

1. At the time of pronouncement of judgment in any civil or criminal case, Reader of the concerned Court will guide/inform the parties to immediately approach to the Legal Services Institution(s)/Front Office situated in the premises of the Court to obtain legal aid or advice to enable them to file appeal(s) promptly.
2. Thereafter, on contact of the parties, seeking legal aid or advice, any functionary of the Legal Services Institution(s)/Front Office(s) i.e. Secretary, DLSA/SDLSC, Retainer Lawyer, PLV etc. shall assist them immediately and to ensure necessary legal assistance as per provisions of Legal Services Authorities Act, Rules, Regulations and Schemes.
3. Retainer Lawyer/PLVs deputed in the Front Office(s) shall take note of the cases on daily basis fixed for pronouncement of judgments/orders from the cause list of all the courts situated in the premises and on contacting the

parties, will apprise them about right of appeal and right to legal aid and render all necessary assistance to legal aid beneficiaries and to ensure prompt legal aid after decision of the case, to enable them to file appeal(s). Necessary record shall be maintained in each Front Office regarding this.

4. After the decision of the case, any legal aid beneficiary, convict-in-custody/Appellant Jail Inmates should immediately be given legal aid in all or any one or more of the following modes:-

- a. Representation by legal practitioner.
- b. Obtaining and supply of certified copies of orders/judgments and other documents in the legal proceedings.
- c. Preparation of appeal, paper book including printing and translation of documents, in legal proceedings.
- d. Payment of Court Fee, Process Fee and all other charges payable or incurred in connection with filing of appeal.

5. All DLSAs will display these guidelines on conspicuous part of Front Office(s) and in the notice boards of all the Courts for information to litigant public.

6. These guidelines will be displayed on the website of HPSSA and District Courts in the State of H.P.