

THE HIGH COURT OF KERALA**HCKL/ 602 / 2026 -A7-HC KERALA****Kochi -682031**
Date: 20-01-2026**N O T I C E**

Sub: Standard Checklist for filing of cases - implementation of Pilot phase - reg
Ref: Order dated 09.10.2025 in JPP No. 02 of 2025

It is hereby notified that the Standard Checklist for filing of cases, proposed initially as a pilot phase for the following three categories, has been approved and implemented herewith, with a rider that the checklist shall remain subject to changes in accordance with the Rules and amendments in force from time to time :

- (i) Writ Petition (Civil) ;
- (ii) Writ Petition (Criminal) and
- (iii) Writ Petition (Public Interest Litigation).

The Standard Checklist is appended herewith for information of all stakeholders. E-filers shall go through the checklist and upload the e-file complying with the key points detailed in column 3 of the standard checklist applicable to that particular case.

Further, incorporation of the Standard checklist along with applicable statutory and rule provisions, in the Case management

system is under process and intimation in this regard will be issued as and when the same is ready to roll out.

(By Order)

Digitally signed by
GOPAKUMAR G
Date: 20-01-2026
18:53:39
Gopakumar G
REGISTRAR GENERAL

Encl :- Standard Checklist for filing of cases - Pilot Phase

To:-

The Advocate General, Ernakulam.
The Director General of Prosecutions & State Public Prosecutor, Ernakulam.
The Additional Advocate General, Ernakulam (2 copies).
The Additional Director General of Prosecutions, Ernakulam.
The Deputy Solicitor General of India, Ernakulam.
The President, Kerala High Court Advocates' Association, Ernakulam.
The Chairman, Bar Council of Kerala, Ernakulam.
The State Attorney, Advocate General's Office, Ernakulam.
The Senior Counsel, Government of India (Taxes), Ernakulam.
The President, Kerala High Court Senior Advocates' Association, Ernakulam.
The President of Kerala Federation of Women Lawyers, Ernakulam.
The Vice-Presidents, Kerala High Court Advocates' Association, Ernakulam.
The Secretary, Rule Committee under Section 123 CPC, High Court.
The Secretary, Kerala High Court Advocates' Association, Ernakulam.
The General Secretary, Kerala High Court Senior Advocates' Association, Ernakulam.
The Secretary, Indian Law Institute, Ernakulam.
The President, Kerala High Court Advocates' Clerks' Association, Ernakulam.
The Registrars and the Additional Registrar (General Administration), High Court.
The Director of the Kerala Judicial Academy, Athani.
The Additional Director of the Kerala Judicial Academy, Athani.
The Member Secretary, Kerala State Legal Services Authority, Ernakulam.
The Director, Kerala State Mediation and Conciliation Centre, Ernakulam.
The Deputy Director (IT), High Court.
The Deputy Director of the Kerala Judicial Academy, Athani.
The Assistant Director of the Kerala Judicial Academy, Athani.
The Joint Registrars and Deputy Registrars, High Court.
The Secretary, High Court Legal Services Committee, Ernakulam.
The Protocol Officer, High Court.
The Public Relations Officer, High Court.
The Private Secretary to the Chief Justice, High Court.
The Principal Technical Officer, High Court.

The Assistant Registrar in charge of the Filing Section, High Court . (*The Controlling Officer in charge of Filing Scrutiny Officer shall issue necessary guidelines to the Filing Scrutiny Officers in connection with scrutiny of files in tune with the standard checklist, until the same is implemented in the CMS and necessary instructions to that extend are issued.*)

The Assistant Registrar in charge of the Court Officer's Section, High Court.

The Court Officer to the Chief Justice, High Court.

The Private Secretaries to Judges, High Court.

The Filing Scrutiny Officers, High Court.

The Filing and Court Officer's Section, High Court.

All Officers and Sections, High Court

The IT (Technical Cell), High Court.

The Confidential Assistants to the Registrars, Director (KJA) and the Additional Registrar (General Administration)

The Administrative Records Section, High Court.

The Notice Board, High Court

The File/Stock File.

Copy Submitted to:-

**The Honourable the Chief Justice
and The Honourable Judges**

THE HIGH COURT OF KERALA
Standard check-list for filing of cases.

