

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH**  
**(Office of the Registrar General at Jammu)**  
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**Subject: UTs of Jammu & Kashmir and Ladakh Civil and Criminal Courts Preparation and Supply of copies including E-true copies of Record Rules, 2025**

**NOTIFICATION**

**No: 3700 of 2025/RG**

**Dated:- 05.12.2025**

Whereas, due to the enactment of three new Criminal Laws being Bharatiya Nyaya Sanhita, 2023; Bharatiya Nagarik Suraksha Sanhita, 2023 and Bharatiya Sakshya Adhiniyam, 2023, the High Court of Jammu & Kashmir and Ladakh in exercise of powers conferred by Article 227 of Constitution of India and in terms of Section 75 of Bharatiya Sakshya Adhiniyam, 2023, and with the previous approval of Lieutenant Governor, UT of J&K, do hereby make Rules for issuance of copies of Record by the Courts in the UTs of Jammu & Kashmir and Ladakh.

**CHAPTER-1**  
**PRELIMINARY**

**1. Short title, Application and commencement:-**

These rules may be called “**UTs of Jammu & Kashmir and Ladakh Civil and Criminal Courts Preparation and Supply of copies including E-true copies of Record Rules, 2025**”.

(1) These rules shall apply to the Courts of the UTs of Jammu & Kashmir and Ladakh and to all judicial, departmental and mediation proceedings in pending cases.

(2) The facility of providing E-true copies shall be in addition to the existing facility of providing attested/certified copies.

(3) They shall come into force from the date of their publication.

**2. Definitions:**

(1) In these Rules, unless the context otherwise requires:

(i) “**Copy**” means a certified copy of any record prepared in accordance with these rules.

- (ii) **"E-true Copy"** means an authenticated electronic copy generated from the digitized record.
- (iii) **"Record"** means and includes any portion of a record and any document, map, plan or other paper attached to, or forming part of, record of any suit, appeal, inquiry or trial, or other judicial proceeding in any Civil or Criminal Court.
- (iv) **"Digitized Record"** means the record of case(s) available in digital form.
- (v) **"Copyist"** means and includes any persons engaged for the purpose of making a copy or copies of any such record.
- (vi) **"E-court fees/E-stamps"** means an electronically generated impression on paper to denote the payment of court fees payable under the Court Fees Act, 1870 as defined in J&K E-Court Fees Rules, 2021.
- (vii) **"Stranger"** means and includes any person or entity who is not party to the case.

**3. Persons entitled to obtain copies**—A copy of a record shall be granted in the manner prescribed by these rules to any person who, under the law for the time being in force, or under these rules, is entitled to get it. In particular, copies may be granted as follows:

- (1) Any party to a civil or criminal case is entitled at any stage of the suit or complaint to obtain copies of the record of the case including documents exhibited and finally accepted by the Court as evidence:

*Explanation—*

- (i) "Complaints" include challans.
- (ii) A party to a suit or complaint who has been ordered to file a written statement is not entitled to a copy of the written statement of his opponent until he has first filed his own.

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(2) A stranger to a civil or criminal case may, after decree or judgment, obtain copies of the plaint or complaint, written statement, affidavits and petitions filed in the case, as also of the evidence recorded by the Court, and may, for sufficient reasons shown to the satisfaction of the Court, obtain copies of any documents before the final order is passed. He may also obtain copies of any judgment, decree or order, at any time after the same has been passed or made, but he shall not be granted copies of exhibits put in as evidence except with the consent of the person by whom they were produced or under the orders of the Court.

(3) Official letters shall be treated as privileged documents and copies thereof shall not be ordinarily granted except under an order of the Presiding Officer.

**4. Supply of copies free of charge to persons accused or convicted and to public Officers—** Copies shall be supplied free of charge in the following cases:

(1) If a person convicted in a summons case is in jail and requires a copy of judgment for purposes of appeal or revision, the same shall be supplied free of charge on the application of the convict received through the officer-in-charge of the jail concerned.

(2) Copies of judgment and other documents required to be supplied to the accused under Section 404 of BNSS (Section 363 of the Criminal Procedure Code), shall be prepared and supplied free of charge to the accused, after having been duly attested by the Court, in accordance with the provisions of the said Section on the application of the accused received through the officer-in-charge of the jail concerned.

(3) Copies of judgments or orders, or English translations of vernacular judgments or orders, convicting, acquitting or

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discharging Government servants, including a person subject to military law or a civilian in military employ, of criminal offences, shall be supplied free of charge to the Heads of Departments of Offices concerned.

