

OFFICE OF THE DISTRICT & SESSIONS JUDGE :: :: BONGAIGAON.  
No.DJB.VIII-1/2018/5198-5210 Dated Bongaigaon, the 18th December./2018

In enclosing herewith an Order dated 18.12.2018 passed by Hon'ble District & Sessions Judge, Bongaigaon is forwarded for information and necessary action to :-

01. The Addl. District & Sessions Judge, (F.T.C.), N/S, Abhayapuri
- ✓ 02. The Civil Judge & Asstt. Sessions Judge, Bongaigaon
03. The Chief Judicial Magistrate, Bongaigaon
04. The Secretary, D L S A, Bongaigaon
05. The Addl. Chief Judicial Magistrate, Bongaigaon.
06. The Sub-Divisional Judicial Magistrate (M), N/S, Abhayapuri.
07. The Sub-Divisional Judicial Magistrate (S), Bongaigaon.
08. The Munsiff-cum -J M 1<sup>st</sup> Class, Bongaigaon.
09. The Munsiff-cum -J M 1<sup>st</sup> Class, North-Salmara, Abhayapuri.
10. The President/Secretary, Lawyers' Association, Bongaigaon/North-Salmara, Abhayapuri..
11. The Bench Asstt. to the Hon'ble Court of the Dist. & Sessions Judge, Bongaigaon
12. The Systems Officer, O/O the District & Sessions Judge, Bongaigaon.

By order  
✓  
18-12-18  
Sheristadar, i/c  
District & Sessions Judge's Office  
Bongaigaon.  
18.12.18

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**OFFICE OF THE DISTRICT & DISTRICT SESSIONS JUDGE : BONGAIGAON**

**O R D E R**

Dated Bongaigaon the                      December, 2108

In public interest and for improving the efficiency of the copying section, the following order is hereby passed.

- (i) In tune with the provisions relating to Preparations and Issues of copies in the Civil Rules & Order framed by the Gauhati High Court, all copy petitions are to be accompanied with estimated numbers of blank sheets (Print quality) of A-4 size and estimated court fee. Any deficiency in number of sheets/court fee shall be made good by the applicant at the time of receiving the copies. The excess sheets/court fee submitted shall, similarly be returned.
- (ii) Application for copies are to be made, ordinarily, by the Party concerned or his/her engaged counsel. Every such application shall mention the number of sheets and court fee submitted with the application.
- (iii) In case, the application for copy is made by a stranger to the proceeding, the application has to be necessarily accompanied with an affidavit disclosing the interest of the stranger in the subject matter of the case of which copy has been sought. Such an application has to be put up with appropriate note by the dealing assistant before the judicial officer in charge of the copying section and only if the application is approved, copies will be furnished.
- (iv) Every application for copy, when made by the Party or by a stranger, has to be accompanied with an identity document of the applicant. It is clarified that this requirement would not apply to members of Bongaigaon and Abhayapuri Bar Association.
- (v) Every application for copy shall bear the full name and phone number of the applicant. The applicant shall also specify whether she/he is the engaged advocate or a party to the proceeding.
- (vi) In case, the document of which copy is applied for is not legible, the applicant shall specify the same in the copy application itself. The judicial officer in charge of the copying section would then determine the correctness of such claim and where the document is found to be not legible, typed copy has to be provided.
- (vii) All copies applied for have to be furnished within a maximum period of 15 working days from the date of application. The dealing assistant must put up the applications before the judicial officer in charge on the same day or at any rate on the next working day. Once the application is approved, the dealing assistant shall ensure that the notice for the record is received by the bench assistant within two (2) working days.

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- (viii) The bench assistant of the courts under this Judgeship shall ensure that the records of pending cases, where applications for copy have been made, are transmitted to the copying branch within 4 working days. The copying section shall then prepare the copy and certify it within a maximum of 7 working days.
- (ix) Application for copies of bail and custody matters shall be automatically categorized as top priority and copy of such application must be furnished within 3 working days.
- (x) The copying section shall open new registers and make additional entries incorporating the above directions.
- (xi) Once copies are ready, the dealing assistant shall inform the applicant by phone call / SMS / Whatsapp.

This order shall come into effect on and from 01/01/2019 and, would, apply to all establishment under this Judgeship.

District & Sessions Judge

 Bongaigaon.

18.12.18

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