1. Writ Petition (Civil)

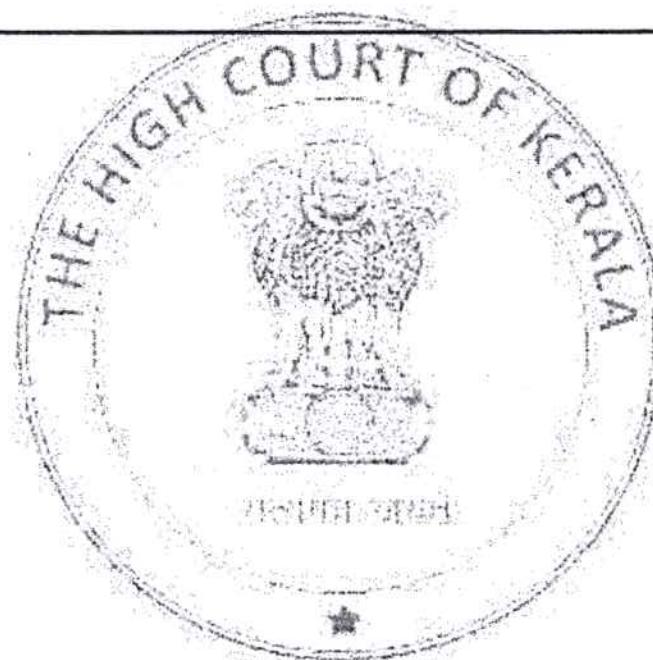
Sl. No.	Description	Key points for information/ compliance
1	Presentation of Proceedings	<p>1.1. Presentation of cases shall be through E-Filing mode.</p> <p>1.2. Exemption from E-filing under certain circumstances</p> <p>1.3. Use of own user ID/ dashboard only.</p>
2	Nomenclature and year of filing	2.1. The nomenclature shall be Writ Petition (Civil) abbreviated as W.P.(C)
3	Title and provision of law.	3.1. The title shall be "Writ Petition (Civil) filed under Article 226 of the Constitution of India".
4	Subject and subject code	4.1. Subject and subject code shall be in tune with the subject matter and the relief(s) sought for.
5	Docket	5.1. The particulars on the docket shall be in tune with the details given in the case file.
6	Index	<p>6.1. The Index sheet shall be placed immediately below the covering sheet setting forth the brief description of the contents and the full description of the documents with their date.</p> <p>6.2. The pagination shown in the index shall tally with the total pages of the file.</p>
7	Synopsis	7.1. The synopsis shall contain the dates and events chronologically arranged, points to be urged, Acts, Rules to be referred and authorities to be cited.
8	Cause title	<p>8.1. Cause title shall contain:</p> <p>(i) the name of the High Court;</p> <p>(ii) the nomenclature, year, name & full address of the parties with pincode;</p>

Sl. No.	Description	Key points for information/ compliance
		(iii) the correct status ie. Petitioners, Respondents as the case may be; (iv) title with provision of law etc.
9	Petitioner(s)	9.1. Name and description of the petitioner(s).
10	Respondent(s)	10.1. Name and description of the respondent(s).
11.	Serving of notice/ copy on A.G./ P.P. / D.S.G.I./Standing Counsel / Organisations etc.	11.1. Serving of notice/copy online through the dashboard. 11.2. Serving of notice online on the organisations having dashboard. 11.3. Serving of physical copy of the registered E-file and filing of an undertaking thereof.
12.	Statement of facts, Grounds on which the relief is sought for.	12.1. The application shall set out a clear and concise statement of facts and grounds on which the relief is sought for. 12.2. The memorandum shall contain a statement as to whether the petitioner had filed any petition seeking similar reliefs in respect of the same subject-matter earlier and if so, the result thereof.
13.	Relief(s) sought for.	13.1. The memorandum shall contain the relief(s) sought for 13.2. Any motion for interim relief at the time of admission may be made in the relief portion itself.
14	Signature of the parties and the counsel.	14.1. The memorandum shall be signed by the petitioner and by his Advocate, if he has appointed one. 14.2. A document electronically filed using the electronic filing system shall bear:- (i). the digital signature of the Advocate/the Party-in-Person, or; (ii). the Electronic signature based on Aadhaar authentication using Aadhaar number and OTP sent to the registered mobile number of the Advocate/the Party-in-Person, or;

