Chambers of Aruneshwar Gupta, Senior Advocate, Supreme Court of India

PROCEDURE FOR DRAFTING PETITIONS, APPEALS ETC.

Steps shown for a Special Leave Petition (Civil)

Scope. Every petition, appeal, writ petition, reply and other pleading prepared in these chambers. The steps follow the five stages of the Working Module. They are set out below for a Special Leave Petition (Civil) under Article 136 of the Constitution, under Order XXI of the Supreme Court Rules, 2013, with the petition in Form No. 28. For other proceedings the same steps apply, with the limitation period, form and rules of the court concerned.

1. Documents from the client

(a) Copy of the High Court appeal paper book: pleadings in the trial court; documents and evidence; written submissions; judgment of the trial court.

(b) Certified copy of the impugned judgment or order.

(c) *Vakalatnama* executed in favour of the Advocate-on-Record.

(d) A document receipt, acknowledged by the client, listing what has been received and what is still pending.

2. Limitation — checked on the first day

- **90 days** from the date of the impugned judgment or order.
- **60 days** from the date of the High Court order refusing a certificate of fitness under Article 134A. The petition is then accompanied by an affidavit stating the date of refusal.
- Time is computed subject to Sections 4, 5, 12 and 14 of the Limitation Act, 1963. If the petition will be late, an application for condonation of delay, with an affidavit explaining each day of delay, is prepared with it.
- The last date for filing is recorded in My-CRMS and told to the client in writing.

3. Briefing the client on stages and timeline

The client is told the stages of the work and an indicative timeline. The timeline is shortened where limitation or urgency requires.

Stage	Indicative timeline
Collection and chronological compilation of documents	Day 1–3
AI-assisted first draft of the List of Dates and Events	Day 3–4
List of Dates checked and finalised in chambers	Day 4–6
Client approval of the List of Dates	Day 6–8
Questions of Law, Grounds and Synopsis	Day 8–12
Complete draft SLP	Day 12–15
Client approval of the SLP	Day 15–17
Filing before the Registry	Day 17–18

4. Fees

The fee is agreed and the advance received before drafting begins, in accordance with the chambers' policy.

5. Compilation of the record

- All documents are arranged in chronological order.
- One paginated and bookmarked PDF of the compiled record is prepared and saved in My-CRMS. Every later reference is to its page numbers.

6. List of Dates and Events

- A first draft is prepared with AI assistance from the compiled record.
- Each entry is checked against the page of the record it comes from: dates, procedural history, and consistency with the impugned judgment.
- The checked List is sent to the client for confirmation.

7. Questions of Law

The questions of law arising for consideration are framed precisely, from the substantial legal issues in the impugned judgment.

8. Grounds, Synopsis and the rest of Form No. 28

- Grounds set out the legal and factual errors in the impugned judgment, each stated precisely.
- The Synopsis summarises the facts and the grounds.
- Grounds for interim relief, the main prayer and the interim prayer are included in the petition itself.
- The declarations under Rule 3(2) (no other petition filed) and Rule 5 (annexures part of the record below) are completed.

9. Verification before the draft leaves chambers

- Every fact is checked against the page of the record.
- Every judgment cited is read in full and verified in SCC, AIR or Manupatra. No citation is used on the strength of an AI tool alone.

10. Client approval

The complete draft — List of Dates, Questions of Law, Grounds and Synopsis — is sent to the client for review and written approval before filing.

11. Filing

- The petition is e-filed with the Registry of the Supreme Court in Form No. 28, with the certified copy of the impugned judgment, the annexures as true copies, the affidavit, the Advocate-on-Record's certificate and the court fee.
- The diary number is recorded in My-CRMS and sent to the client.

12. After filing

- Defects notified by the Registry are cured within the time allowed, and the corrected paper books filed.
- Listing is tracked, and the client is told the date of hearing as soon as it is known.