

## **CHAPTER VII: TRIAL COURT RECORDS**

### **77. Transmission of Records:**

- (1) Notices or requisitions to Subordinate Courts for transmission of records/papers relating to cases before them to the High Court shall be sent digitally.
- (2) The copy of records/papers required by the High Court shall be transmitted digitally, and only when requested for.
- (3) At the time of filing a criminal appeal or revision against conviction, the requisition for the record of the Trial Court shall be sent before the case is even admitted by the High Court.

### **78. Digitisation of Lower Court Records:**

- (1) Efforts shall be made to scan and digitise all Subordinate Court records, including legacy cases. If the record requested by the High Court is not already digitised, the digitisation of such record will be prioritised. These records will first be scanned and digitised, out of turn, and then transmitted to the High Court.
- (2) The case file from the Subordinate Court shall be indexed and bookmarked with headings like pleadings, evidence, interlocutory applications, judgments and orders, etc., while being scanned. This is to ensure that the relevant papers are easily identifiable, and if the Court requires only specific documents, only those documents are transmitted.
- (3) The Subordinate Court shall send a note of authentication with the records to the High Court.
- (4) Once transmitted to the Court, the digitised case file shall be made available by the Registry to the Judges in the case, parties and their Advocates through the dashboard.
- (5) All the scanned documents shall be in PDF with OCR.

### **79. Translation of Documents:**

- (1) Wherever any document transmitted from any Subordinate Court to the High Court that is relevant to the matter in the High Court is required to be translated into English, the appellant shall get it translated at their own expense.
- (2) The Court may, in its discretion, on application made by any party, direct that any document required to be translated by this Rule need not be translated.
- (3) The Court shall maintain a list of Court-recognised translators, and the appellant shall be required to use only their services.

- (4) The Court may also allow translations through digital tools and shall maintain a list of authorised tools for the translation of documents. The Court may decide that the appellant be required to provide a certificate of translation from a Court-recognised translator while submitting the translated documents.

**80. Process in case of handwritten documents:** If the official Subordinate Court case record contains handwritten documents relevant to the matter in the High Court:

- (1) In a civil case, the Court shall direct the appellant to get the handwritten documents typed and uploaded to the dashboard, and the costs for such typing shall be borne by the appellant.
- (2) In a criminal case, the Court shall direct the Registry to get the handwritten documents typed and uploaded to the dashboard, and the costs shall be borne by the Court, except in appeals or revisions against acquittal by private complainants.