Sl. No.	Description	Key points for information/ compliance
		<p>(iii). the electronic verification through e-mail/ mobile number based OTP verification of the Advocate/the Party-in-Person, or;</p> <p>(iv). the physical signature of the Advocate/the Party-in-Person on the print-out of the pleadings and documents before the same are scanned and uploaded, as provided under sub rule (4) of Rule 6 of the Electronic Filing Rules for Courts (Kerala), 2021.</p>
15	Affidavit	<p>15.1. The Writ Petition shall be accompanied by an Affidavit verifying the facts relied on.</p> <p>15.2. Affidavit in Electronic form- execution and authentication in the prescribed manner.</p>
16.	Order(s) impugned, if any.	<p>16.1. True copy of the impugned order, if any, shall be produced.</p>
17.	Production of documents	<p>17.1. Marking of documents as Exhibit P1, P2 and so on with full description thereof.</p> <p>17.2. Production of relevant documents and authentication thereof.</p>
18	Court fees	<p>18.1. Payment of court fee per petitioner as applicable.</p> <p>18.2. Exemption from payment of court fee.</p> <p>18.3. Payment of court fee shall be online only unless otherwise ordered.</p> <p>18.4. Relevant provision of law for payment/exemption of court fees shall be shown in the memorandum and on the docket.</p>
19	Vakalath / Memo of appearance	<p>19.1. No advocate shall be entitled to act in any proceeding unless he files a vakalath.</p> <p>19.2. An Advocate appearing on behalf of the Central or State Government or on behalf of any public servant sued or suing in his official capacity need file only a memorandum of appearance.</p> <p>19.3. Vakalath in electronic form using electronic signature.</p> <p>19.4. Payment of court fees as applicable.</p> <p>19.5. Payment of Advocates' Welfare Fund Fee as applicable.</p>

Sl. No.	Description	Key points for information/ compliance
		19.6. Payment of Advocate Clerks' Welfare Fund Fee as applicable.
20	Presentation of the matter through Power of Attorney	20.1. Representation of the petitioner(s) through Power of Attorney shall reflect in the cause title, affidavit, vakalath and interlocutory applications, if any. 20.2. Uploading of copy of the power of attorney along with the e-file and production of its original or certified copy for verification. 20.3. Payment of court fee as applicable.
21	Paperless subjects	21.1. Mandatory filling up of all the fields in meta data.
22	Maintaining victim anonymity.	22.1. Ensure that the identity of victims/juveniles/party is not disclosed where such disclosure is prohibited by any law/order.
23	E-filing- Form of proceedings- General procedure	23.1. Paper size, font and font size, line spacing, alignment, margins etc. shall be in the prescribed manner.
24.	Allocation of Writ Petitions as per roster.	24.1. Ensure the listing before Single Bench or Division Bench as per roster.
25	Interlocutory Applications, if any.	25.1. Nomenclature shall be Interlocutory Application (I.A.) with full cause title, status of the parties, supporting affidavit, provision of law, prayer and court fees payable.
26	Re-presentation delay.	26.1. Nomenclature of the application shall be Civil Miscellaneous Application (C.M.Appl.) showing the full cause title, status of the parties, provision of law and court fees payable. 26.2. The application shall be supported by an affidavit, if the delay exceeds 15 days.
27	W.P(C)s filed during vacations	27.1. The Writ Petition shall accompany a memo specifying the urgency of the matter for being posted before the vacation court.
28	General Instructions.	28.1. The papers / documents produced shall be complete and legible. 28.2. Judgments/documents shall not contain highlighting or any marking.

Sl. No.	Description	Key points for information/ compliance
		<p>28.3. English translation of documents in other languages shall be produced wherever required.</p>
		<p>28.4. Papers shall not be in improper language or unnecessarily prolix.</p>
29	General Remarks.	



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Standard check-list for filing of cases.

2. Writ Petition (Criminal)

Sl. No.	Description	Key points for information/ compliance
1	Presentation of Proceedings	<p>1.1. Presentation of cases shall be through E-Filing mode.</p> <p>1.2. Exemption from E-filing under certain circumstances</p> <p>1.3. Use of own user ID/ dashboard only.</p>
2	Nomenclature and year of filing	2.1. The nomenclature shall be Writ Petition (Criminal) abbreviated as W.P.(Crl.)
3	Title and provision of law.	3.1. The title shall be "Writ Petition (Criminal) filed under Article 226 of the Constitution of India".
4	Subject and subject code	4.1. Subject and subject code shall be in tune with the subject matter and the relief(s) sought for.
5	Docket	5.1. The particulars on the docket shall be in tune with the details given in the case file.
6	Index	<p>6.1. The Index sheet shall be placed immediately below the covering sheet setting forth the brief description of the contents and the full description of the documents with their date.</p> <p>6.2. The pagination shown in the index shall tally with the total pages of the file.</p>
7	Synopsis	7.1. The synopsis shall contain the dates and events chronologically arranged, points to be urged, Acts, Rules to be referred and authorities to be cited.
8	Cause title	<p>8.1. Cause title shall contain:</p> <p>(i) the name of the High Court;</p> <p>(ii) the nomenclature, year, name & full address of the parties with pincode;</p>

