

**CHECK-LIST FOR WRIT PETITIONS**  
WP(C), WP(CRL), WA, WP(PIL)

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated? 1.				
3	Whether full particulars of the petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether the relief prayed is specific?				
6	Whether every page of the petition is paginated and signed by the Advocate/party?				
7	Whether the petition and affidavit are in proper form?				
8	Whether contents of the affidavit are paragraphed, numbered and declaration made that the photocopies of the documents submitted are true copies of its originals?				
9	Whether the Affidavit is signed by the deponent, verified and properly attested?				
10	Whether any violation of Constitutional right is claimed?				

**COURT FEES**

11	Whether the court fees paid is sufficient or not payable?				
12	Whether the fee paid on the process memo is sufficient or not payable?				

**VAKALATNAMA:**

13	Whether vakalatnama is filed or not required?				
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14	Whether proper stamp fee is affixed on vakalatnama?				
15	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**ANNEXURES:**

16	Whether index-sheet is enclosed and properly indexed?				
17	Whether the impugned order is filed?				
18	Whether all the documents as per the index have been filed?				
19	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
20	Whether the petition and annexures are duly compiled volume-wise and indexed or not required?				
21	Whether sufficient number of copies of petition and documents are filed?				
22	Whether the copies of petition and documents are legible?				
23	Whether proper notice of this WP is given to concerned GA/Standing Counsel and proof of service is filed?				
24	Whether notice is issued to the party or Advocate who has filed caveat or not applicable?				
25	Whether the translated vernacular copies are duly attested or not applicable?				
26	Whether the writ comes within the purview of Public Interest Litigation?				
27	Whether the petition is defective? (If so, state the reason(s))				

## CHECK-LIST FOR CIVIL APPEALS AND REVISIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated? 2.				
3	Whether full particulars of the appellant(s)/petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether the particulars of First Court and/or Appellate Court are furnished correctly?				
6	Whether each page of the memorandum of Appeal/ Revision is paginated and signed by the Advocate/party?				
7	Whether the contents of Memorandum of Appeal/ Revision are paragraphed and numbered consecutively?				
8	Whether substantial question of law is stated or not applicable?				
9	Whether 25% of the compensation awarded is deposited in MAC Appeals or is not applicable?				
10	Whether relief prayed is specific and appropriate?				
11	Whether the Appeal/ Revision is properly valued or not applicable?				

### **COURT FEES**

11	Whether the court fees paid is sufficient or not payable?				
12	Whether the fee paid on the process memo is sufficient or not payable?				

**VAKALATNAMA:**

13	Whether vakalatnama is filed or not required?				
14	Whether proper stamp fee is affixed on vakalatnama?				
15	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**LIMITATION:**

16	Whether the Appeal/Revision is within the period of limitation? If not, how many days is the delay.				
17	Whether an application for to condone delay is filed or is not necessary?				

**ANNEXURES:**

18	Whether index-sheet is enclosed and properly indexed?				
19	Whether certified copy of the impugned judgment or order is filed and is in proper order?				
20	Whether certified copy of the decree is filed and in order or is not necessary?				
21	Whether an application to dispense with the filing of copy of the judgment or order and decree is filed or is not applicable?				
22	Whether all the documents as per the index have been filed?				
23	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
24	Whether the memorandum of appeal/revision and annexures are duly compiled volume-wise and indexed or not required?				
25	Whether sufficient number of copies of appeal/revision and documents are filed?				
26	Whether the copies of appeal/revision and documents are legible?				

27	Whether notice is issued to the party or Advocate who has filed caveat or not applicable?				
28	Whether the translated vernacular copies are duly attested or not applicable?				
29	Whether the appeal/revision is defective? (If so, state the reason(s))				

### CHECK-LIST FOR CONTEMPT CASES

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
3	Whether full particulars of the petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether title of the contempt proceedings is shown as "In Re (alleged contemnor) where cognizance is taken suo-motu or not applicable?				
6	Whether the petitioner is shown as "State of Sikkim represented by Advocate General" in case of reference by the subordinate Court with or without referring to the AG or on a motion made by the AG or is not applicable?				
7	Whether the particulars of Court or Authority whose orders are violated are furnished correctly or is not applicable?				
8	Whether the petition is signed by the Advocate/party?				
9	Whether nature and details of the contempt alleged including the date(s) of commission of the alleged contempt are stated in the petition?				
10	Whether details of the petition previously made by the petitioner on the same facts and the results are stated or not applicable?				
11	Whether permission of the Advocate General is obtained or is not applicable?				

