura.
16. The Joint Registrar, High Court of Tripura.
17. The Deputy Registrar (Judicial) -cum- CPC, High Court of Tripura. He is requested to assign one staff member of the Registry for forwarding the emails to the Hon'ble Judges.

18. All the Deputy Registrars, High Court of Tripura.
19. All the Assistant Registrars, High Court of Tripura.
20. The System Analyst, High Court of Tripura, Agartala for uploading the said Circular in the official website of the High Court of Tripura.
21. All Court Masters, High Court of Tripura, Agartala.
22. Notice Board of the Court House.
23. **ORDER FILE.**

D. B. 16/9/20
Registrar General