THE GAUHATI HIGH COURT
(HIGH COURT OF ASSAM: NAGALAND:MIZORAM & ARUNACHAL PRADESH)
KOHIMA BENCH

CHECK LIST

District _____ Case No. _____

D.B/S.B _____ Category Code _____

Matter _____

Signature Of D/Asst. _____ Date of Filing _____

This W.P.(C)/Revision/Appeal/Application is ready/defective for the following reason(s)

1. Properly/not properly addressed to the Court.
2. The petition is typed/not typed legibly in double space on one side of paper with proper margin and paragraphs and pages not numbered consecutively and correctly noted in the index.
3. The contents of the petitions and/or accompanying documents(s) is / are clear /not clear, sharp and legible.
4. True copy of the certified copy/original documents(s) is requested/not requested as it is illegible/legible. The typed copy shall also be certified to be true copy by the Advocate/party in person.
5 . (i) Address of petitioner(s)/respondent(s) are set / not set out properly.
(ii) Representations of petitioner(s)/respondent(s) are set out/not set out properly.
6. The learned Advocate has put/not put his/her signature in the petition.
7. Particulars of date of Judgment/order is not mentioned/mentioned wrongly.
8. The petition is barred by limitation and no application for condonation of delay is filed.
9. Vakalatnama is filed / not filed.
10. Vakalatnama properly executed by the party and accepted by the Advocate is filed/ not filed.
11. Vakalatnama is attested / not attested by Jail Authority.
12. Neither the proof of surrender filed nor any application for exemption from surrendering has been filed.
13. The valuation of appeal is mentioned / not mentioned.
14. The requisite Court fee is paid / not paid.
15. The provision under which the appeal has been filed is mentioned/not mentioned.
16. Award money payment receipt certificate is filed/not filed.
17. Notice served / not served on the respondent(s) / caveator(s).
18. Copies of petition sufficient/insufficient.
19. Copy of written statement and plaint in S.A. filed/not filed.
20. Other reason. if any,
    (i)
    (ii)
    (iii)

Case ready/defective.

Administrative Officer(Judl.)

Signature of the Stamp Reporter
Filing Section