- (4) Copies required for official purposes by Public Officers in the UTs of Jammu & Kashmir and Ladakh shall be supplied free of cost if the application for the supply of copy is endorsed by the Head of the Department concerned.

**5. Procedure for submission of application for copy**—An application for a copy of any record, including requisition for a free copy may be made personally, or through an agent, or may be sent by post or through official web-portal/application, of the court.

Note—The authority of the agent need not be a formal power of attorney.

**6. Officers authorised to receive applications-**

An application for a copy of any record of the Court shall be received by concerned official and endorsed by the Presiding Officer of the Court, provided that the record, a copy whereof is applied for, is in the possession of the Court.

**7. Procedure where record is before High Court**—Whenever an application is made for a copy of record in case in which the record is before the High Court, the application shall be forwarded to the High Court for disposal. If the application is made under Section 404 of BNSS (Section 363 of the Code of Criminal Procedure), by a prisoner in jail and is submitted with the grounds of appeal or for revision, the memorandum of appeal or the petition for revision, as the case may be, shall also be forwarded along with the application.

**8. Application and Court-fee Stamp/e-Stamp to be affixed**— (1)  
Every application shall bear Rs. 5/- Court-fee stamp/e-stamp, apart

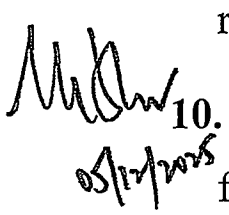
from the Court-fee stamps/e-stamps, if any, to cover the cost of the copy.

Note- The applicant shall give full particulars of the record, copy whereof is required so that the record may be easily traced, but no application shall be returned unless it fails to give the minimum information required to trace the record.

(2) Applications shall not be returned where the Court-Fee stamps/e-stamps borne on them are not properly endorsed by the Stamp Vendors/Approved Intermediary. In such cases the Stamp-Vendors/Approved Intermediary concerned shall be proceeded against under Section 34 of the Court-Fees Act, 1870.

(3) Immediately on receipt of the application the receiving official shall satisfy himself that the applicant is entitled to the copy applied for by him, and shall forthwith effect cancellation of the Court-fee stamps/E-stamps in the manner prescribed in Section 30 of the Court-Fees Act, 1870.

**9. One application for copies of record concerning single cause or matter-** Only one application shall be made for copies of any number of papers concerning a single cause or matter which are in the same record, e.g., if copies are required of four separate papers in one record, only one application is necessary.

 **10. Charges for copies and manner of payment thereof—**The charges for obtaining copies for records which are detailed in the Schedule-A appended to these rules, shall be deposited by the applicant in advance. If ordinary copy is to be obtained, advance deposit of Rs. 5/- per page and if urgent copy is to be obtained, advance deposit of Rs. 10/- per page in the shape of court-fee stamps/E-stamps should be made by the applicant. The payment of fee in case of E-true copy, shall be regulated through the portal itself hosted for making the application for true copies.

- (a) If the applicant desires that a GR be sent to him immediately on the receipt of his application, he should furnish his e-mail address on the application.
- (b) If the applicant desires that the copy be sent to him through post or electronically, he should furnish either the postal expenses or his e-mail address so that a certified copy be sent to him through post or E-true copy could be sent to him on his e-mail address furnished by him.

**11. Scrutiny of application-**(1) On receipt of an application, the Copyist shall scrutinize it as to whether:

- (a) The copy applied for can be supplied under these rules;
- (b) The application has been duly stamped with Rs. 5/- Court-fee stamps/E-stamps and gives the necessary particulars for tracing the record;
- (c) The fee, if prepaid has been correctly assessed, in accordance with the scale laid down in Schedule-A.

- (2) Whenever an application is made for a copy of a civil judgment for the purpose of appeal, the applicant shall be informed that a copy of the decree is also necessary and he shall be supplied with such copy, unless he declines to pay the necessary fees, in which case a certificate, under the signature of the officer-in-charge of the copying department, shall be endorsed on the copy of the judgment supplied to the applicant to the effect that he was duly informed that a copy of the decree was also necessary, and after being so informed, declined to pay fees for the same.

- (3) The applicant who applies for a copy of an appellate judgment for the purposes of a second appeal shall be intimated that a copy of the trial Court's judgment is also necessary and the procedure of sub-rule (2) shall, as far as may be, apply to such an application.