Sl. No.	Description	Key points for information/ compliance	
		(iii) the correct status ie. Petitioners, Respondents as the case may be; (iv) title with provision of law etc.	
9	Petitioner(s)	9.1. Name and description of the petitioner(s).	
10	Respondent(s)	10.1. Name and description of the respondent(s).	
11.	Serving of notice/ copy on A.G./ P.P. / D.S.G.I./Standing Counsel / Organisations etc.	11.1. Serving of notice/copy online through the dashboard. 11.2. Serving of notice online on the organisations having dashboard. 11.3. Serving of physical copy of the registered E-file and filing of an undertaking thereof.	
12.	Statement of facts, Grounds on which the relief is sought for.	12.1. The application shall set out a clear and concise statement of facts and grounds on which the relief is sought for. 12.2. The memorandum shall contain a statement as to whether the petitioner had filed any petition seeking similar reliefs in respect of the same subject-matter earlier and if so, the result thereof.	
13.	Relief(s) sought for.	13.1. The memorandum shall contain the relief(s) sought for 13.2. Any motion for interim relief at the time of admission may be made in the relief portion itself.	
14	Signature of the parties and the counsel.	14.1. The memorandum shall be signed by the petitioner and by his Advocate, if he has appointed one. 14.2. A document electronically filed using the electronic filing system shall bear:- (i). the digital signature of the Advocate/the Party-in-Person, or; (ii). the Electronic signature based on Aadhaar authentication using Aadhaar number and OTP sent to the registered mobile number of the Advocate/the Party-in-Person, or;	

Sr. No.	Description	Key points for information/ compliance
		<p>(iii). the electronic verification through e-mail/ mobile number based OTP verification of the Advocate/the Party-in-Person, or;</p> <p>(iv). the physical signature of the Advocate/the Party-in-Person on the print-out of the pleadings and documents before the same are scanned and uploaded, as provided under sub rule (4) of Rule 6 of the Electronic Filing Rules for Courts (Kerala), 2021.</p>
15	Affidavit	<p>15.1. The Writ Petition shall be accompanied by an Affidavit verifying the facts relied on.</p> <p>15.2. The Affidavit filed in Habeas Corpus matters shall be in conformity with the Rule prescribed.</p> <p>15.3. Affidavit in Electronic form- execution and authentication in the prescribed manner.</p>
16.	Order(s) impugned, if any.	<p>16.1. True copy of the impugned order, if any, shall be produced.</p>
17.	Production of documents	<p>17.1. Marking of documents as Exhibit P1, P2 and so on with full description thereof.</p> <p>17.2. Production of relevant documents and authentication thereof.</p>
18	Court fees	<p>18.1. Payment of court fee per petitioner as applicable.</p> <p>18.2. Exemption from payment of court fee.</p> <p>18.3. No court fee is payable in Habeas Corpus matters.</p> <p>18.4. Payment of court fee shall be online only unless otherwise ordered.</p> <p>18.5. Relevant provision of law for payment/exemption of court fees shall be shown in the memorandum and on the docket.</p>
19	Vakalath / Memo of appearance	<p>19.1. No advocate shall be entitled to act in any proceeding unless he files a vakalath.</p> <p>19.2. An Advocate appearing on behalf of the Central or State Government or on behalf of any public servant sued or suing in his official capacity need file only a memorandum of appearance.</p> <p>19.3. Vakalath in electronic form using electronic signature.</p>

