

HIGH COURT OF DELHI : NEW DELHI

(IT Cell)

No. 721/IT-CELL/DHC

Date: 26.07.2024

C I R C U L A R

It is hereby informed to all concerned that it has been noticed that some of the Petitions, Appeals, Applications, Documents etc. filed in Delhi High Court through Online e-Filing System have not been prepared as per formatting Rules (vide Rule 6) of "e-Filing Rules of the High Court of Delhi, 2021", particularly scanning has not been done with 300 DPI (Dots per inch) as well as all the pages are not in OCR-enabled searchable mode, thereby causing inconvenience to the Hon'ble Courts and other stakeholders, especially Persons with Disability Advocate/litigant using software for reading out the cases.

Rules 6.2 & 6.3 of the "e-Filing Rules of the High Court of Delhi, 2021" are reproduced hereunder for ease of reference:-

"6.2. The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format.

"6.3. A document which is not a text document and has to be enclosed with the Action should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in APPENDIX – III.

The "e-Filing Rules of the High Court of Delhi, 2021" is also available on the website of Delhi High Court under "e-Filing" link.

As directed by the Authority, all the concerned Advocates/litigants are hereby again directed that all the Plaints, Petitions, Appeals, Applications, Documents, etc. being filed in Delhi High Court through Online e-Filing System must be prepared by the concerned Advocate/litigant as per "e-Filing Rules of the High Court of Delhi, 2021" as also other applicable Rules & directions and it shall be specifically ensured that the PDF file is in Optical Character Recognition (OCR-enabled) searchable PDF or PDF/A format and scanning of all the pleadings, pages or documents have been done by using an image resolution of 300 DPI in OCR searchable mode. The Advocates/litigants are directed to not to upload any screenshots of the any pleading/page/document.

The above directions should be followed scrupulously by all concerned.


-Sd/-
(H.K. Arora)
Registrar (IT)
for Registrar General

Endst. No. 14562-67/IT-Cell/DHC

Date: 26.07.2024

Copy forwarded for information and necessary action to:-

1. Registrar-cum-Secretary to Hon'ble the Acting Chief Justice.
2. All the Registrars/OSDs/JRs (Judicial)/JRs.
3. Joint Registrar-cum-PA to worthy Registrar General.
4. AOJ (Filing-Appellate) & AOJ (Filing-Original) with the request to direct all the Scrutiny Assistants to check the e-files properly and ensure compliance of all the Rules of "e-Filing Rules of the High Court of Delhi, 2021".
5. PA to Registrar (IT) with the request to upload this Circular on the website & intranet of this Court.
6. Guard File


26/07/24
(Rajeev Kumar Chauhan)
Joint Registrar (IT)