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## 12. Insufficiency in application for copy-

- (i) If an application for copy does not contain sufficient information to enable the record to be traced or if the fee paid is insufficient or the application is otherwise defective, the applicant shall be asked to do the needful and if the application has been received by post, the information shall be communicated to the applicant by unpaid post or by e-mail, if he has furnished his e-mail address on the application. If the defect is not removed or the deficient fee is not paid in 15 days, the application shall be rejected. The endorsement to that effect shall be made on the application which shall be returned to the applicant.
- (ii) In case(s) where the E-true copy of the digitized record is a heavy data file and cannot be conveniently shared through the electronic mode, the concerned official on the directions of Presiding Officer, may choose any other mode or may inform the applicant to furnish an electronic storage device within a reasonable period to enable sharing of the E-true copy of the digitized record. If the applicant fails to furnish the storage device within 15 working days, the applicant shall lapse.
- (iii) The concerned official shall scrutinize the electronic applications. Objections, if any, shall be communicated to the applicant through electronic mode. On removal of the objections the electronic application shall be processed further. If the applicant fails to remove the objections within 15 working days from the date of communication of objections, the application shall lapse.

**13. Presiding Officer to be consulted in case of doubt—**If it is clear that the copy can be supplied as a matter of routine and the application is in order, the official receiving the application shall prepare the copy. If, however, he is doubtful on any point he shall

put up the application for the orders of the Presiding Officer of the court.

**14. Duties of Officer receiving application**—If a copy is ordered to be prepared, the officer receiving the application shall:

- (a) Endorse or cause to be endorsed thereon the date and in the case of urgent applications the time of presentation;
- (b) Initial the endorsement;
- (c) Cancel the Court-fee stamps/E-stamps;
- (d) Issue receipt of the application;
- (e) Cause the application to be registered and the serial number of the register given in red ink on the reverse of the application; and
- (f) The application to be made be handed over to the Record Keeper if it relates to a decided case, or to the Ahlmad, if it relates to a pending cause.

Note—The number of copies asked for, if more than one, shall be recorded in the remarks column of the register.

**15. Record Keeper or Ahlmad to make over record on the same or next working day**—It shall be the duty of the Record Keeper or Ahlmad to see that the records are handed over to the copyist on the day he receives the application or in the morning of the next working day at the latest. The copyist shall maintain a register.

**16. Delivery of urgent copies**—If the record, copy whereof is required, is too lengthy to be copied within the fixed time, or if, after receipt of an application for an urgent copy it is found subsequently not possible to supply the copy within the fixed time, the applicant shall be enquired as to whether he agrees to the application being treated as an ordinary application and if he so agrees, the difference between the fee paid by him and the fee, which would have been payable if



the application had been for an ordinary copy, shall be refunded. If he still desires to have his application treated as urgent and given priority over ordinary applications, he shall forego all claims to the refund. Similarly, where the digitised record is not available, the electronic application for E-true copy shall be treated as the one for physical certified copy and the dealing official shall inform the applicant about the same. The applicant shall deposit requisite fee for physical certified copy in terms of Schedule-A appended with these Rules. On failure to deposit the fee, the application shall stand disposed of on expiry of 15 working days from the date of intimation to the applicant.

**17. Instructions regarding preparation of copies**—Every copy, made under these rules, shall:

- (a) If in English, be invariably prepared on a computer typewriter;
- (b) If in vernacular be written in good legible hand, in case it cannot be prepared on a typewriter;
- (c) Be written with ink of a good quality;
- (d) Have a margin of one-fourth of the sheet on the left;
- (e) Be written on both sides of the paper in such a manner that the margin on turning over the page is on the right/left hand side as the case may be;
- (f) Have a space between the lines equal to the 1.5 space of a computer typewriter;
- (g) Have marginal reference to the paging of the original;
- (h) Be duplicate if more than one copy of the same record is ordered to be prepared at the same time;
- (i) Have, as far as may be, the following number of words and lines on each page-

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(i) Computer Typewritten—360 words in 35 lines;

(ii) English writing—240 words in 22 lines; and

(iii) Vernacular writing—250 words in 22 lines.

(j) Subject to availability of digitized record, the concerned official shall make best endeavour to deliver the E-true copy.

**18. Heading to be prefixed to copies**—To every copy, made under these rules, shall be prefixed a heading containing the following particulars:

(a) the Court or office by which the case was decided, giving the name and powers of the Presiding Officer and, in an appeal case, the name and official designation of the officer whose order was appealed against, and the date of that order;

(b) the date of the institution of the suit, proceeding or appeal, as the case may be;

c) the name, parentage, trade or occupation, and place of residence with tehsil and district of the parties; and

(d) the subject matter of the case.

