

# THE HIGH COURT OF JHARKHAND AT RANCHI

Case type\*

Case number  
(to be filled by the official)

Of Year\*

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

## CHECK – LIST- I (For Fresh Filing- CIVIL / WRIT matters)

(Duly filled & signed by the Advocate himself /herself and to be filed alongwith PRESENTATION FORM-II OR Presentation Form – III)

O.O. No.	Description	YES	No	Remark by the Office
1	Whether the duly filled up <b>PRESENTAION FORM-II (For Fresh filing-Civil Matters)</b> OR <b>PRESENTAION FORM-III (For Fresh filing-WRIT Matters)</b> –whichever applicable, 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 <b>Index-cum-chronology</b> of document/events with <b>subject matter</b> filed ?			
4	Whether <b>pagination</b> and <b>paragraph numbering</b> has been done properly/consecutively?			
5	Whether the following items have been stated correctly/properly (Tick✓) ?			
	(a) <b>Case Nomenclature</b>	(c) <b>PROVISION OF LAW</b>		
	(b) <b>CAUSE TITLE</b>	(d) <b>ADDRESSING PORTION</b>		
6	Whether the following necessary <b>particulars</b> have been incorporated <b>correctly</b> /properly in <b>PARA-1 AND PRAYER PORTION</b> ?			
	(a) <b>Relief Sought for</b>	(d) <b>Date of Impugned Order, if any</b>		
	(b) Case details , if any	(e) Designation of Presiding Officer (s)/Judge(s)/Name of Hon'ble Judge , as applicable		
	(c) Details of Impugned Order(s)			
7	Whether the <b>AGGRIEVED PORTION</b> is stated properly ?			
8	(a) Whether any information has been left <b>blank/incomplete/incorrect OR underlined/erased/altered/ interlineated</b> while formulating points ?			
	(b) If so, whether the same has/have been authenticated by the Oath Commissioner?			
9	Whether <b>List Of Citation/SYNOPSIS</b> filed (as applicable in certain cases) ?			
10	Whether sufficient <b>FULL STAMP/FEE</b> paid ? (Tick ✓)			
	(a) Court Fee on Petition/Memo of Appeal (Tick ✓)	(g) Advocate Welfare Stamp Affixed ? (Tick ✓)	(h) Adv. Clerk Welfare Stamp Affixed ? (Tick ✓)	
	(b) Vakaltnama (Tick ✓)			
	(c) Affidavit (Tick ✓)			
	(d) Authentication Fee on C.C of Trial Court order/ (Tick ✓)			
	(e) Authentication Fee on C.C of Appellate Court order (Tick ✓)			
	(f) Others (A.fee payable on High Court order, etc..) (Tick ✓)			
11	Whether the <b>CLAIMS FOR REMISSION OF COURT FEE</b> and Jurisdiction (if any) stated and explained ?			
12	(a) Whether filed within <b>LIMITATION PERIOD</b> ?			
	(b) If limitation period expired, whether application for <b>CONDONATION OF DELAY</b> filed ?			
13	(a) Whether the Memo of Appeal/Petition is <b>signed by the Advocate himself/ In-person</b> ?			
	(b) Whether the Petition/Memo of Appeal bears the <b>CERTIFICATE OF OATH COMMISSIONER</b> at title page, <b>SIGN AND OATH SL. NO. on the Affidavit page</b> as well as <b>sign on each page of the Petition /Memo of Appeal</b> ?			
	(c) Whether the <b>AFFIDAVIT</b> filed in support is duly <b>SIGNED AND AFFIRMED</b> by Appellant/Petitioner/deponent ?			
	(d) Whether the <b>AFFIDAVIT</b> bears the <b>full address</b> of the affirming <b>Appellant/ petitioner/deponent</b> ?			
	(e) Whether <b>VAK. signed/executed/marked LTI</b> by the petitioner(s)/Appellant (s)?			
	(f) Whether <b>VAK.</b> has been <b>SIGNED &amp; DULY ACCEPTED BY ADVOCATE(S)</b> with putting the full <b>Address and Registration/Enrol. No.</b> at the back of the Vak ?			
	(g) Whether the <b>SEAL</b> 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 <b>ATTESTED / IDENTIFIED/ ENDORSED</b> specifying LTI/RTI in the manner as prescribed in <b>Rule 51</b> of the High Court of Jharkhand Rules, 2001?			
14	Whether <b>NAME, DESIGNATION (if applicable), FULL ADDRESS, of all the parties and SEX AND AGE of the Appellant (s) / Petitioner (s)</b> have been mentioned at all applicable places correctly ? (Submission of Mobile No. and Email are optional)			
15	Whether <b>CERTIFIED COPIES</b> of the following (as applicable) has been filed (alongwith adequate <b>A. Fee</b> )? (Tick ✓)			
	(a) <b>IMPUGNED ORDER OF TRIAL COURT</b> /Authority of first instance			
	(b) Decree of Trial Court/Award of the tribunal			
	(c) <b>IMPUGNED ORDER OF APPELLATE COURT/</b> Appellate Authority			
	(d) Decree of Appellate Court/Award of the tribunal			
	(e) Any other mandatory <b>ANNEXURE / CERTIFIED COPY OF DOCUMENT</b> (if applicable)			
16	Whether the <b>names of the parties</b> tally with the certified copies/attached enclosures ?			
17	(a) Whether all proper <b>annexure(s)/documents</b> , 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 <b>CERTIFIED TO BE TRUE</b> by concerned Advocate /In-Person, as the case may be ?			
	(c) Whether all the Annexures/Documents arranged in <b>Proper Order</b> ?			
18	(a) Whether the Annexures/ copies are <b>True Legible</b> ?			
	(b) If the copies are illegible/dim/handwritten, whether <b>True Type Copies</b> filed ?			
	(c) Whether true type copies are <b>CERTIFIED TO BE TRUE</b> by concerned Advocate/in-person?			
19	Whether <b>TRUE TRANSLATION</b> of the document(if written other than Hindi and English) filed ?			
20	(a) Whether a <b>statement</b> regarding " <b>EARLIER MOVED</b> " by the Pet./appellant is made?			
	(b) If yes, Whether the <b>particular(s)</b> of case(s) of <b>EARLIER MOVED</b> is/are given ?			
21	Whether Fairly legible and similar <b>SECOND/EXTRA SET(s)</b> of petition/memo of appeal with its enclosures filed ?			
22	Whether <b>Copy/Copies served</b> to the other side/P.P/ Caveator ? ( <b>Receipt showing service of copy must be filed.</b> )			
23	Whether matter pertains to <b>commercial dispute</b> ?			
24	Whether the <b>Category Of Commercial Dispute</b> mentioned ?			
25	Whether <b>Claim Amount</b> has been mentioned in the petition/memo of Appeal ?			
26	If a Tax matter, whether the <b>date of receiving of communicated copy</b> mentioned at the memorandum of Appeal, filed under Income Tax Act, 1961 ?			
27	If <b>PIL</b> , whether the <b>PIL</b> filed is as per the Rule prescribed in Jharkhand High Court (Public Interest Litigation) Rules, 2010 ?			
28	If <b>PIL</b> , whether provision of Rules prescribed at chapter VII of Jharkhand High Court Rules, 2001 are followed in filing of <b>PIL</b> ?			
29	Whether the Statement regarding " <b>Cause of action</b> arises out within the <b>TERRITORIAL JURISDICTION</b> of High Court of Jharkhand" has been made ?			
30	Whether the statement regarding <b>VOUCHING</b> for other <b>Petitioner(s)</b> 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