12	Whether reference by the subordinate Court for contempt of its Court is forwarded to District & Session Judge or not applicable?				
13	Whether reference by the subordinate Court is dealt with on the administrative side by the Judge In-charge of that District and the Chief Justice or not applicable?				
14	Whether the relief prayed is specific ?				
15	Whether process fees is paid?				

**VAKALATNAMA:**

16	Whether vakalatnama is filed or not required?				
17	Whether proper stamp fee is affixed on vakalatnama?				
18	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**LIMITATION:**

19	Whether Contempt Case is on time? If not, how many days is the delay.				
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**ANNEXURES:**

20	Whether index-sheet is enclosed and properly indexed?				
21	Whether all the documents as per the index have been filed?				
22	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
23	Whether the Contempt Case and annexures are duly compiled volume-wise and indexed or not required?				
24	Whether sufficient number of copies of Contempt Case and documents are filed?				
25	Whether the copies of Contempt Case and documents are legible?				
26	Whether the translated vernacular copies are duly attested or not applicable?				
27	Whether the petition is defective? (If so, state the reason(s))				



## CHECK-LIST FOR BAIL APPLICATIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
3	Whether full particulars of the petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether the relief prayed is specific?				
6	Whether the petition is signed by the Advocate/party?				
7	Whether the memorandum of petition is signed by the Advocate/party?				
8	Whether the contents of the memorandum of petition are paragraphed and numbered consecutively?				
9	Whether the details of FIR, Police Station, name of the Court, Case No. are furnished or not applicable?				
10	Whether particulars of jail in which the accused is lodged is furnished or not applicable?				
11	Whether notice has been served to the Public Prosecutor or Standing Counsel?				

### **COURT FEES:**

12	Whether the court fees paid is sufficient or not payable?				
13	Whether the fee paid on the process memo is sufficient or not payable?				

### **VAKALATNAMA:**

14	Whether vakalatnama is filed or not required?				
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15	Whether proper stamp fee is affixed on vakalatnama?				
16	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**ANNEXURES:**

17	Whether index-sheet is enclosed and properly indexed?				
18	Whether all the documents as per the index have been filed?				
19	Whether copy of the FIR has been filed or not applicable?				
20	Whether copy of the chage-sheet or complaint has been filed or not applicable?				
21	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
22	Whether sufficient number of copies of the petition and documents are filed?				
23	Whether the copies of bail application and documents are legible?				
24	Whether the translated vernacular copies are duly attested or not applicable?				
24	Whether the petition is defective? (If so, state the reason(s))				

## CHECK-LIST FOR CRIMINAL APPEALS AND REVISIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
5.					
3	Whether full particulars of the appellant(s)/petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether the particulars of First Court and/or Appellate Court are furnished correctly?				
6	Whether each page of the memorandum of Appeal/ Revision is paginated and signed by the Advocate/party?				
7	Whether the contents of Memorandum of Appeal/ Revision are paragraphed and numbered consecutively?				
8	Whether special leave to appeal has been filed in appeal against acquittals or not applicable?				
9	Whether particulars of the jail in which the accused/convict is lodged is furnished or not required?				
10	Whether relief prayed is specific?				
11	Whether the details of suspension of sentence is stated or not applicable?				

### **COURT FEES:**

12	Whether the court fees paid is sufficient not applicable?				
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### **VAKALATNAMA:**

13	Whether vakalatnama is filed or not required?				
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14	Whether proper stamp fee is affixed on vakalatnama?				
15	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**LIMITATION:**

16	Whether the Appeal/Revision is within the period of limitation? If not, how many days is the delay.				
17	Whether an application for to condone delay is filed or is not necessary?				

**ANNEXURES:**

18	Whether index-sheet is enclosed and properly indexed?				
19	Whether all the documents as per the index have been filed?				
20	Whether order of the Govt. for sanction for appeal is filed in State appeal or not applicable?				
21	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
22	Whether sufficient number of copies of the petition and documents are filed?				
23	Whether the copies of appeal/revision and documents are legible?				
24	Whether the translated vernacular copies are duly attested or not applicable?				
25	Whether the petition is defective? (If so, state the reason(s))				

## CHECK-LIST FOR ARBITRATION APPLICATIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
6.					
3	Whether full particulars of the applicant(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether relief prayed is specific?				
6	Whether each page of the application is paginated and signed by the Advocate/party?				
7	Whether the contents of application are paragraphed and numbered consecutively?				
8	Whether the affidavit is signed by the deponent and properly attested?				
9	Whether there is a declaration in the affidavit that the copies filed, if any are the copies of its originals?				