**19. No Copy shall be given of any document which is itself a copy except for special reason** - No copy shall be given of any document which is itself a copy except for special reasons recorded, on the application by the Presiding Officer. Where a copy of a copy is given, the fact that it is such copy shall be noted in red ink on the top of each page of such copy.

**20. Stitching of copies in book form**—If a copy covers more than one sheet of paper, the sheets of paper, on which the copy is prepared shall be stitched together in a book form, and shall not be attached one to the end of another so as to form a roll.

**21. Particulars to be endorsed on copy**—After a copy has been prepared but before it is revised and attested, the following particulars shall be endorsed thereon in the language in which the copy is prepared:

- (a) the number of the application in register.
- (b) the date of presentation of the application for a copy.
- (c) the date of return for want of copying fee, if so returned.
- (d) the amount paid as copying fee.
- (e) the name of the copyist.
- (f) The date on which the copy was completed.
- (g) The date on which the copy was examined and attested.
- (h) The cause of delay if the copy has been completed after the third day from the date of the application.
- (i) The number of words or pages.
- (j) (i) The cost of the copy as prescribed in the schedule annexed to these rules;
- (ii) Urgent fee . . . . .
- (iii) Search fee . . . . .
- (iv) Registration and postal charges. . . .
- (v) Total recovery . . . . .
- (k) Date of delivery or despatch-

Similarly, particulars to be endorsed on an E-true copy are-

1.	Party/applicant Details	
2.	Electronic Application Reference Number	
3.	Day, Date and Time of electronic	

	application	
4.	Date of Preparation of E-true copy	
5.	Date of electronic delivery of E-true copy	
6.	Name of dealing official	
7.	Name of Authorized officer	

**22. Delay in preparation of copy-**(1) A copy shall ordinarily be ready by the third working day of the receipt of application, but an urgent copy shall be ready before the close of the same day, if possible, provided the application is presented with the urgent fee within the first two hours of the same day. If the application is presented later, the copy shall be furnished, if possible, in the forenoon of the following working day. Any case of delay shall be verified and certified by the Examiner, or Copyist, before the copy is attested and delivered.

(2) Any complaint by Copyist or applicant shall be made in writing to the Presiding Officer who shall take such action thereon as he may deem proper.

(3) Subject to the availability of the digitized record, the concerned officer or dealing official shall deliver the E-true copy within four working days.

**23. Applicant to be informed either by post or electronically if copy is not expected to be ready on appointed day—** The applicant shall be entitled to have his copy furnished to him, as far as possible, on the day appointed for delivery of the copy. If, for any reasons, it is not possible to prepare the copy asked for by the appointed day, the official concerned shall send an intimation either by post or electronically to the applicant fixing another day for its delivery so that he does not unnecessarily visit the office.

**24. Revision and attestation of copies**—Every copy shall be revised and attested by a senior Clerk of Court under the control of the Presiding Officer.

**25. Examination, certification and stamping etc., of attested copies**—No copy shall be delivered to any person until it has been examined, certified, stamped and paged. The copyist shall see that the provisions of these rules have been complied with in all respects. Similarly, E-true copy shall be authenticated in the manner prescribed by the Information Technology Act, 2000.

**26. Duties of Examiner**—Every Examiner, before he attests any copy in accordance with the manner prescribed by these rules, shall—

(a) personally compare such copy with the original record from which it has been made, with the help of the copyist who prepared it, who shall read out the original;

(b) attest every alteration made in such copy by initialling the same;

(c) examine and initial the endorsement made upon the copy in accordance with these rules;

(d) examine the headings and form of the copy, and see that they are in accordance with the law, rules and directions applicable to such copy;

(e) see that the provisions of Rule 18 have been fully complied with;

(f) see that the Court-fee stamps/E-stamps affixed to copies are punched, cancelled and initialled;

**27. Endorsement on copies by Examiner**—(1) When the Examiner is satisfied that a copy is correct in all respects and ready for delivery to the applicant, he shall make thereon the following endorsement: **“Certified to be a true Copy”**; and shall sign and date the endorsement, and also subscribe his official designation below

which he shall make the following further endorsement:—  
**“Authorised by Section 75 of Bharatiya Shakshya Adhiniyam, 2023.”** He shall then cause the proper seal to be affixed to the copy. Similarly, an authenticated E-true copy as aforesaid shall be deemed to be a certified copy of the digitised record and have legal recognition as provided under the Information Technology act, 2000. E-true copy may be produced in proof of the contents of the public documents or part of the public documents of which they purport to be copies.

