

**THE HIGH COURT OF KERALA**

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HCKL/1489/2024-ECC4-HC KERALA

Date: 01-12-2025

OFFICIAL MEMORANDUM

Sub:- Preparation and submission of typed Commission Reports and Depositions under Order XVIII Rule 4 and Order XXVI of CPC by Advocate Commissioners - Guidelines issued -reg

Ref:- 1) High Court circular No.2/2016 dated 05.04.2016.

2) High Court O.M. of even number dated 30.01.2025 and 27.09.2025

In the interest of ensuring uniformity, legibility, accuracy and effective digital processing of records in the DCMS, the following guidelines are hereby issued for compliance by all Courts in the District Judiciary in the State:

1. With effect from 01.01.2026, **it is desirable that all Commission Reports and witness depositions recorded by Advocate Commissioners under Order XVIII, Rule 4 and Order XXVI of the Code of Civil Procedure, 1908, are submitted in electronically-typed format.**
2. In addition to submitting the signed deposition and Commission Report in physical form, a single PDF file of the same must be uploaded to the DCMS using the "Commission Report" upload option available on the Advocate's dashboard.
3. The Court staff shall verify the uploaded document through the facility provided in DCMS and, upon verification, the deposition shall be made accessible to the parties and advocates concerned through their respective dashboards.
4. The District Judges shall ensure that all Courts under their jurisdiction issue necessary instructions to Advocate Commissioners for adherence to these guidelines.

The District Judges are requested to extend all necessary support to facilitate the implementation of the above.

(By Order)

JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Encl: Guidelines.

To:-

1. All the District Judges. (They shall communicate the O.M. to all the Courts under their respective jurisdiction and give notice along with guidelines to all the Bar Associations for their information)
2. All the Nodal Officers.

Copy to:-

1. The Secretary, Rule Committee.
2. The Principal Technical Officer, High Court
3. The D1 Section, High Court
4. The Confidential Assistant to the Registrar (District Judiciary).
5. All the SSOs.
6. Bar Council of Kerala(For information)