OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs.) DELHI

CIRCULAR

It has been found that a large number of applications are being received for supply of certified copies of complete files without mentioning exact number of pages of which certified copies are required. In this regard, a circular bearing No. 28610-28810/Judl./Central/THC/Delhi dated 06.05.2017 was issued by the Office of the Ld. District & Sessions Judge (Central), Tis Hazari Courts, Delhi whereby it was ordered that 100% of the copying fee has to be deposited by the applicant at the time of applying for certified copies as per number of pages along with other requisite charges.

In order to ensure effective compliance of above circular, it is hereby ordered that no C.A. application for certified copies of 500 pages or more shall be entertained without having deposited full amount of the fees/charge by the applicant at the time of applying certified copies.

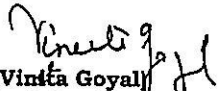|	
(Dr. Aditi Choudhary) Principal District & Sessions Judge West District, Tis Hazari Courts, Delhi	**(Vinita Goyal)** Principal District & Sessions Judge(HQs.) Central District, Tis Hazari Courts, Delhi (Officiating)

No. 42863 - 43063 CA/Central &West/HQs/Delhi/2025   Dated 2 2 NOV 2025

Copy forwarded for information and necessary action to:

1. All the Ld. Judicial Officers posted in Central & West District, Tis Hazari Courts, Delhi.
2. The Officer In-Charge(s)/Copying Agency/Record Room, THC, Delhi.
3. PS to the undersigned(s).
4. The President/Secretary Tis Hazari Court, Bar Association, Delhi.
5. The Website Committee, Tis Hazari Court, Delhi for uploading the same on District Court website.
6. All A.O.s(Judicial) & Branch In-Charge posted at Tis Hazari Courts, Delhi.
7. The Branch In-Charge(R&I) to get it uploaded on Layers.
8. The In-Charge, Facilitation Centre, THC, Delhi
9. Notice Board.

(Dr. Aditi Choudhary) Principal District & Sessions Judge West District, Tis Hazari Courts, Delhi	**(Vinita Goyal)** Principal District & Sessions Judge(HQs.) Central District, Tis Hazari Courts, Delhi (Officiating)