

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION NO. 08**

Dated: Guwahati, the 30<sup>th</sup> January, 2024

In terms of the directions issued by the Hon'ble Supreme Court of India vide order dated 10-01-2024 passed in *Transfer Petition (Civil) No. 1957/2023*, Hon'ble the Chief Justice (Acting) has been pleased to direct that, henceforth, the caste / religion of a litigant will no longer be required to be mentioned in the memo of parties in any petition/ suit/ proceeding filed before the Gauhati High Court or the Courts under its jurisdiction.

The existing *Filing Form* in respect of the Principal Seat and the Outlying Benches of the Gauhati High Court stands modified accordingly and is to be used hereafter at the time of filing of fresh cases. The modified *Filing Form* is enclosed with this Notification.

The Presiding Officers of all other Courts / Tribunals under the jurisdiction of the Gauhati High Court are directed to make the necessary modifications in the *Filing Forms* of their respective Courts / Tribunals and the modified Form be used thereafter at the time of filing of fresh cases.

This Notification shall come into force with immediate effect.

By Order,

Sd./- S.K. Poddar  
**REGISTRAR GENERAL**

**Memo No. HC. III - 07/2015/435-470/ G, Dated Guwahati, the 30-01-2024.**

**Copy to:-**

1. The Secretary General, Supreme Court of India, New Delhi.
2. The Advocate General, Assam/ Nagaland/ Mizoram / Arunachal Pradesh for information.
3. The Registrar (Vigilance/ Administration/ Judicial/ Establishment), Gauhati High Court, Guwahati.
4. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Yupia. *He is requested to circulate this notification amongst all the Subordinate Courts and Bar/ Advocates' Associations of his State.*
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
6. The District & Sessions Judge,  
Bajali / Baksa / Barpeta / Biswanath / Bongaigaon / Cachar / Charaideo / Chirang / Darrang / Dhemaji / Dhubri / Dibrugarh / Dima Hasao / Goalpara / Golaghat / Hailakandi / Hojai / Jorhat / Kamrup (M) / Kamrup / Karbi Anglong / Karimganj /

Kokrajhar / Lakhimpur / Majuli / Morigaon / Nagaon / Nalbari / Sivasagar / Sonitpur /South Salmara-Mankachar / Tinsukia / Udalguri / West Karbi Anglong, Assam.

*He/ She is requested to ensure compliance with this Notification. Further he/ she is requested to circulate the same amongst all Officers and Bar Associations of the District.*

7. The Principal Judge, Family Court, Barpeta / Cachar / Dhubri / Kamrup (M) – I, II & III / Nalbari, Assam.
8. The Member, MACT, Barpeta / Cachar / Dhubri / Goalpara / Kamrup (M) – I, II & III / Nagaon / Nalbari / Sonitpur / Kamrup, Assam.
9. The Special Judge – cum – Judge, Designated Court, Assam.
10. The Special Judge, Assam.
11. The Special Judge, NDPS Court, Guwahati, Assam.
12. The Special Judge, CBI & NIA, Assam.
13. The Special Judge, CBI, Assam, Addl. CBI Court No. 1, 2 & 3, Guwahati.
14. The Presiding Officer, Labour Court/ Industrial Tribunal, Kamrup (M), Guwahati/ Dibrugarh, Assam.
15. The Presiding Officer, Industrial Tribunal, Cachar.
16. The Chairman, Bar Council of Assam, Nagaland, Mizoram, Arunachal Pradesh and Sikkim.
17. The President/Secretary General, Gauhati High Court Bar Association, Guwahati.
18. The President/General Secretary, Gauhati High Court Advocates' Association, Guwahati.
19. The President/Secretary, All Assam Lawyers' Association, Guwahati.
20. The President/Secretary, Lawyers' Association, Guwahati.
21. The Senior Information Technology Consultant, Gauhati High Court, Guwahati.
22. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
23. The Director, Law Research Institute, Gauhati High Court, Guwahati.
24. The Deputy Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
25. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
26. The Asstt. Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
27. The Court Manager, Gauhati High Court, Guwahati.
28. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
29. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
30. The P.S. to Hon'ble Mr. /Mrs. Justice \_\_\_\_\_, Gauhati High Court, Guwahati.
31. The AO(J), \_\_\_\_\_, Section, Gauhati High Court, Guwahati.
32. The Court Master, Court No. \_\_\_\_\_, Gauhati High Court, Guwahati.
33. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
34. The Systems Officer, Gauhati High Court, Guwahati.
35. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
36. The Gauhati High Court Notice Boards.

