

Writ Stamp Reporting

Cover page/Tagged petition-

Cover page not filled up properly regarding Nomenclature/party name etc.
Petition is not tagged properly.
2nd copy not tagged properly.

Presentation Form-

1. Presentation form is completely filled up (as per under article 226 & 227) or on signed.

Copy Service report-

1. Copy of petition not properly served to the retainer counsel.

Power of Attorney copy not deposited in office of Ld R.G. -

If petition has been filed through power of attorney holder on behalf of the petitioner.

Index-

1. Title/ Cause Title/ etc not given on Index.
2. Nomenclature/ Year of filing not given/ not properly mentioned.
3. Party name not given/ not properly given/ verified.
4. Subject not given specifically /not given
5. Serial Numbering/ Pegination not done properly.
6. Annexure Sl.No./Annexure unverified.

Synopsis-

1. Synopsis of the case with list of dates not given.
2. Title/ Cause title/ Nomenclature/ etc not given on synopsis.
3. Party name (Petitioner/ Respondents) not verified.
4. Synopsis not properly legible.

Stamp Page/ Court Fee-

1. Stamp page not filled up properly or signed.
2. Deficient Mandatory Court Fees. Of Rs. 250/- (Rs 250/-per petitioner other than Civil Court and PIL matter) in petition, Rs. 5/-on affidavit and Rs. 15/- on Vakalatnama.
3. Deficiency of Court fee in Petition, Affidavit and Vakalatnama.

Welfare stamp -(Requirement)

1. Advocates Welfare and Development Fund stamp of Rs. 15/- on affidavit and each page of Vakalatnama.
2. Advocates' Association Welfare and Development Fund stamp of Rs. 5/- and Advocate's Clerks Association Welfare Fund Stamp of Rs. 10/- on each page of Vakalatnama.

Authentication Fee- (Requirement)

1. Authentication fee of Rs. 10/-or Rs 15/-on every Certified copy.

Petition/ Annexures- (Requisites)

1. Proper Format/ Cause Title .
2. Nomenclature/year of filing of petition.
3. Provision of law.
4. Name and address of petitioner/petitioners.
5. Name and address of respondent/ respondents.
6. Party position in Lower Court in the matters arising from Lower Court.
7. Proper Address portion.
8. Submission made on Para 1 and Prayer portion should be same..
9. Earlier Moved certificate.
10. Proper Serial no. of Paragraph and sub paragraph.
11. Annexure not annexed as per statement given in paragraphs and sub paragraphs given by way of Supplementary Affidavit./Submission not made regarding annexures.
12. Certified copy of annexure (under challenged if issued) may be given.
13. Petition/ Annexures to be affidavited by Oath Commissioner.
14. Authentication/Certification of Oath Commissioner on page 1.
15. Signature of Advocate through whom petition filed with date and Enrollment no. on page 1 and prayer portion.
16. Proper Pagination in petition and annexures.
17. Proper margin /font and space in petition.
18. Type copy to be given if document annexed is manuscript.
19. Fresh copy or Typed copy in case of faint document (typed document). Fresh legible copy in case of document not legible.
20. All annexures/typed copies may be certified to be true/true typed copies.
21. True Translated typed copy in Hindi or English (if document filed is other than Hindi or English).
22. Statement regarding "cause of action arisen" not given in the petition.
23. **WP(PIL) :-** Prayer at para 1, Grounds at para 2,
Full and complete details of petitioner/organization alongwith
declaration of Personal Interest in subject matter directly or indirectly at para 3.
Documents with respect to Credentials, qualifications of petitioner.
(all as per Rule 4 /4A of JHC (PIL) Rules 2010.

Affidavit-

1. Name,age, address, sign/ thumb impression on affidavit.
2. Proper verification/authentication with date and Serial no. of Oath of Ld Oath Commissioner.
3. Proper Identification with Enrollment no./Reg.no. Of Ld Advocate/ Advocate clerk.
4. Statement of Vouching on behalf of others if petitioner is more than one.

Vakalatnama-

1. Format of Vakalatnama and petitioners details as per cause title page of petition.
2. Name,age, address, sign/ thumb impression (endorsed and attested) on Vakalatnama.
3. Name of Ld Advocates who received the Vakalatnam with Date of execution.
4. Certificate of Acceptance of Vakalatnama, details of Ld Advocates with address and Enrollment no. on back page of Vakalatnama.
5. Seal of the Firm/organization on Vakalatnama.

Second copy-

1. Second copy of Writ Petitions with all annexures as per First copy of petition.

CONTEMPT PETITION-

1. Proper Format/ Cause Title .
2. Nomenclature/year of filing of petition.
3. Provision of law.
4. Name and address of petitioner/petitioners.
5. Name and address of respondent/ respondents.
6. Proper Addressed portion.
7. Submission made on Para 1 and Prayer portion may be somewhere same.
8. Earlier Move certificate.
9. Proper Serial no. of Paragraph and sub paragraph.
10. Annexure not annexed as per statement given in paragraphs and sub paragraphs given by way of Supplementary Affidavit./Submission not made regarding annexures.
11. Certified copy of Impugned order with due AFS.(Rs 15/-).
12. Petition/ Annexures affidavited by Ld. O.C.
13. Authentication/Certification of Ld. O.C. on page 1.
14. Advocate through with date and Enrollment no. on page 1 and prayer portion.
15. Proper Pagination in petition and annexures.
16. Proper margin /font and space in petition.
17. Type copy given if document annexed is manuscript.
18. Fresh copy or Typed copy in case of faint document (typed document). Fresh legible copy in case of document not legible.
19. All annexures/typed copies may be certified to be true/true typed copies.
20. True Translated typed copy in Hindi or English (if document other than Hindi or English).
21. Statement regarding "cause of action arising"

22. Respondent may be made party by name.
23. Unnecessary opposite parties may be deleted.(as per Impugned order)
24. State may be made a party.
25. Alleged date of commencement of the Contempt.

Note : In addition to aforesaid points some points are also raised in compliance of Hon'ble Court's Order/direction as well as direction of the learned Registry of the Hon'ble Court.