

## HIGH COURT OF DELHI AT NEW DELHI

No. 612 /DHC

Dated : 07.06.2024

### Guidelines to obtain e-True Copy of Digitized Record

1. The e-True Copy Rules of the High Court of Delhi, 2024 have been notified w.e.f. 22.04.2024 vide Notification No. 29/Rules/DHC.
2. The guidelines are applicable to e-True Copy applications made in High Court of Delhi. The purpose of these guidelines is to provide requisite information to all concerned to obtain e-True Copy generated from the available digitized record. This facility of providing e-True copies is in addition to the existing facility of providing certified copies under the extant Rules of the High Court of Delhi. The practice of providing digitized record as per the directions issued vide judicial orders will continue to apply.
3. To avail of the online facility of e-True copy of digitized record, the link of e-True copy portal available on the home page of the official website of the High Court of Delhi, i.e., [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) as well as in the official Mobile App, is required to be opened.
4. Applicant (i.e., Advocate/litigant), who has registered his/her mobile number on the e-filing portal of the High Court of Delhi, can log into e-True copy portal by providing the registered mobile number and having the same validated via One Time Password (OTP) sent on the registered mobile number and e-mail ID. However, a new applicant will have to get himself/herself registered with the e-filing portal to be able to log into e-True copy portal.
5. Once logged in, the applicant will have to provide details as sought in the online application form prescribed for e-True copy.
6. No fee shall be levied for supply of e-True copies of digitized record.
7. An acknowledgement slip will be generated upon successful submission of the electronic application to obtain e-True copy.
8. E-True Copy Rules of High Court of Delhi, 2024 and the relevant High Court Rules shall govern an applicant's entitlement to seek e-True copy of the record of actions / digitized record.

9. At a given time, an applicant entitled to e-True copy of digitized records can move only one electronic application in an action.
10. On receipt of electronic application for supply of e-True copies of record of actions / digitized record, the same will be scrutinized, processed and dealt with as per the provisions contained in "**e-True Copy Rules of the High Court of Delhi, 2024**" notified vide Notification No. 29/Rules/DHC dated 22.04.2024.
11. The aspects on which the aforesaid e-True Copy Rules are silent, provisions of Chapter 5, Part B of Volume V and Chapter 17 of Volume IV of the Rules of the High Court shall apply.
12. No electronic application shall be allowed, if it is not as per the extant Rules of the High Court of Delhi.
13. An electronic application for an e-True copy filed after 1600 hours on any day will be treated as filed on the date which follows the actual filing date, provided it is a court working day. Applications filed on a day declared as a gazetted holiday or when the High Court is closed will be regarded as having been filed on the next working day.
14. For computation of limitation, an electronic application for e-True copy shall be subject to the same legal regime applicable to the physical filing, save and except as provided herein. No exemption from limitation shall be permitted on the ground of failure of the web portal or mobile application facility.
15. In cases where the digitized record is not available, the electronic application for e-True copy shall be treated as the one for physical certified copy and the Authorised Officer concerned and/or the dealing official concerned shall inform the applicant about the same. The applicant shall deposit the fee for physical certified copy as per the extant Rules and on failure to deposit the fee, the application shall stand disposed of on expiry of 10 working days from the date of intimation to the applicant. Nothing herein shall apply, in case the applicant is a person with disability or not residing in Delhi. Further, the said application for physical certified copy will be processed only after deposit of the minimum requisite fee thereof being paid at the relevant time as per the extant Rules and practice of the High Court of Delhi.

16. After scrutiny of electronic application, if the applicant is found eligible for supply of e-True copy of record of actions / digitized record {except the records, papers, documents, things or matters prohibited therefrom as per the extant Rules of the High Court of Delhi and / or ordered to be kept as confidential by the Hon'ble Court / Authority as also media files (i.e., audio/video files)}, the Authorized Officer or dealing official will supply the same in PDF format only on the portal by using the 'Upload' button.
17. In cases where the e-True copy of the digitized record is a heavy data file and cannot be shared through the electronic mode, the Authorised Officer concerned 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.
18. After e-True copy electronic application is scrutinized, processed and dealt with by uploading the digitized file(s), an auto-generated email will be sent to the applicant at the registered email address containing the link of the relevant PDF file(s) by the Authorised Officer concerned or the dealing official concerned. An auto-generated message will also be sent at by registered mobile number.
19. The email sent to the applicant would contain a Disclaimer Clause that the applicant shall not use e-True copy of the record for any unauthorized purpose. In the event an e-True copy is inadvertently shared with a person not entitled to access or inspect the e-True copy, such person shall immediately inform about the same to the Authorised Officer and shall not use and share the said e-True copy for any purpose whatsoever.
20. These guidelines shall come into force w.e.f. 29.05.2024. However, supply of e-True copy of digitized data shall commence w.e.f. 01.07.2024.

By Order

Sd/-

( KANWAL JEET ARORA )  
REGISTRAR GENERAL

Endst. No. 12099-12121 /DHC

Dated : 07.06.2024

1. All the Principal District & Sessions Judges, Delhi.
2. The Principal Judge, Family Courts (HQ), Dwarka Courts Complex, New Delhi.
3. The Member Secretary, Delhi Legal Services Authority (DLSA), Patiala House Court, New Delhi.
4. The Member Secretary, Delhi High Court Legal Services Committee, Delhi High Court, New Delhi.
5. Registrar-cum-Secretary to Hon'ble the Acting Chief Justice / All Registrars / OSDs / Coordinator (DIAC).
6. All Joint Registrars / Deputy Registrars / Director (IT) / Assistant Registrars / Deputy Controller of Accounts / Assistant Registrar (Library) / Joint Director (IT).
7. Joint Registrar, Registrar General Secretariat.
8. Private Secretaries of all the Hon'ble Judges.
9. Court Masters of all Hon'ble Judges.
10. All Admn. Officers (Judicial) / Branch In-charge / Librarian.
11. Joint Director (IT) with the request to upload the Guidelines on the website of this Court.
12. The Hony. Secretary, Bar Council of India, New Delhi.
13. The Hony. Secretary, Bar Council of Delhi, New Delhi.
14. The Hony. Secretary, Supreme Court of India Bar Association, New Delhi.
15. The Hony. Secretary, Delhi High Court Bar Association, New Delhi.
16. The Hony. Secretary, Delhi Bar Association, Tis Hazari, Delhi.
17. The Hony. Secretary, Delhi Bar Association, New Delhi Courts, New Delhi.
18. The Hony. Secretary, Delhi Bar Association, Karkardooma Courts, New Delhi.
19. The Hony. Secretary, Delhi Bar Association, Rohini Courts, New Delhi.
20. The Hony. Secretary, Delhi Bar Association, Dwarka Courts, New Delhi.
21. The Hony. Secretary, Delhi Bar Association, Saket Courts, New Delhi.
22. Copy to be displayed on the Notice Board.
23. Guard File.

for *Mera Bhandwaj*  
( Ritu Sharma )  
Joint Registrar [Copy (Appellate)]