  
30.1.2024  
**REGISTRAR GENERAL**

*gr*  
20/1/2024

# THE GAUHATI HIGH COURT

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

Date of Filing	DD / MM / YYYY
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## FILING FORM

FOR OFFICE USE ONLY	
Filing No.	
Case No.	

Case Type : Civil  Criminal  Caveat

Petitioner : \_\_\_\_\_

Name : \_\_\_\_\_

Gender : Male  Female  Other

Age : \_\_\_\_\_ years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY)

Relation :  
 Spouse  Brother   
 Father  Sister   
 Mother  Father-in-law   
 Son  Mother-in-law   
 Daughter  Other \_\_\_\_\_

No. of extra Petitioners : \_\_\_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

	Code	Name of Advocate	Mobile No.
Petitioner's Advocate :	[ ]	_____	_____
Petitioner's Extra Advocate :	[ ]	_____	_____
	[ ]	_____	_____
	[ ]	_____	_____

Respondent : \_\_\_\_\_

Gender : Male  Female  Other

Age : \_\_\_\_\_ years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY)

No. of extra Respondents : \_\_\_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

	Code	Name of Advocate	Mobile No.
Respondent's Advocate :	[ ]	_____	_____
Respondent's Extra Advs :	[ ]	_____	_____
	[ ]	_____	_____
	[ ]	_____	_____

Petitioner's Extra Information	
Passport No.: _____	PAN : _____
Country : _____	Nationality : _____
Occupation : _____	
State : _____	Fax No. : _____
Town : _____	Mobile No. : _____
Taluka : _____	Differently Abled : <input type="checkbox"/>
Alternate address : _____	
District : _____	Ward : _____
Village : _____	

Respondent's Extra Information	
Passport No. : _____	PAN : _____
Country : _____	Nationality : _____
Occupation : _____	
State : _____	Fax No. : _____
Town : _____	Mobile No. : _____
Taluka : _____	Differently Abled : <input type="checkbox"/>
Alternate address : _____	
District : _____	Ward : _____
Village : _____	

Acts : _____	
Sections : _____	Category Code : _____

**Supplementary Form-1**

Sl. No.

Petitioner  
Respondent

  

Gender : Male  Female  Other

Age : \_\_\_years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY) No. of extra Respondents : \_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

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Petitioner  
Respondent

  

Gender : Male  Female  Other

Age : \_\_\_years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY) No. of extra Respondents : \_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

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Petitioner  
Respondent

  

Gender : Male  Female  Other

Age : \_\_\_years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY) No. of extra Respondents : \_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

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Petitioner  
Respondent

  

Gender : Male  Female  Other

Age : \_\_\_years Dt. of Birth : \_\_\_\_\_ (DD/MM/YYYY) No. of extra Respondents : \_\_\_

Address : \_\_\_\_\_

State : \_\_\_\_\_ Town \_\_\_\_\_ Taluka/Sub-Div. \_\_\_\_\_

Police Station : \_\_\_\_\_ Post Office: \_\_\_\_\_ Pin - \_\_\_\_\_

Mobile No.: \_\_\_\_\_ e-mail \_\_\_\_\_

**Supplementary Form-2**

**IF THE CASE IS AGAINST AN ORDER PASSED BY ANY SUB-ORDINATE COURT OF ASSAM**

Type :       Sub-ordinate Court       Quashi Judicial

	FIRST APPELLATE COURT	TRIAL COURT
State		
District		
Sub-Ordinate Court Name		
CNR No.		
Judge's Name		
Case type		
Case No.		
Year of Regn.		
Date of decision		
CC applied date		
CC Ready date		

**POLICE STATION COMPLAINT DETAILS**

Police Challan       Private Complaint

		Remarks
State		
District		
Police Station		
Date of offence		
Dt. of filing charge sheet		
FIR Type	Written / Oral / Over Phone / By SMS / By e-mail	
FIR No. & Year		
Investigation Officer		
Belt No.		
Investigating Officer-1		
Belt No. 1		
Trials	Session / Regular / Summon / Summary	
Offence Remark		

**Authorised Signatory**

**Supplementary Form-3**

**SUBMIT FOLLOWING DETAILS IN CASE OF MOTOR VEHICLE ACCIDENT CASES**

State	
District	
Taluka / Sub-Division	
Police station	
FIR Type	Written / Oral / Over phone / By SMS / By e-mail
CR No.	
Year	
Date of Accident	
Time of Accident	
Place of Accident	
Name	
Compensation claimed	
Name of Insurance Company	
Vehicle type	Private / Commercial / Government / Army
Vehicle Registration No.	
Driving Licence No.	
DL Issuing Authority	

**Authorised Signatory**