

**HIGH COURT OF DELHI AT NEW DELHI**

No. 141/Rules/DHC

Dated:02.06.2025

**PRACTICE DIRECTION**

Hon'ble the Chief Justice, on the recommendations of 'Rules Committee under section 123 of the CPC which also look into Delhi High Court (Original Side) Rules, 2018 and Ancillary Matters' has been pleased to issue following Practice Direction for information and compliance by all concerned:-

**“Whenever records in the custody of superior Court are required by the District Courts, the presiding officer of the concerned court shall send a letter of request to the Head of Office of the Superior Court requesting for production of the records instead of sending summons.”**

**The format of 'letter of request' is attached herewith.**

This Practice Direction shall come into force with immediate effect.

By Order

**Sd/-  
(ARUN BHARDWAJ)  
REGISTRAR GENERAL#**

From: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

To: The Head of Office

\_\_\_\_\_  
\_\_\_\_\_

Subject:- Letter of Request for production of Records in Case No. \_\_\_\_\_  
          Titled \_\_\_\_\_

Whereas the aforesaid matter is pending in this Court and is now listed on.... for the purpose of.....

And whereas it has been represented to the said Court that it is necessary for the purposes of justice and for the due determination of the matters in dispute between the parties that the records as mentioned in the Annexure be produced before this Court.

And whereas the said records are in the custody of the Hon'ble..... Court.

I have the honour to request, and do hereby request that for the reasons aforesaid and for the assistance of this Court, you as the Head of the Office may kindly direct the concerned official to bring or send to this court the record as per the Annexure.

Given under my hand and the seal of the Court, this \_\_\_\_\_

Seal of the Court

(Signature of the Presiding Officer)