

**RAJASTHAN HIGH COURT, JODHPUR**

**STANDING ORDER**

**NO. 08 /S.O./2025**

**Date: 07.07.2025**

In pursuance of Order dt. 23.05.2025 of Hon'ble Supreme Court passed in Misc. Application No. 919/2025 in SLP (Crl) No. 3607/2023 Durgawati @ Priya vs. CBI, Rajasthan High Court has framed Standard Operating Procedure (SOP) to be followed for Requesting an Extension of Time from Hon'ble Supreme Court or Rajasthan High Court to Conclude Time-Bound Trials/Suits/Other proceedings as follows:

**1. Objective:**

To lay down a uniform procedure for the Presiding Officers of the Courts of District Judiciary for requesting an extension of time from the Hon'ble Supreme Court or the High Court where specific timelines have been fixed to conclude trials/suits/other judicial proceedings by the Hon'ble Supreme Court or the High Court.

**2. Applicability:**

This SOP shall be applicable to the Presiding Officers of all the Courts of District Judiciary presiding over trials/suits/other judicial proceedings in which a timeline/deadline or time specific direction for disposal or performing any judicial function has been fixed or mandated by the Hon'ble Supreme Court or the High Court.

**3. The Procedure for Seeking Extension:**

**A. Route of Communication:**

All requests for the extension of time in a trial/suit/other judicial proceeding shall be routed through the proper channel as under:

(1) In case of request for extension of time from Hon'ble High Court-

- (i) The concerned Presiding Officer (except Principal District & Sessions Judge and Special Judge, Family Court) shall send the request for the extension of time through the concerned Principal District Judge to the Registrar (Judicial) of the Rajasthan High Court at Principal Seat Jodhpur or Bench at Jaipur, as the case may be, through both modes i.e. official e-mail and regular mode.
- (ii) The Principal District & Sessions Judge and Special Judge, Family Court regarding the matter pending before them shall send the request for the extension of time to the Registrar (Judicial) of the Rajasthan High Court at Principal Seat Jodhpur or Bench at Jaipur, as the case may be, through official e-mail and regular mode.

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(2) In case of request for extension of time to Hon'ble Supreme Court-

- (i) The concerned Presiding Officer (except Principal District & Sessions Judge and Special Judge, Family Court) shall, via official e-mail and regular mode, send the request through the concerned Principal District Judge to the Registrar (Judicial) of the Rajasthan High Court at Principal Seat Jodhpur or Bench at Jaipur, as the case may be, who shall then forward the same to the Officer Incharge/Registrar concerned in the Registry of the Hon'ble Supreme Court.
- (ii) The Principal District & Sessions Judge and Special Judge, Family Court regarding the matter pending before them shall send the request for extension of time, via official e-mail and regular mode, to the Registrar (Judicial) of the Rajasthan High Court at Principal Seat Jodhpur or Bench at Jaipur, as the case may be, who shall then forward the same to the Officer Incharge /Registrar concerned in the Registry of the Hon'ble Supreme Court.

**B. The Justifications for the extension of time and Supporting Details:**

- (1) The concerned Presiding Officer shall furnish the relevant information namely; Name /Designation of the Court, Case No., Title of the Case, Nature of the Case, Date of the order of the superior court fixing the time limit, Present status of the case and reason(s) for delay in concise.
- (2) The Presiding Officer shall also mention exceptional or unavoidable circumstances, if any, affecting the progress of the case or matter after the date of order of the superior court by which a specific time limit has been fixed and specific period of extension prayed for.
- (3) The aforesaid details shall be furnished by the concerned Presiding Officer in a tabular form as mentioned in **Annexure-I**.
- (4) The note of Principal District Judge concerned/Registrar (Judicial), if and wherever deemed necessary or required, shall be appended to the request.

**4. Restrictions:**

In no case, the Judicial Officers shall send a request for the extension of time directly to the Registry of the Hon'ble Supreme Court or the High Court without routing it through proper channel as mentioned above.

The repeated or unreasonable delays without proper cause may be viewed seriously and subject to administrative scrutiny.

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**5. Monitoring:**

The Principal District Judge concerned/Registrar (Judicial) at Principal Seat Jodhpur / Bench at Jaipur shall monitor the compliance with time-bound orders and may periodically (preferably in every 30 days) review the status of the pending cases or matters, where extensions have been sought or granted.

**6. Reporting Requirement:**

The Registrar (Judicial) at Principal Seat Jodhpur / Bench at Jaipur shall maintain a record of such cases and file periodical reports before the concerned Court, if required.

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**Annexure-I**

Sr.No.	Particulars	Details
(i)	Name/ Designation of the Court	
(ii)	Case No.	
(iii)	Title of the Case	
(iv)	Nature of the Case	
(v)	Date of the order of the superior court (Supreme/ High Court) fixing the time limit.	
(vi)	Present status of the case	
(vii)	Reason(s) for the delay	
(viii)	Exceptional or unavoidable circumstances, if any, affecting the progress of the case.	
(ix)	Specific period of extension prayed for, with reasons.	

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BY ORDER

  
REGISTRAR GENERAL

**No. GEN/XV/81/2025/1230**

**Date : 07.07.2025**

Copy forwarded to the following for information and necessary action:-

1. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. Private Secretary to all the Hon'ble Judges, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
3. The Registrar (Admn.), Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
4. All the Registrars /O.S.D., Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
5. Registrar-cum-CPC, Rajasthan High Court Bench Jaipur with the request to upload the same on the official website of Rajasthan High Court.
6. Registrar (Judicial), Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur with the direction to circulate the same amongst all the concerned of Judicial Side and ensure compliance the same.
7. All the District & Sessions Judge with the request to circulate the same amongst all the Presiding Officers of Subordinate Courts for information and necessary action.
8. The Addl. Solicitor General of India/ Asstt. Solicitor General of India, Rajasthan High Court, Jodhpur/Jaipur.
9. The Advocate General/ All Additional Advocate Generals, Rajasthan High Court, Jodhpur/Jaipur.
10. Chairman, Bar Council of Rajasthan, Jodhpur.
11. The President, Rajasthan High Court Advocates' Association/ Lawyers' Association, Jodhpur.
12. The President, Rajasthan High Court Bar Association, Jaipur.
13. The President, The Jaipur Bar Association, Jaipur
14. All Joint Registrars/ Dy. Registrars, Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur
15. All Assistant Registrars, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
16. All A.O.J./ Stamp Reporter/ Court Master, Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur.
17. Notice Board.

  
**REGISTRAR GENERAL**