

2022-07-07

HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC No.426/SO/2021

Date: 29.07.2022

CIRCULAR No.12/2022

Sub: High Court of Andhra Pradesh – Proceedings in the High Court of Andhra Pradesh - Usage of A4 size papers with printing on both sides on judicial and administrative side – Instructions – Issued.

The High Court having considered the Representations of some of the Advocates requesting for usage of A4 size papers, instead of foolscap/legal size papers for filing and printing on both sides, on judicial and administrative side in the High Court of Andhra Pradesh, to minimize consumption of paper and to protection of the environment, pending incorporation of amendments to relevant Rules, notifies the following instructions :

1. All Writ Petitions/Civil/Criminal Cases and other proceedings including Affidavits, Counters and all other papers required to be filed/presented to the High court shall be in A4 size papers only instead of foolscap paper/Legal size papers.
2. The Personal Secretaries / Court Masters shall take printouts of the Judgments in A4 size papers only.
3. The Section Officers / Section Heads shall issue Certified Copies / Carbon Copies of Judgments / Orders / Interim Orders and also prepare the paper book in A4 size papers only in all the cases hereafter.
4. All the Section Officers / Section Heads of the Administrative Sections shall use only A4 size papers for preparing office Notes, correspondences, etc.
5. Hereinafter the Section Officer, Stationery Section shall not issue foolscap paper on the indent made by the Section Officers and to supply only A4 size papers.

The above instructions will come into force with effect from **01.09.2022.**



REGISTRAR GENERAL

To

1. The Prl. Pvt. Secretary to the Hon'ble the Chief Justice, High Court of Andhra Pradesh (with a request to place the circular before His Lordship for kind perusal).

2. All PSs to the Hon'ble Judges, High Court of Andhra Pradesh (with a request to place the circular before the Hon'ble Judge for their Lordship's kind perusal).
3. All the Registrars, High Court of Andhra Pradesh.
4. The Registrar (IT)-cum-CPC, High Court of Andhra Pradesh (with a request to instruct the concerned to place the circular in High Court's website)
5. All the Unit Heads in the State of Andhra Pradesh.
6. The Secretary, High Advocates Association (With a request to circulate to all the members and to display in the notice board).
7. The Secretary, Bar Council of Andhra Pradesh.
8. The Member Secretary, A.P.State Legal Services Authority.
9. The Secretary, High Court Legal Services Committee.
10. The Director, High Court Mediation and Arbitration Centre.
11. All the Officers, High Court of Andhra Pradesh.
12. All the Section Officers / Section Heads, High Court of Andhra Pradesh.