

## **PRACTICE NOTE NO. 41**

The Advocates and parties appearing in-person are informed that following Practice Note shall come into force with effect from 14.09.2015 :

- 1) The Advocates and party-in-person shall file duly filled in check-list in the format annexed to this Practice Note alongwith the proceeding in the Centralized Filing Department.
  
- 2) On Filing the proceeding alongwith duly filled in check-list, the Office shall immediately give stamp number to the Civil proceeding and record objections, if any, and place the matter before the Registrar Judicial-I and II as the case may be after four weeks for appropriate Orders.

Date : 28<sup>th</sup> August 2015

By order,

Sd/-  
(D.V. Sawant)  
Prothonotary & Senior Master,  
High Court, O.S. Bombay.

Sd/-  
(Shrikant D. Kulkarni)  
Registrar (Judl-I)  
High Court,A.S. Bombay

**Check List :**

**HIGH COURT OF JUDICATURE (APPELLATE SIDE), BOMBAY**

**W.P../F.A./S.A./FCA/C.A.**

**CRA/FERA/A.O./C.P./**

**CRI.W.P./CRI.APPL./CRI.APPEAL .....**

**SINGLE BENCH/DIVISION BENCH**

**ACT** \_\_\_\_\_

**DISTRICT** \_\_\_\_\_

**N.A.**

**LOWER COURT CASE NO.**

**FIRST APPELLATE COURT CASE NO.**

**ADVOCATE MR./MS** .....

	Yes	No.	N.A.
1. Whether the Proceeding is competent ? :	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. a) Whether the Vakalatnama is filed & in order :	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Whether Note of Appearance is filed. :	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Whether Party is appearing in Person. :	<input type="text"/>	<input type="text"/>	<input type="text"/>
d) Whether Details of email address & mobile No. are given. :	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Whether Certified Copy of impugned Judgement/order is filed			
a) Trial Court :	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) First Appellate Court Judgement/order :	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. a) Whether Title, Age and address with Original Status of parties is properly described. :	<input type="text"/>	<input type="text"/>	
b) Whether Senior Citizen :	<input type="text"/>	<input type="text"/>	
5. a) Whether proceeding is filed within Limitation	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) If not whether application for condonation of delay is filed.	<input type="text"/>	<input type="text"/>	

6. a) Whether full Court Fee is paid     
b) If not whether undertaking is given for payment of deficit Court Fee. :
7. Whether claim is specifically stated  
a) For Jurisdiction :     
b) For Court Fee
8. (a) Whether claims stated differ from those stated in Lower Court. :     
(b) If yes, difference explained in footnote. :
9. Whether Index/Synopsis/Pagination is properly done and Second Set for DB is filed. :
10. a) Whether translation of Documents from language other than English into English is filed. :     
b) If translation is not furnished Whether usual undertaking is given for filing it subsequently.
11. a) Whether Mandatory Deposit is made :     
b) If not whether undertaking is given to make it subsequently. :
12. a) Whether proper & legible copies of annexures certified as true copies are filed :    
b) If not whether undertaking is given to supply typed copies.
13. Whether Caveat Statement is made :

**Additional information for :**

**Cri. Appeal/W.P./Application/Revision :**

	<b>Yes</b>	<b>No.</b>	<b>N.A.</b>
14. (a) Whether statement is made that : no Appeal/Application has been filed previously in the same matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) If yes, whether a copy of the order is annexed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Whether particulars of Counter Case/ Cross Case are given.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Whether application is duly verified : on Oath or Affidavit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Whether original complainant is made party.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. (a) Whether a copy of Application is served on P. P.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) If not, whether undertaking is given ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Name & Signature)  
Advocate/Party in person