

SUPREME COURT OF INDIA


No. 185/Judl./2018
Dated 10th July, 2018

CIRCULAR

It has been noticed that when any notice is received back unserved, copy of the petition along with annexures/documents etc. is destroyed in the Sections. As per the Practice & Procedure of the Court, if any notice is received back unserved, the Advocate-on-Record is requested to take necessary steps for completion of service and, if no steps are taken within twenty eight days, the case has to be processed for placing the same before the Hon'ble Judge in Chambers with office report on default.

It is hereby directed that henceforth while writing to the Advocate-on-Record to take necessary steps for completion of service as above, the Advocate-on-Record shall also be requested to collect the spare copies of the Petition along with annexures/documents etc. which are received back unserved, from the concerned Section within first 28 days failing which the same shall be destroyed. All the Judicial Sections shall preserve spare copies of the petitions so received back during the above said period i.e. for 28 days from the date of receipt of a copy of the intimation letter by the Advocate concerned.

So far as party-in-person is concerned, it is hereby directed that the spare copies of the petition etc. shall be returned back to him along with the letter intimating him to take necessary steps for completion of service.


(Kapil Mehta)
Registrar (J-II)
10.07.2018


(Ramkumar Choubey)
Registrar (J-I)
10.07.2018

Copy to :

- (i) The Secretary, Supreme Court Bar Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Bar association for the information of the Members of the Bar.
- (ii) The Secretary, Supreme Court Advocate-on-Record Association with five spare copies of the Circular with a request that this may be displayed on the Notice Board of the Association for the information of the Members of the Association.
- (iii) All the Notice Boards outside the Court.
- (iii) All concerned on the Judicial Side.

Process Id: (Sec.)

D.No. (Sec.)

**SUPREME COURT OF
INDIA**

DATED :

From:

The Assistant Registrar,
Supreme Court of India, New Delhi

To,

Counsel for the petitioner.

SPECIAL LEAVE PETITION (C) NO. OF

Cause Title

...Petitioner

Versus

...Respondent

Sir/Madam,

This is to inform you that Show Cause Notice issued to (name of the Party) - respondent No..... has been received back unserved in the Registry with the postal remarks ".....". You are, therefore, requested to take fresh steps for completion of service / for bringing on record the LRs of the deceased etc. within 28 days from the receipt of a copy of this letter failing which default will be reported to the Hon'ble Court.

You are also requested to collect the spare copies of the petition etc., which are received back unserved, from the Section within 28 days from the receipt of this letter failing which the same shall be destroyed without any further notice to you in this regard.

Yours faithfully,

ASSISTANT REGISTRAR