

**SUPREME COURT OF INDIA**

F.No. 57 /Judl./2022

New Delhi, dated 22nd August, 2023

**CIRCULAR**

**Guidelines for filing written submissions and compilations before  
Constitution Benches and in important final hearing cases**

- A.** These guidelines will apply to final hearings before Constitution Benches and other Benches involving large records and multiple counsel assisting the Court. The guidelines provide a Standard Operating Procedure for (i) filing soft copies of written submissions and common compilations of documents, rules, and precedents; and (ii) fixing timelines for oral arguments.
- B.** The Bench would in advance nominate nodal counsel comprising of an Advocate-on-Record / Advocate each representing the side of the appellants and the respondents.
- C.** The nodal counsel will coordinate with all lawyers appearing in the case and compile and file in the electronic form five volumes duly indexed as set out below:
- i. Volume I – Written Submissions of Petitioners/Appellants**
  - ii. Volume II – Written Submissions of the Respondents:**
  - iii. Volume III – Documents:**

This will include pleadings, affidavits and orders which are a part of the record but compiled for convenience of reference.
  - iv. Volume IV – Statutory enactments and research material:**

This shall comprise of statutes, rules, regulations, legislative debates, report of Commissions and other material such as research articles.

**v. Volume V – Precedents**

- i. The Judgments may be arranged topic-wise or chronologically as decided by the nodal counsel; and
- ii. Counsel relying on foreign cases shall provide PDF copies of the decisions relied on by them to the nodal counsel.
- iii. Neutral citations should be attached.

**Note :** (a) Volumes III , IV and V shall comprise of material relied on by both the sides.

(b) Additional written submissions/documents/statutory material/precedents shall only be applied with the permission of the Court.

**D. Practice directions on filing formats:**

The volumes shall be in the following format:

- i. **Format:** In PDF format only;
- ii. **Font:** Times New Roman, Size – 12.5;
- iii. **Margins:** 2.54 cm on all sides [‘Normal’ setting on MS Word];
- iv. **Line spacing:** 2;
- v. **Pagination:** The running pages and PDF pages must be the same;
- vi. The PDF must be bookmarked;
- vii. The index must be hyperlinked;
- viii. Name of Counsel: The written submissions must highlight the name of the counsel and of the Senior Advocate, if any;
- ix. The written submissions must reflect the name of the party for whom they are filed; and

- x. If the Court permits the filing of additional material, they shall be given continuous page numbers and filed in the appropriate volume. The documents shall also be indexed and bookmarked accordingly.

**E. Tentative timelines.**

- i. Arguing counsel and Senior Advocates, through their AORs, must inform the nodal counsel about the **tentative timelines** for their oral arguments at least five days prior to the commencement of the hearing;
- ii. The nodal counsel shall prepare and present to the Court a statement of proposed timelines for all counsel; and
- iii. The Court will finalize and prescribe the timelines for oral arguments. This prescription shall be adhered to by all counsel.

**(Puneet Sehgal)**  
**Registrar (Judl. Administration)**

**(Pavanesh D.)**  
**Registrar (Judl. Listing)**

Copy to:-

- (1) Supreme Court Bar Association with five spare copies of the circular with a request that the circular may be displayed on the Notice Board of the Bar Association for information to the Members of the Bar.
- (2) Supreme Court Advocates-on-Record Association with five spare copies of the circular with a request that the circular may be displayed on the Notice Board of the Association for information to the Members of the Association.
- (3) All the Notice Boards
- (4) All concerned.