Sl. No.	Description	Key points for information/ compliance
		19.4. Payment of court fees as applicable.
		19.5. Payment of Advocates' Welfare Fund Fee as applicable.
		19.6. Payment of Advocate Clerks' Welfare Fund Fee as applicable.
20	Presentation of the matter through Power of Attorney	<p>20.1. Representation of the petitioner(s) through Power of Attorney shall reflect in the cause title, affidavit, vakalath and interlocutory applications, if any.</p> <p>20.2. Uploading of copy of the power of attorney along with the e-file and production of its original or certified copy for verification.</p> <p>20.3. Payment of court fee as applicable.</p>
21	Paperless subjects	21.1. Mandatory filling up of all the fields in meta data.
22	Maintaining victim anonymity.	22.1. Ensure that the identity of victims/juveniles/party is not disclosed where such disclosure is prohibited by any law/order.
23	E-filing- Form of proceedings- General procedure	23.1. Paper size, font and font size, line spacing, alignment, margins etc. shall be in the prescribed manner.
24.	Allocation of Writ Petition (Criminal) as per roster.	24.1. Ensure the listing before Single Bench or Division Bench as per roster.
25	Interlocutory Applications, if any.	25.1. Nomenclature shall be Interlocutory Application (I.A.) with full cause title, status of the parties, supporting affidavit, provision of law, prayer and court fees payable.
26	Re-presentation delay.	<p>26.1. Nomenclature of the application shall be Civil Miscellaneous Application (C.M.Appl.) showing the full cause title, status of the parties, provision of law and court fees payable.</p> <p>26.2. The application shall be supported by an affidavit, if the delay exceeds 15 days.</p>
27	W.P.(Criminal) filed during vacations	27.1. The Writ Petition shall accompany a memo specifying the urgency of the matter for being posted before the vacation court.
28	General Instructions.	28.1. The papers / documents produced shall be complete and legible.

Sl. No.	Description	Key points for information/ compliance
		28.2. Judgments/documents shall not contain highlighting or any marking.
		28.3. English translation of documents in other languages shall be produced wherever required.
29	General Remarks.	



THE HIGH COURT OF KERALA
Standard check-list for filing of cases.

3. Writ Petition (Public Interest Litigation)

Sl. No.	Description	Key points for information/ compliance
1	Presentation of Proceedings	<p>1.1. Presentation of cases shall be through E-Filing mode.</p> <p>1.2. Exemption from E-filing under certain circumstances</p> <p>1.3. Use of own user ID/ dashboard only.</p>
2	Nomenclature and year of filing	2.1. The nomenclature shall be Writ Petition (Public Interest Litigation) abbreviated as W.P.(PIL)
3	Title and provision of law.	3.1. The title shall be "Writ Petition (Public Interest Litigation) filed under Article 226 of the Constitution of India".
4	Subject and subject code	4.1. Subject and subject code shall be "111.00 Public Interest Litigation"
5	Docket	5.1. The particulars on the docket shall be in tune with the details given in the case file.
6	Index	<p>6.1. The Index sheet shall be placed immediately below the covering sheet setting forth the brief description of the contents and the full description of the documents with their date.</p> <p>6.2. The pagination shown in the index shall tally with the total pages of the file.</p>
7	Synopsis	7.1. The synopsis shall contain the dates and events chronologically arranged, points to be urged, Acts, Rules to be referred and authorities to be cited.

Sl. No.	Description	Key points for information/ compliance
8	Cause title	<p>8.1. Cause title shall contain:</p> <ul style="list-style-type: none"> (i) the name of the High Court; (ii) the nomenclature, year, name & full address of the parties with pin-code; (iii) the correct status ie. Petitioners, Respondents as the case may be; (iv) title with provision of law etc.
9	Petitioner(s)	9.1. Name and description of the petitioner(s).
10	Respondent(s)	10.1. Name and description of the respondent(s).
11.	Serving of notice/ copy on A.G./ P.P. / D.S.G.I./Standing Counsel / Organisations etc.	<p>11.1. Serving of notice/copy online through the dashboard.</p> <p>11.2. Serving of notice online on the organisations having dashboard.</p> <p>11.3. Serving of physical copy of the registered E-file and filing of an undertaking thereof.</p>
12.	Statement of facts, Grounds on which the relief is sought for.	<p>12.1. The application shall set out a clear and concise statement of facts and grounds on which the relief is sought for.</p> <p>12.2. The memorandum shall contain a statement as to whether the petitioner had filed any petition seeking similar reliefs in respect of the same subject-matter earlier and if so, the result thereof.</p> <p>12.3. The pleadings shall also contain:-</p> <ul style="list-style-type: none"> (i). the details of all earlier Public Interest Litigations, if any, filed by the petitioner; (ii). a statement as to whether the petition is filed on behalf of a class of persons and if so, their details; (iii). true copies of the resolution, bye-law etc, in case the petitioner is a society or association of persons;

