

THE HIGH COURT OF JHARKHAND AT RANCHI

Case type*

Case number
(to be filled by the office)

Of Year*

SJ / DB (Tick✓) **Advocate** (Sign with Date)-.....

CHECK – LIST - II (For Fresh Filing - Criminal Matters)

(Duly filled and signed by the Advocate himself/herself and to be filed alongwith PRESENTATION FORM- I- For Criminal Matters)

O.O.N o.	Description	YES	No	Remark by the Office
1	Whether the duly filled up PRESENTAION FORM-I (Criminal Maters) filed ?			
2	Whether the Memo of Appeal/Petition is filed in the manner as prescribed under Rule-46 of the High Court of Jharkhand Rules, 2001 (Fair and legible, double line-spacing, full scape size, etc.) ?			
3	Whether Index-cum-chronology of document/events with subject matter filed ?			
4	Whether pagination and paragraph numbering has been done properly/consecutively?			
5	Whether the following items have been stated correctly/properly (Tick✓) ?			
	(a) Case Nomenclature	(c) PROVISION OF LAW		
	(b) CAUSE TITLE	(d) ADDRESSING PORTION		
6	Whether the following necessary particulars have been incorporated correctly/properly in PARA-1 AND PRAYER PORTION ?			
	(a) Details of FIR , if applicable	(e) Date of Impugned Order , if any		
	(b) Case details , if any	(f) RELIEF(S) SOUGHT FOR		
	(c) Alleged Sections (if any)	(g) Designation of the Id. Presiding Officer passed the Impugned Judgement AND/OR Designation of the Id. P.O where the matter is Pending.		
	(d) Details of Impugned order(s) , if any			
7	Whether the AGGRIEVED PORTION (If applicable) stated properly ?			
8	(a) Whether any information has been left blank/incomplete/incorrect OR underlined/erased/alterd/interlineated while formulating points ?			
	(b) If so, whether the same has/have been authenticated by the Oath Commissioner ?			
9	Whether List Of Citation/SYNOPSIS filed (as applicable in certain cases) ?			
10	Whether sufficient FULL STAMP/FEE paid ? (Tick ✓)			
	(a) Court Fee on Petition/Memo of Appeal	(Tick ✓)	(g) Advocate Welfare Stamp Affixed ?	(h) Adv. Clerk Welfare Stamp Affixed ?
	(b) Vakaltnama	(Tick ✓)		
	(c) Affidavit	(Tick ✓)		
	(d) Authentication Fee on C.C of Trial Court order/	(Tick ✓)	(Tick ✓)	(Tick ✓)
	(e) Authentication Fee on C.C of Appellate Court order	(Tick ✓)		
	(f) Others (A.fee payable on High Court order, etc..)	(Tick ✓)		
11	(a) Whether filed within LIMITATION PERIOD ?			
	(b) If limitation period expired, whether application/ I.A for CONDONATION OF DELAY filed ?			
12	(a) Whether the Memo of Appeal/Petition is signed by the Advocate himself/In-person ?			
	(b) Whether the Petition/Memo of Appeal bears the CERTIFICATE OF OATH COMMISSIONER at title page, SIGN AND OATH SL. NO. on the Affidavit page as well as sign on each page of the Petition /Memo of Appeal ?			
	(c) Whether the AFFIDAVIT filed in support is duly SIGNED AND AFFIRMED by the Deponent ?			
	(d) Whether the AFFIDAVIT bears the full address of the affirming Deponent ?			
	(e) Whether VAK. signed/executed/marked LTI by the petitioner(s)/Appellant (s)?			
	(f) Whether VAK. has been SIGNED & DULY ACCEPTED BY ADVOCATE(S) with putting the full Address and Registration/Enrol. No. at the back of the Vak ?			
	(g) Whether the SEAL of Jail Authority/Firm/proprietor/Authorised Signatory has been affixed on Vak. ?			
	(h) Whether the thumb impression of the Petitioner(s)/Appellant(s) has/have been ATTESTED / IDENTIFIED/ ENDORSED specifying LTI/RTI in the manner as prescribed in Rule 51 of the High Court of Jharkhand Rules, 2001?			
13	Whether NAME, DESIGNATION, FULL ADDRESS, AGE, SEX OF ALL PARTIES have been mentioned at all applicable places correctly ? (Submission of Mobile No. and Email are optional)			
14	Whether CERTIFIED COPIES of the following (as applicable) has been filed (alongwith adequate A. Fee)? (Tick ✓)			
	(a) IMPUGNED ORDER OF TRIAL COURT /Authority of first instance			
	(b) IMPUGNED ORDER OF APPELLATE COURT / Appellate Authority			
15	Whether the names of the parties tally with the certified copies/attached enclosures ?			
16	Whether the mandatory CERTIFIED COPY OF FIR/PCR/C.P/SURRENDER CERTIFICATE OR ANY OTHER DOCUMENT (if applicable) has been filed ?			
17	(a) Whether all proper annexure(s)/document(s) , mentioned in the brief portion/annexure statement of Memo of Appeal/Petition, have been filed ?			
	(b) Whether the Annexures/Documents (other than Certified Copies) are CERTIFIED TO BE TRUE by concerned Advocate /In-Person, as the case may be ?			
	(c) Whether all the Annexures/Documents arranged in Proper Order ?			
18	(a) Whether the Annexures/ copies are True Legible ?			
	(b) If the copies are illegible/dim/handwritten, whether True Type Copies filed ?			
	(c) Whether true type copies are CERTIFIED TO BE TRUE by concerned Advocate/in-person?			
19	Whether TRUE TRANSLATION of the document(if written other than Hindi and English) filed ?			
20	(a) Whether a statement regarding "EARLIER MOVED" by the Pet./appellant is made?			
	(b) If yes, Whether the particular(s) of case(s) of EARLIER MOVED is/are given ?			
21	Whether the Date /period of Detention/Arrest is mentioned (as applicable)?			
22	Whether Fairly legible and similar SECOND/EXTRA SET(s) of petition/memo of appeal with its enclosures filed ?			
23	Whether Copy/Copies served to the other side/P.P/ Caveator ? (Receipt showing service of copy must be filed.)			
24	Whether the Statement regarding "Cause of action arises out within the TERRITORIAL JURISDICTION of High Court of Jharkhand" has been made ?			
25	Whether the statement regarding VOUCHING for other Petitioner(s) has been given ?			

**Office Objection(O.O) No.- _____ on the above points arise (s).
(NOTE - For the Rest of the objections/defects (if any), please refer to the rear face of page -1 of main petition/memo of appeal.)**

Date of Reporting : _____

**Signature of the Examiner/Stamp
Reporting Official**

**Signature of the verifier/
Section Officer**