



High Court of Tripura
Agartala

Order No. 4

Dated, Agartala, the 25th April, 2013

Hon'ble the Chief Justice has been pleased to adopt the following Check-list with a view to simplifying the method of checking cases to stop registration of any defective case until the defect is removed.

High Court of Tripura
Agartala

Check-list (Filing Section)

Subject Category Code.....

Presented by

Presented on

This WP (C)/Appeal/Application is defective for the following reason(s):

1. Not properly addressed to the Court.
2. The Petition is not typed legibly in double space with a margin of 2 inches on one side of paper of foolscap size and with paragraphs and pages not numbered consecutively and correctly noted in the index.
3. The contents of the petition and/or accompanying documents is/are not clear, sharp and legible.
4. True-copy of the certified copy/original document(s) is of dim impression. The type-copy shall also be certified to be true copy by the Advocate/Party-in-person.
5. (i) Address of petitioners/respondents are not set out properly.
(ii) Representation of petitioners/respondents are not set out properly.
6. The Learned Advocate has not put his full signature in the petition.
7. Particulars of date of judgment/order is not mentioned/mentioned wrongly.
8. Neither certified copy of the impugned judgment/order/decree nor application for its exemption has been filed.
9. The petition is barred by limitation and no application for condonation of delay is filed.
10. Affidavit is not filed.
11. Vakalatnama properly executed by the party and accepted by the Advocate is not filed.
12. Vakalatnama is not attested by Jail Authority, in case of Jail Appeal.
13. Neither the proof of surrender filed nor any application for exemption from surrendering has been filed.

14. The valuation of Appeal is not mentioned.
 15. The requisite Court-fee is not paid.
 16. The provision under which the Appeal has been filed is not mentioned.
 17. Award money payment receipt certificate is not filed.
 18. Notice not served on the Caveator.
 19. Notice not served on the Respondents.
 20. Copies of petition insufficient.
 21. Copy of written statement and plaint in SA not filed.
 22. Any other reason, if any
- (a)
 - (b)
 - (c)

**Superintendent
Filing Section**

This will come into force with immediate effect.

By Order,

Sdt

**(M. Chakrabarti)
Registrar**

Memo No.F. 40 (21)-HCT/BENCH/REGISTRY/2013 / 5104-5124 April 25, 2013

Copy to:

01. The President, High Court Bar Association, Agartala;
02. The Secretary, High Court Bar Association, Agartala;
03. The President, Tripura Bar Association, Agartala;
04. The Secretary, Tripura Bar Association, Agartala;
05. The Advocate General, Tripura, Agartala;
06. The Asst. Solicitor General, Govt. of India, High Court of Tripura, Agartala;
07. The Public Prosecutor, High Court of Tripura, Agartala;
08. The Govt. Advocate, High Court of Tripura, Agartala;
09. The i/c. Joint Registrar, High Court of Tripura, Agartala;
10. The Deputy Registrar(s), High Court of Tripura, Agartala;
11. The Assistant Registrar(s), High Court of Tripura, Agartala;
12. The Librarian-cum-RO., High Court of Tripura, Agartala;
13. The Private Secretary to the Hon'ble the Chief Justice, High Court of Tripura, Agartala;
14. The Private Secretaries to the Hon'ble Judges, High Court of Tripura, Agartala;
15. The Private Secretary to the Registrar, High Court of Tripura, Agartala;
16. The Superintendent(s), High Court of Tripura, Agartala;
17. The Sr. Grade Translator-cum-i/c. Paper Book Section, High Court of Tripura, Agartala;
18. The Programmer, Computer Section, High Court of Tripura, Agartala. He is directed to upload this order in the website of the High Court of Tripura;
19. The Bench Sections, High Court of Tripura, Agartala;
20. Notice Board of the Court-house; and
21. Order File.


**(M. Chakrabarti)
Registrar**