

## **SUPREME COURT OF INDIA**

F. No. 4 /Judl./2024

14<sup>th</sup> February, 2024

### **C I R C U L A R**

The following will be the procedure/modalities relating to circulation of Letters for adjournment of cases:

- 1) Procedure in after-notice miscellaneous matters:
  - a) No letters for adjournment shall be entertained in cases:
    - i) relating to bail/anticipatory bail;
    - ii) where exemption from surrendering has been granted;
    - iii) where interim order is operating in favour of the party who seeks adjournment; and
    - iv) where suspension of sentence has been sought for.
  - b) In other matters, letters for adjournment can be circulated till one day prior to publication of main list.
- 2) Request for adjournment of case shall be submitted in the prescribed format as per Annexure 'A' through e-mail: [adjournment.letter@sci.nic.in](mailto:adjournment.letter@sci.nic.in)
- 3) Specific reason for seeking adjournment and number of adjournments already sought shall be mentioned.
- 4) It is mandatory to obtain consent/no objection of advocates/parties appearing on the other side / Caveator before circulating the letter for adjournment.
- 5) Letters can be circulated by one party/counsel to the case only once.
- 6) Two consecutive adjournments, irrespective of which party is seeking an adjournment, shall not be permitted without the matter being listed before the Court.
- 7) Matters so adjourned will be listed before the Court within an outer limit of four weeks with a specific date of listing and no mentioning for seeking preponement of the date in such matters is permitted.
- 8) Letter(s) seeking adjournment shall be placed before the competent authority. If such request(s) is/are considered favourably, the list of matters not listed as per schedule will be notified on the website of this Court.
- 9) Circulating letters for adjournment in fresh and regular hearing matters is not permitted.

-sd/-

(Puneet Sehgal)  
Registrar (Judl. Administration)

-sd/-

(Pavanesh D.)  
Registrar (Judl. Listing)

**SUPREME COURT OF INDIA**

Application for adjournment

To,  
The Registrar,  
Supreme Court of India

Sir,

Kindly adjourn the hearing of the case, particulars whereof are given below:

1. Case number:
2. Coram/court:
3. Name of the applicant with status (petitioner/respondent):
4. Reason for adjournment:
5. Period of adjournment:
6. Whether the rest of the parties are intimated (names of Advocates appearing for other parties with confirmation for intimating them):
7. Next date of hearing:
8. Whether any interim order is operating in the case:
9. Number of adjournment/s already taken:

(Name/signature/status)