


Presentation.
BY. RAJAB ALI KHAN.
Addl: District & Sessions Judge, Lakki
Marwat.

Topic. Performance of Copying Agency
Complaints and Expectations of litigants.

Objectives. To bring an over all improvement in the
functioning of Copying Branch.



Chapter 5.B –Vol: V of High Court Rules.
Copying Agency rules 1947.
Revenue Circular .No –45

- ▶ **Copying Branch.** An important unit of District judiciary.
- ▶ Certified copies of judicial record are supplied.
- ▶ **Staff—** 1–Copying Supervisor 2– Copying agent 3– Copyist 4 – File fetcher5– Clerk 6– Examiner and 7 –Translator.

Parties entitled to copies.

- ▶ **Rule .2 .of High Court rules.**

party to suit / appeal on payment at any stage of proceedings may obtain copies of the record of the suit or appeal including exhibits which have been put in and finally accepted by the court in evidence.

Explanation of Exhibits.

- ▶ **Note–** Written statement filed by another party.

▶ Rule 2 (ii) HCR

Stranger to suit or appeal may after decree obtain as of right on payment copies of the following documents.

▶ Plaint-----written statement-----memorandum of appeal-----affidavits-----petitions. (CrI)

▶ During pendency May obtain copies of any such document before the decree for sufficient reason shown to the satisfaction of court.

▶ Important----- The word “ as of right” only after decree

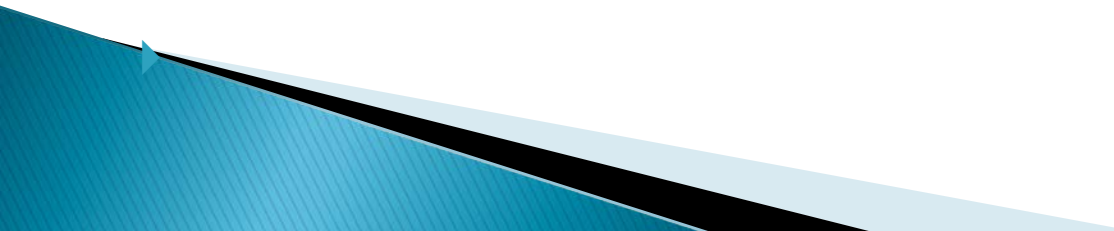
▶ Rule 2 (iii) HCR

Stranger to suit or appeal and
copies of decree / orders .

- ▶ May obtain as of right copies of orders / judgment and decree at any time after they have been passed.

Continue....

- ▶ **Rule 2 (iv) HCR– Copies of Exhibits to strangers.** Has no right except with the consent of party by whom were produced.

- ▶ **Rule 3 . HRC– Application & Procedure of dealing. Details/particulars. (Entry. Register CD 2'S No on back by Copying agent. Receipt (Receipt book Register –CD 10 , maintained by copying Supervisor---Date of delivery of copies-----**
 - ▶ **Delivery ..Rule 9 -- Not later than three days after receipt of application.**
 - ▶ ***Notice of preparation.***
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- ▶ **Urgent Delivery----- Within one or on next Day. Others / routine within three days.**
- ▶ **Fee ..,..... rule 7 HCR. Court fee Act.**
- ▶ **By the PHC.**
- ▶ **(PHC .Letter No 18800-23 Admn Dated Peshawar 3.11.2010) j judicial Estacada.**

- ▶ **Ordinary copies. Rupees 2 per page.**
- ▶ **Urgent . One Rupee per document in addition .**

Rule 10. Refund and recovery of balance. CD 12(Mony ord—CD 6 (C Agent) Conversion into stamp.

- ▶ **. Now mode of payment /Fee. Tough Stamp.**

- ▶ **(PHC .Let 18800-23 /Admn Dated 3.11.2010)
(Judicial Estacode) Notice -2012 MLD.P1308 LH**

- ▶ Free to Provincial / central Govt/ endorsement
- ▶ by head of department.

- ▶ Rule 11 .

(PHC letter No 3274 –3297/ admn
dated 4/4/2006)

- ▶ Ch –1 , part 3 , Rule 1.7 , sub
Rule IX (2) of Revenue Circular Punjab No 45
for the grant of copies.

- ▶ **Illegible—**
- ▶ PHC Letter No 2564–87/ Admn dated Peshawar 3.3.2010.

- ▶ **Procedure to be followed in making copies.**
Rules 1.22 to 1.29 of Revenue Circular No 45.

Can supply Unattested copies of documents mentioned in item No 9 of schedule “A” of Revenue Circular No 45.

(Judical Esta Code)



- ▶ **Establishment of Copying Branch at Tehsil head quarter for the grant of certified copies of pending cases.**
- ▶ **(PHC End No 10869 –10892 ‘ Admn Dated Peshawar 7.9.2004 .**
- ▶ **(PHC Letter No 5388–5447/ Admn Dated Peshawar 25. 3.2010 C. No 11 (4–4)**
- ▶ **(PHC. End No 7270 –7293 Dated Peshawar 21.4.2010)**
- ▶ **CJ–(Incharge) Reader– (copying agent & examiner) Moharir –(copyist) J Esta Code**

- ▶ Rule 8
- ▶ Copies of Translations.
- ▶ Job descriptions– See page 207 to 301 of Judicial Estacode.
- ▶ Behavior /Posting on complainant and period.

END

