



# The District Judiciary, Swabi

Phone # 0938-280372  
Fax # 0938-280117

[dsjswabi@yahoo.com](mailto:dsjswabi@yahoo.com)  
[dsjswabi1@gmail.com](mailto:dsjswabi1@gmail.com)

No. 139-42 / (F-52)/D&SJ

Dated: 18.01.2025

## Office Order

16.01.2025

The digitized Copying Branch in the Sessions Division has been officially launched. Henceforth, all attested copies of judicial records will be delivered exclusively from scanned documents. Movement of physical files from the courts, Moharrirs of the courts, and the Record Room is prohibited. The following Standard Operating Procedures (SOPs) will be strictly observed:

- I. **Submission of Applications:**
  - Applications for obtaining attested copies must comply with the CFMIS (Case Flow Management Information System) protocol.
  - The application forms will be available on the official website of the District Judiciary and will also be provided to photocopy machine operators for public convenience.
- II. **Types of Attested Copies:**
  - Attested copies may be requested under two categories:
    - a. **Ordinary** – Processed within the standard timeline.
    - b. **Urgent** – Processed on a priority basis.
- III. **Scanning and Uploading of Records:**
  - All daily court proceedings must be completed in all respects, scanned, and promptly uploaded to the CFMIS system.
- IV. **Priority Uploads:**
  - Records of civil appeals, civil suits, criminal bail, and similar urgent matters must be uploaded without any delay to ensure the timely availability of scanned copies.
- V. **Application Completeness:**
  - The application form for obtaining attested copies must be duly completed, including all required fields such as the **Ghuswara** (details of the case). Incomplete applications will not be processed.
- VI. **General Compliance:**
  - All relevant stakeholders are directed to adhere to these guidelines to facilitate the smooth functioning of the digitized system and ensure timely service delivery.

Non-compliance with the above instructions will be viewed seriously and may attract appropriate disciplinary action.

(ASHFAQ TAJ)

District & Sessions Judge,  
Swabi 80/10/11

Endst: No. & date even.

*Copy for information and the needful to:-*

1. All the Judicial Officers
2. The President District Bar Association, Swabi, Tehsil Bar Association, Lahor/Topi for sharing with lawyers/clerks of Advocates.
3. Official website/WhatsApp Group of District Judiciary, Swabi
4. Office record.

District & Sessions Judge,  
Swabi 80/10/11