

**COURT COMPLEXES OF SOUTH AND WEST DISTRICTS OF SIKKIM
SRCUTINY CHECK LIST CRIMINAL CASE**

CENTRALIZED FILING SYSTEM AT JUDICIAL SERVICE CENTRE		
Details of Submission of Charge Sheet/Petition for Bail/Release of seized articles		
Sl. No.	Particulars	Mark
1	Name of the Court.	
2	Type of the Case.	
3	Name of the Prosecution/Complainant(s)/Petitioner(s)/Appellant(s).	
4	Case number of police station/Date and place of occurrence and section of law with mobile number of the I.O. of the case, E-mail id of concerned police station/Superintendent of Police.	
5	Name of the Accused person(s)/Respondent(s)/Opposite party(s).	
6	Father's name/Husband's name, Age, Address/E-mail i.d./Mobile phone number.	
7	Name of Victim (except u/s 376/354 IPC), age, father's name, address, E-mail i.d., mobile phone number (Optional). List of witnesses to be checked/and mobile number of the witnesses.	
8	Date of Arrest/Police custody/J.C./Bail (copy of order with bail bond)	
9	GEQD report if any.	
10	Copy of the Release Order/Bond of the property.	
11	Order date of appointment of Legal Aid Counsel. Whether Provisions for Legal Aid services brought to the notice of the parties.	
12	Vakalatnama with proper names of the parties, E-mail i.d., mobile phone number and Serial number of Vakalatnama.	
13	Petition for Bail/Release of seized articles with 01 duplicate copy for Prosecution along-with copy of FIR/Seizure Memo and proper documents.	
14	Copy of Charge Sheet for all accused person and 01 copy of Public Prosecutor. State whether supplementary chargesheet will be filed or not.	
15	Specify whether within period of limitation if not whether application for Condonation filed.	
16	Format for submission of 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)	
17	Preference of Mode of service of Summon / Notice 1. Police station/I.O of case 2. Speed Post 3. Electronic mail 4. SMS	
18	Defect curing/refiling to be done within 15 days/as early as possible keeping in mind the limitation period.	
19	Acknowledgement Slip/Filing number (Issued from filing counter).	
20	F.R.T- Original intimation letter with acknowledgement signed by the complainant to be submitted by I/O along with Final Information Report.	
21	In Final Report Cases: Original intimation letter with acknowledgement signed by complainant to be submitted by the I/O along with Final Report.	
21	Filing time 10.00 A.M to 1.30 P.M. Any Urgent matters would be filed within court hours (Bail, Injunction etc.)	

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

Authorized Signatory.