Sl. No.	Description	Key points for information/ compliance
		(iv). a statement as to whether the petitioner has made any representation to a competent authority and if so, a copy of the same so also a copy of the reply, if any received.
13.	Relief(s) sought for.	<p>13.1. The memorandum shall contain the relief(s) sought for</p> <p>13.2. Any motion for interim relief at the time of admission may be made in the relief portion itself.</p>
14	Signature of the parties and the counsel.	<p>14.1. The memorandum shall be signed by the petitioner and by his Advocate, if he has appointed one.</p> <p>14.2. A document electronically filed using the electronic filing system shall bear:-</p> <p>(i). the digital signature of the Advocate/the Party-in-Person, or;</p> <p>(ii). the Electronic signature based on Aadhaar authentication using Aadhaar number and OTP sent to the registered mobile number of the Advocate/the Party-in-Person, or;</p> <p>(iii). the electronic verification through e-mail/ mobile number based OTP verification of the Advocate/the Party-in-Person, or;</p> <p>(iv). the physical signature of the Advocate/the Party-in-Person on the print-out of the pleadings and documents before the same are scanned and uploaded, as provided under sub rule (4) of Rule 6 of the Electronic Filing Rules for Courts (Kerala), 2021.</p>
15	Affidavit	<p>15.1. The Writ Petition shall be accompanied by an Affidavit verifying the facts relied on. The Affidavit shall also include the information mandated in the Rules for filing a Public Interest Litigation.</p> <p>15.2. Affidavit in Electronic form- execution and authentication in the prescribed manner.</p>
16.	Order(s) impugned, if any.	<p>16.1. True copy of the impugned order, if any, shall be produced.</p>
17.	Production of documents	<p>17.1. Marking of documents as Exhibit P1, P2 and so on with full description thereof.</p>

Sl. No.	Description	Key points for information/ compliance
		17.2. Production of relevant documents and authentication thereof.
18	Court fees	18.1. Exemption- No court fee is payable for Public Interest Litigations. 18.2. Relevant provision of law for payment/exemption of court fees shall be shown in the memorandum and on the docket.
19	Vakalath / Memo of appearance	19.1. No advocate shall be entitled to act in any proceeding unless he files a vakalath. 19.2. An Advocate appearing on behalf of the Central or State Government or on behalf of any public servant sued or suing in his official capacity need file only a memorandum of appearance. 19.3. Vakalath in electronic form using electronic signature. 19.4. Payment of court fees as applicable. 19.5. Payment of Advocates' Welfare Fund Fee as applicable. 19.6. Payment of Advocate Clerks' Welfare Fund Fee as applicable.
20	Presentation of the matter through Power of Attorney	20.1. Representation of the petitioner(s) through Power of Attorney shall reflect in the cause title, affidavit, vakalath and interlocutory applications, if any. 20.2. Uploading of copy of the power of attorney along with the e-file and production of its original or certified copy for verification. 20.3. Payment of court fee as applicable.
21	Paperless subjects	21.1. Mandatory filling up of all the fields in meta data.
22	Maintaining victim anonymity.	22.1. Ensure that the identity of victims/juveniles/party is not disclosed where such disclosure is prohibited by any law/order.
23	E-filing- Form of proceedings- General procedure	23.1. Paper size, font and font size, line spacing, alignment, margins etc. shall be in the prescribed manner.

Sl. No.	Description	Key points for information/ compliance
24.	Allocation of Writ Petition(PIL) as per roster.	24.1. Ensure the listing before Division Bench as per roster.
25	Interlocutory Applications, if any.	25.1. Nomenclature shall be Interlocutory Application (I.A.) with full cause title, status of the parties, supporting affidavit, provision of law, prayer and court fees payable.
26	Re-presentation delay.	26.1. Nomenclature of the application shall be Civil Miscellaneous Application (C.M.Appl.) showing the full cause title, status of the parties, provision of law and court fees payable. 26.2. The application shall be supported by an affidavit, if the delay exceeds 15 days.
27	W.P(PIL)s filed during vacations	27.1. The Writ Petition(PIL) shall accompany a memo specifying the urgency of the matter for being posted before the vacation court.
28	General Instructions.	28.1. The papers / documents produced shall be complete and legible. 28.2. Judgments/documents shall not contain highlighting or any marking. 28.3. English translation of documents in other languages shall be produced wherever required. 28.4. Papers shall not be in improper language or unnecessarily prolix.
29	General Remarks.	