- (2) If the copy is more than one sheet of paper, the Examiner shall endorse the word “attest” on every such sheet, and shall enter his initials and the date thereunder. He shall at the same time cancel the Court fee stamps/E-stamps, if not already done, representing the cost of the copy.

**28. Cancellation of defective copies**—In the event of any copy being found to be unfit for issue by reason, that it:

- (a) has not been legibly and neatly written;
- (b) is not in the prescribed form or on paper of the prescribed quality;
- (c) is so incorrect that revision has rendered it unfit for issue;
- (d) does not conform to these rules; or
- (e) is defective or otherwise open to objection, the Examiner shall forthwith write the word “cancelled” across the copy; and a fresh copy shall be made without further charge. At the same time, he shall submit a separate report against the copyist for his carelessness.

**29. Examiner’s signature to denote that he has satisfied himself about accuracy of copy**—The affixing, by the Examiner, of a signature to copy is a certificate that the official has personally

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satisfied himself of its accuracy, and that the copy has been personally compared by him, and is suitable for delivery.

**30. Procedure when applicant fails to receive copies on appointed day-**

- (1) When the applicant did not turn up when first called to receive the copy, his copy shall be kept pending delivery for ten days. After ten days the copy with the application shall be consigned to records and the copy shall not be given to him unless a fresh application with a Rs. 5/- Court-fee stamp/E-stamp is made.
- (2) In the event of failure to put in a fresh application referred to in sub-rule (1) action be taken to recover the balance due, if any, against the applicant.
- (3) If a copy is required to be despatched by post/e-mail, it shall be despatched as soon as it is ready.
- (4) The copyist shall maintain a separate register, in which he shall enter the balance of fees recoverable in each case.

**31. Income and expenditure account—** A separate monthly account of income and expenditure shall be kept in each Court.

**32. Copies of translations—**Where a copy is asked for in English or Vernacular but in a language other than that of the original, the copying fee shall be paid by the applicant in the form of court fee stamps/E-stamps as Rs. 100/- per page, if not available on the file.

**33. Special Translator—**The Courts can avail the services of a special translator for the work or he can entrust the work to any clerk (not a copyist) in addition to his own duties, provided that he does the work after office hours.

**34. Procedure when translation is not on record—**Where a translation is already in existence, the translator shall copy such translation and check it. Where a translation is not in existence, the translator shall

make a translation, place it on the record, and copy it for the applicant.

**35. Attestation of copy of translation-**The Examiner shall attest the Correctness of the copy in the usual way, but such copies shall be distinctly noted in the heading to be copies of a translation.

**By Order.**



(M. K. Sharma)


**Registrar General**

**Dated: 05.12.2025**

**No:- 75937-86 /RG/GS**

**Copy to the:-**

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Srinagar;
2. Secretary to Hon'ble Mr./Mrs. Justice \_\_\_\_\_;  
..... for information of their Lordships.
3. Registrar Vigilance, High Court of J&K and Ladakh, Jammu;
4. Director, J&K Judicial Academy, Jammu;
5. Registrar Rules, High Court of J&K and Ladakh, Jammu;
6. Registrar Computers (I.T), High Court of J&K and Ladakh, Jammu;
7. Registrar Judicial, High Court Wing Jammu/Srinagar;  
..... for information.
8. All Principal District and Sessions Judge, UTs of J&K and Ladakh for information and with the request to get the copy of this notification circulated amongst all the Officers working within their respective jurisdiction.
9. CPC, e-Courts, High Court of J&K and Ladakh, Jammu for information.
10. Director Information, Jammu/Srinagar with the request to publish the above notification in the two daily leading news papers, having wide circulation in the UTs of J&K and Ladakh.
11. Manager, Government Press, Jammu/Srinagar for information and with the request to publish the same in the next issue of Government Gazette.
12. Incharge NIC, High Court of J&K and Ladakh, Jammu for information and with the request to upload the same on the official website of the High Court.
13. Incharge Library, High Court of J&K and Ladakh, Jammu/Srinagar for information and keeping record of the same.
14. Order File.



**Registrar General**



**SCHEDULE-A**

- (a) **Fee Charged for “Ordinary Attested Copies”**- On an application for “Ordinary Attested Copies”, Rs. 5/- per page irrespective of number of words/lines shall be charged.
- (b) **Fee Charged for “Urgent Attested Copies”**- On an application for “Urgent Attested Copies”, Rs. 10/- per page irrespective of the number of words /lines shall be charged.

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*M Sharma*  
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