### **COURT FEES:**

11	Whether the court fees paid is sufficient or not payable?				
12	Whether the fee paid on the process memo is sufficient or not payable?				

### **LIMITATION:**

13	Whether the Appeal/Revision is within the period of limitation? If not, how many days is the delay.				
14	Whether an application for to condone delay is filed or is not necessary?				

### **VAKALATNAMA:**

15	Whether vakalatnama is filed or not required?				
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16	Whether proper stamp fee is affixed on vakalatnama?				
17	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**ANNEXURES:**

18	Whether index-sheet is enclosed and properly indexed?				
19	Whether all the documents as per the index have been filed?				
20	Whether original or true copy of the arbitration agreement/order has been filed or not applicable?				
21	Whether notice under S. 11 (5) of the Arb.&Con. Act was issued and filed or not applicable?				
22	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
23	Whether sufficient number of copies of the application and documents are filed?				
24	Whether the copies of application and documents are legible?				
25	Whether the translated vernacular copies are duly attested or not applicable?				
26	Whether the application is defective? (If so, state the reason(s))				

## CHECK-LIST FOR MISCELLANEOUS APPLICATIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
3	Whether full particulars of the petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether relief prayed is specific?				
6	Whether each page of the application is paginated and signed by the Advocate/party?				
7	Whether the contents of application are paragraphed and numbered consecutively?				
8	Whether the affidavit is signed by the deponent and properly attested?				
9	Whether there is a declaration in the affidavit that the copies filed, if any are the copies of its originals?				
10	Whether the present stage of the main case is correctly furnished?				
11	Whether all the parties in the main case are parties in the applications?				

### **COURT FEES:**

12	Whether the court fees paid is sufficient or not payable?				
13	Whether the fee paid on the process memo is sufficient or not payable?				

### **VAKALATNAMA:**

14	Whether vakalatnama is filed or not required?				
15	Whether proper stamp fee is affixed on vakalatnama?				
16	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**ANNEXURES:**

17	Whether index-sheet is enclosed and properly indexed?				
18	Whether all the documents as per the index have been filed?				
19	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
20	Whether sufficient number of copies of the application and documents are filed?				
21	Whether the copies of application and documents are legible?				
22	Whether the translated vernacular copies are duly attested or not applicable?				
23	Whether the application is defective? (If so, state the reason(s))				



## CHECK-LIST FOR TRANSFER PETITIONS

Sl. No.	CHECK-LIST	Yes/No	Checked by:	Re-checked by	Verified by
1	Whether the forum is properly mentioned?				
2	Whether provision of law is correctly stated?				
3	Whether full particulars of the petitioner(s) are given?				
4	Whether full particulars of the respondent(s) are given?				
5	Whether relief prayed is specific?				
6	Whether each page of the application is paginated and signed by the Advocate/party?				
7	Whether the contents of application are paragraphed and numbered consecutively?				
8	Whether the affidavit is signed by the deponent and properly attested?				
9	Whether there is a declaration in the affidavit that the copies filed, if any are the copies of its originals?				
10	Whether the reason(s) for the transfer are clearly stated in the petition?				
11	Whether the present stage of the main case is correctly furnished?				
12	Whether all the parties in the main case are parties in the applications?				
13	Whether details of the proceedings sought to be transferred are clearly stated?				
14	Whether details of connected case are clearly stated or is not applicable?				
<b><u>COURT FEES:</u></b>					
15	Whether the court fees paid is sufficient or not payable?				

16	Whether the fee paid on the process memo is sufficient or not payable?				
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**VAKALATNAMA:**

17	Whether vakalatnama is filed or not required?				
18	Whether proper stamp fee is affixed on vakalatnama?				
19	Whether vakalatnama is properly executed, attested and accepted or does not apply?				

**ANNEXURES:**

20	Whether index-sheet is enclosed and properly indexed?				
21	Whether all the documents as per the index have been filed?				
22	Nature of documents: original, certified copies, others ( <i>please tick mark</i> )				
23	Whether sufficient number of copies of the application and documents are filed?				
24	Whether the copies of application and documents are legible?				
25	Whether the translated vernacular copies are duly attested or not applicable?				
26	Whether notice of the petition is given to the respondent(s) or their Advocates and proof of service filed or not applicable?				
27	Whether the application is defective? (If so, state the reason(s))				