

## THE RIGHT TO INFORMATION ACT, 2005

(Application for Obtaining Information)

From

Applicant Name

Full Postal Address

Mobile: XXXXXXXXXX

Email: example@gmail.com

To

The Public Information Officer

Delhi Judicial Department

[Office Address]

Subject:

Request for Information under RTI Act, 2005 regarding Administrative Court Records / Certified Copy Status / Departmental Processes

Respected Sir/Madam,

I, [Applicant Name], am filing this RTI application under the Right to Information Act, 2005. Kindly provide the following information:

1. Certified copy of administrative orders/circulars issued by the Judicial Department related to [subject].
2. Status of certified copy application filed on [date] for Case No. [case number].
3. File movement details and current position of the above-mentioned case file in the administrative process.
4. Name and designation of the officer handling certified copies or administrative processing of the case.
5. Certified copy of any deficiency memo, communication, or objection raised by the copying agency.

6. Expected time frame for issue of certified copies as per the department's guidelines.
7. Details of PIO and First Appellate Authority (FAA) for the concerned court establishment.

**Application Fee**

₹10/- IPO / Court Fee Stamp / Online payment / DD

**Declaration & Requests**

I am a citizen of India.

If information pertains to another authority, kindly transfer it under Section 6(3).

If additional fee is required, inform me under Section 7(3).

Please provide FAA details in the reply as per Section 7(8).

Yours sincerely,  
Applicant Name