

GUIDELINES FOR ISSUING ADVOCATE CODE

1. Any Advocate, who is enrolled on the rolls of the Bar Council for the State of Andhra Pradesh is entitled to get an Advocate Code.

An application for allotment of Advocate Code shall be addressed to the Registrar (IT-cum-CPC) and shall be in Form No.1 attached to these guidelines.

2. The application shall be accompanied with the following documents:
 - a. The self attested copy of identity card issued by the Bar Council of Andhra Pradesh, Amaravati;
 - b. Self attested copy of the Enrollment Certificate issued by the Bar Council of Andhra Pradesh, Amaravati;
 - c. Apart from self attested copies, the originals of these certificates have to be produced at the time of submission of the application. The same shall be returned after comparing the same with the self attested copies;
 - d. The E-mail ID of the advocate to which all communications are to be sent.
3. The name contained in the Enrollment Certificate issued by the Bar Council of Andhra Pradesh shall be the name which shall be registered along with the Advocate Code;
4. If the Advocate, applying for the Advocate Code, is in possession of Provisional Enrolment Certificate or an Enrollment Certificate which is valid only for a specified period, the said Advocate shall give an undertaking, along with the application, that he/she shall produce the regular Enrollment Certificate or an extension of the available Enrollment Certificate, extending the availability of the Enrollment Certificate, before the expiry of the time set out in the temporary Enrollment Certificate. In the event of the applicant being unable to produce either the regular Enrollment Certificate or an extension certificate, the Advocate Code allotted to such an Advocate shall be frozen after expiry of the period set out in the Enrollment Certificate.

5. A partnership firm registered under the Indian Partnership Act, 1932 shall also be eligible to apply for an Advocate Code provided the said firm fulfill the following conditions:

- i) The firm is registered with the Registrar of Firms;
- ii) All the partners in the firm are Advocates, who are registered with the Bar Council of Andhra Pradesh, Amaravati.

The application of such a firm shall be in the Form No.2 attached to these Guidelines and applicable to firms.

6. Any application by a firm shall be signed by all the partners and shall be accompanied with the following documents:

- (a) The self attested copy of the Registration Certificate of the firm, issued by the Registrar of Firms;
- (b) The Copy of the Partnership deed shall be produced for the purpose of ascertaining the partners of the firm and the copy of the Partnership deed shall be returned after such verification.
- (c) The identity cards of all the partners in the firm issued by the Bar Council of the State of Andhra Pradesh, Amaravati.
- (d) The self attested copies of the enrollment certificates of all the partners in the firm; issued by the Bar Council of Andhra Pradesh, Amaravati.
- (e) Apart from self attested copies, the originals of these certificates have to be produced at the time of submission of the application. The same shall be returned after comparing the same with the self attested copies;
- (f) The E mail ID of the firm to which all communications are to be sent.

7. (a) Whenever an Advocate is elevated as a Judge of the Hon'ble High Court of Andhra Pradesh, the name of the Advocate who signed the Vakalatnama along with the Advocate who is elevated as a Judge can alone be read and the cases will be transferred in the name of the First Advocate who accepted the Vakalatnama along with the Advocate who is elevated to the Bench. The cases cannot be transferred in the name of any other Advocate, unless a separate Vakalatnama is filed;

(b) If the cases are not transferred as above, the name of the Hon'ble Judge will be retained in the database with the same code and printed in the cause list as "Elevated as Judge"

