

COURT COMPLEXES OF SOUTH AND WEST DISTRICTS OF SIKKIM
SCRUTINY CHECK LIST OF CIVIL CASE

CENTRALIZED FILING SYSTEM AT JUDICIAL SERVICE CENTRE		
Details of Submission of Complaint/Case		
Sl. No.	Particulars	Mark
1	Name of the Court.	
2	Title of the Case.	
3	Name of the Plaintiff/s/Petitioner/Appellant/Decree holder.	
4	Father's name/husband's name, age, address/E-mail i.d./mobile phone number.	
5	Name of the Defendant's/Respondent/Opposite party/J.D.	
6	Father's name/Husband's name, Age, Address/E-mail i.d./Mobile phone number.	
7	Whether the Plaintiff(s) or Defendant(s) is minor or of unsound mind or differently abled a statement to that effect.	
8	Minor/person of unsound mind represented by:	
9	Date of cause of action.	
10	Period of Limitation/If not within limitation whether Condonation filed.	
11	Whether complaint accompanied with injunction petition or any other urgent petitions	
12	Whether Caveat petition filed/pending.	
13	Territorial Jurisdiction.	
14	Pecuniary Jurisdiction.	
15	Court Fees (Bank receipt/Challan), whether sufficiently stamped.	
16	Whether the complaint/petition sufficiently stamped.	
17	Court fees exemption-Legal Aid Order/Date of Order of appointment of Legal Aid Counsel. Whether provision for Legal Aid services brought to the notice of the Parties (in Legal Aid Case).	
18	Vakalatnama with proper names of the parties/E-mail I.D., mobile phone number and Serial number of Vakalatnama.	
19	In MACT Cases claim Petition(s)/Complaint(s) should be filed as per the prescribed Provision(s)/Section(s) and Forms	
20	Complaint /Execution petition in with 01 duplicate copy for Court and copy each for other defendants/Opposite party/J.D along-with documents relied on by the plaintiff/petitioner/D.H, if photo copies filed then to state where the original(s) are.	
21	Affidavit for Complaint, Verification clause and schedule of property.	
22	Format for submission of complaint/petition:- 1. Font size: Unicode size 12 2. Paper size: Legal 3. Margins: Top 2 inches, Bottom 2 inches, Left 1 inch & Right 1 inch. 4. Line Space: 1.5 spacing. 5. Pages to be properly numbered, punched, tagged and readable. (Do not staple)	
23	Preference of Mode of service of Summon/Notice 1. Process server 2. Speed Post 3. Electronic mail 4. SMS 5. "Dasti"	
24	Defect curing/refiling to be done within 15 days/as early as possible.	
25	Acknowledgement Slip/Filing number (Issued from filing counter).	
26	Filing time 10.00 A.M to 1.30 P.M. Urgent matters would be filed within court hours (injunction, Interlocutory Applications etc.)	

** Complaint/Petition found incomplete as per the above format after verification, will be summarily rejected.

Authorized Signatory.