

**THE HIGH COURT OF KERALA**

Ernakulam -682031

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Date: 25-09-2026

HCKL/8467/2026-J(C)-HC KERALA

From

The Registrar (Administration)

To

The Secretary,
Kerala High Court Advocates' Association,
High Court Building, Ernakulam.

Madam,

Sub:- High Court of Kerala – Removal of case bundles, files and other materials
kept inside Court Halls – Instructions – Reg.

It is reported that several case bundles, files, books and other related materials of advocates are being left inside various Court Halls in the High Court premises, unclaimed.

The practice of keeping files, bundles and other materials inside the Court Halls in an unorganised manner is not conducive to maintaining the dignity, decorum and orderly appearance of the Court Halls. The presence of such materials inside the Court Halls also affect the proper maintenance and cleanliness of the premises.

In the above circumstances, I am directed to inform you that it has been proposed to remove all files, case bundles, books and other related materials presently kept inside the Court Halls on every first and third Saturday. The items so removed will be placed at designated locations outside the respective Court Halls, within the vicinity and surveillance coverage of CCTV cameras, to enable the persons concerned to collect the same. **(Designated Area:** The vacant space between the J and K Blocks of the High Court, adjacent to the wall of the Electrical Room, except the area pertaining to the Chief Justice's Court in Block G, has been proposed to be utilised for placing racks for the storage of files/bundles removed from the Court Halls. In respect of the Chief Justice's Court in Block G, it has been proposed to place a rack in the corridor opposite J Section, High Court, for the storage of files/bundles removed from the Court Hall. The racks shall have properly earmarked/labelled spaces indicating the respective Court Hall names.)

Notice
JJA
Adv. Nima Jacob
Secretary, KHLCAA.

The files, bundles and other materials which remain unclaimed for a period of one month from the date of their removal from the respective Court Halls shall be disposed of, without further notice.

Therefore, I request your goodself to bring the contents of this letter to the notice of all concerned and issue necessary directions to the Members of the Association to take out such items belonging to them, kept inside the Court Halls, urgently.

You are also requested to furnish any remarks or suggestions in this regard, if any, within 2 weeks, so that the proposed arrangement can be implemented in an orderly and effective manner.



Copy To:- The File

Yours faithfully,

Digitally signed by

Regis Mathew

Date: 25-09-2026

09:52:56

REGIS MATHEW

ASSISTANT REGISTRAR

(for Registrar Administration)