

PROCEDURE FOR DOCUMENT PREPARATION FOR FILING OF SOFT COPY

Prepare Document in two parts

1) Part 1:- Consists of the following text material in MS-word or Open Office:-

- INDEX
- MEMO OF PARTIES
- LIST OF DATES & SYNOPSIS
- MAIN APPLICATION
- INTERLOCUTORY APPLICATION
- ANNEXURES INDEX
- ANNEXURES

2) Use below mentioned formatting style for preparing the document

Paper size:	Foolscap paper
Margins :	
Top:	1.5"
Bottom:	1.5"
Left :	1.75"
Justification :	Full
Font :	Times New Roman
Font size :	14
Line Spacing :	1.5"

3) Now convert document into PDF using any PDF converter tool or in-built PDF conversion functionality of word processing software.

Part 2:- The following documents have to be scanned in 300 DPI:


- 1) Notorized affidavit(s)
- 2) Certified copy of the order under appeal (where required)
- 3) Signed Notorized Vakalatnama
- 4) Annexures, other than typed annexures of Part 1.

Merge both the parts in a single PDF and bookmark the contents as per the Index. Burn the merged single file on a CD-R/DVD-R

Present at the time of filing, or sent through post a hard-copy of the application, as usual, along with the CD-R/DVD at IPAB. (Details of the case be written in black ink using black marker on the CD mailer with adequate (padded) cover as well as on CD under the signature of counsel).

The Advocate representatives will give an undertaking on the hard copy, in the following format:

"Certified that the soft copy filed herewith is a replica of the hard copy filed."


(N.K Ramesh)
Deputy Registrar I/C