



**CIRCULAR**

**Sub:** Courts and Judges – Instructions to Judicial Officers in all the three cadres regarding attestation of documents by the Judicial Officers, functioning in the Tamil Nadu State Judicial Service and Puducherry Judicial Service – certain direction issued.

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The Judicial Officers functioning in the Tamil Nadu State Judicial Service and Puducherry Judicial Service are required to adhere to the following guidelines strictly while attesting documents (i) relating to passport (ii) relating to organ donation and (iii) other documents;

Generally, it would be advisable for Judicial Officers to avoid attesting documents. For attesting a document, there are alternatives like Executing Magistrates and Notary Public.

The Judicial Officers are informed that documents may be attested by them only after ascertaining whether Executive Magistrate / Notary Public can also attest them and the reason why a Judicial Officer is sought to attest the documents. Further, in such cases, the Judicial Officers are directed to receive petition, number the same, conduct a short enquiry to satisfy with the genuineness of the claim / request and pass orders, and issue necessary Certificate in pursuance of the Order.

Further, the Judicial Officers shall desist from / stop the practice of issuing Certificate like that of Government Officials.

The receipt of this Circular is required to be acknowledged at once.

**HIGH COURT OF MADRAS  
CHENNAI,  
DATED: 20.06.2023.**

  
**REGISTRAR GENERAL (i/c)**

**To**

1. The Principal Judge, City Civil Court, Chennai
2. All the Principal District Judges / District Judges.

| With a request to

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| 3. The Chief Judge, Court of Small Causes, Chennai.                                    | communicate the<br>  circular to all<br>  Judicial Officers<br>  functioning<br>  in your respective District. |
| 4. The Chief Judge, Puducherry   |  |
| 5. The District Judge-cum-Chief Judicial Magistrate,<br>The Nilgiris @ Uthagamandalam. |  |
| 6. The Member Secretary, Tamil Nadu State Legal<br>Services Authority, Chennai.        |  |
| 7. The Director, Tamil Nadu State Judicial Academy,<br>Chennai.                        |  |
| 8. The Administrator General and Official Trustee<br>of Tamil Nadu, Chennai.           |  |
| 9. The Chief Metropolitan Magistrate, Egmore,<br>Chennai.                              |  |
| 10. All the Chief Judicial Magistrates.  |  |

**Copy to**

1. The Registrar (Judicial), High Court of Madras, Chennai.
  2. The Registrar (Administration), High Court of Madras, Chennai.
  3. The Registrar (Vigilance), High Court of Madras, Chennai.
  4. The Official Assignee, High Court of Madras, Chennai.
  5. The Registrar (Special Cell), High Court of Madras, Chennai.
  6. The Registrar (Recruitment), High Court of Madras, Chennai.
  7. The Registrar-cum-Special Officer (Liaisoning), High Court of Madras, Chennai.
  8. The Registrar (Management), High Court of Madras, Chennai.
  9. The Registrar (District Judiciary), High Court of Madras, Chennai.
  10. The Director, Tamil Nadu Mediation and Conciliation Centre, High Court of Madras.
  11. The Additional Registrar-I (Vigilance), High Court of Madras, Chennai.
  12. The Registrar-cum-Private Secretary to the Hon'ble The Chief Justice, High Court of Madras, Chennai.
  13. The Registrar (IT-cum-Statistics), High Court of Madras, Chennai.
  14. The Officer on Special Duty in the Recruitment Cell, High Court of Madras, Chennai.
  15. The Chief Editor, Tamil Law Journal, High Court of Madras, Chennai.
  16. The Registrar (Inspection), High Court of Madras, Chennai.
  17. The Additional Registrar (Inspection), High Court of Madras, Chennai.
  18. The Additional Registrar General, Madurai Bench of Madras High Court, Madurai.
  19. The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai.
  20. The Registrar (Admn.), Madurai Bench of Madras High Court, Madurai.
  21. The Additional Registrar-II (Vigilance), Madurai Bench of Madras High Court, Madurai.
  22. The Additional Registrar (IT & Statistics), Madurai Bench of Madras High Court, Madurai.
  23. The Director, Tamil Nadu State Judicial Academy, R.A.Puram, Chennai-28.
  24. The Member Secretary, Tamil Nadu State Legal Services Authority, Chennai.
  25. The Secretary, High Court Legal Services Committee, Chennai.
  26. The Secretary, Tamil Nadu Judicial Officers Association, Chennai.
  27. The Master, High Court of Madras, Chennai.
  28. The Deputy Official Assignee, High Court of Madras, Chennai.
  29. The Section Officer, "B" Section, Madurai Bench of Madras High Court, Madurai.
  30. The Section Officer, "F" Section / "C" Section, High Court of Madras, Chennai.
  31. The Section Officer / Record Keeper, A.D. Records, High Court of Madras, Chennai.
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