8. The Advocate Code shall not be allotted to the Advocates who are enrolled on the Rolls of any Bar Council other than the Bar Council for the State of Andhra Pradesh, Amaravati;
9. Whenever a new Standing Counsel is appointed to the State or Central Government, or Corporations. Government undertakings, he/she shall apply for Code in Form No.3 he/she will be assigned a new Advocate Code separately in compliance of the circular instructions issued by the High Court vide ROC.No. 10, dated 30.03.2011. The Code issued to the previous Standing Counsel shall not be assigned to the new Standing Counsel. For the sake of convenience of the new Standing Counsels, the appearance in the Cause List in respect of the cases handled by the previous Standing Counsel will be shown as "Standing Counsel for (the concerned Corporations/Department), fresh Vakalat to be filed";
10. The Advocate or Standing Counsel should personally take the Code from the Computer Section by signing in the Register maintained for the said purpose, unless authorization is given to some other Persons to obtain the Code;
11. The Advocate Code once allotted to an Advocate, Firm, Standing Counsel for the State or Central or the Government Undertakings or the Corporations is not transferrable on any ground;
12. No particular Advocate Code shall be insisted by the Advocate or Standing Counsel. The current Advocate Code, prevailing on the date and time when the Advocate or Standing Counsel applies, will be allotted. When more than one Advocate or Standing Counsel approach the Computer Section on the same day, the Advocate Code will be allotted on first come first basis. When two applicants are received at the same time, the Advocate Code will be

allotted basing on alphabetical order, taking into consideration the first letter in the name as shown in the Enrollment Certificate.

13. For change of mobile number or e-mail ID in the database, the Advocate or Standing Counsel shall give a requisition to that effect duly enclosing copy of Identity Card, issued by Bar Council of Andhra Pradesh, Amaravati.
14. The Registry shall follow these Guidelines scrupulously and the Advocate Codes issued in contravention of the above guidelines shall be frozen after duly sending information to the registered e-mail address of the Advocate or Standing Counsel.

y. Laksmana Rao
09/12/2024.
REGISTRAR GENERAL

Enclosures: 1. Form No.1
2. Form No.2
3. Form No.3

FORM NO.I

Date:

The Registrar _____
High Court of Andhra Pradesh
Amaravati.

Respected Sir,

I, _____ enrolled as Advocate on the
role of Bar Council of Andhra Pradesh, Amaravati vide Bar Enrolment
Registration No. _____. Since then I am
practicing as Advocate.

Hence, I request you to kindly allot Computer Code for filing cases on
the file of High Court of Andhra Pradesh at Amaravati.

Thanking you,

Yours faithfully,

- Encl:** 1. Self attested copy of Enrolment Certificate issued by Bar Council of A.P.
2. Self attested copy of ID issued by Bar Council of AP.

Mobile No:

Email ID:

Address:

FORM NO.II

Date:

The Registrar _____
High Court of Andhra Pradesh
Amaravati.

Respected Sir,

We, _____ enrolled as Advocates on the
role of Bar Council of Andhra Pradesh, Amaravati vide Enrolment Registration
Nos. _____.

Since then we are practicing as Advocates. We registered our Firm under the
Indian Partnership Act 1932 with registration number _____ and name
is _____

Hence, we request you to kindly allot Computer Code for our firm for filing
cases on the file of High Court of Andhra Pradesh at Amaravati.

Thanking you,

Yours faithfully,

- Encl:** 1. Self Attested Copies of Partnership Deed / Firm Registration certificates
issued by the Registrar of Firms.
2. Self Attested Copies of Enrolment Certificates of all Firm members
issued by Bar Council of A.P.
3. Self Attested Copies of ID cards of all Firm members, issued by Bar
Council of A.P.

Mobile No :

Email ID :

Address :

FORM NO.III

Date:

The Registrar _____
High Court of Andhra Pradesh
Amaravati.

Respected Sir,

I, _____ enrolled as Advocate on the role of Bar Council of Andhra Pradesh, Amaravati vide Bar Enrolment Registration No._____. Since then I am practicing as Advocate with code.....

Hence, I request you to kindly allot new Computer Code number for filing cases as standing counsel for.....on the file of High Court of Andhra Pradesh at Amaravati.

Thanking you,

Yours faithfully,

CHECK LIST FOR STANDING COUNSEL

1. Standing Counsel for State/Central :
2. Department / Organization :
3. Name of the Advocate :
4. Bar Registration No. :
5. Mobile No. :
6. E mail Id :
7. Postal Address :
8. Date of joining :
9. Term of office :
10. Authorized Clerk Contact Details :

- Encl:** 1. Self attested copy of Department proceedings.
2. Self attested copy of Enrolment Certificate.
3. Self attested copy of ID issued by Bar Council of AP.