

THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE
(GAUHATI HIGH COURT, GUWAHATI)

NOTIFICATION

Dated: Guwahati the 08th August, 2022

The Gauhati High Court Legal Services Committee has been pleased to notify that a checklist of documents has been compiled which are required from the litigants for filing of the cases.

CHECKLIST OF THE DOCUMENTS REQUIRED BY THE GHCLSC FROM THE LITIGANTS FOR FILING CASES

- **Writ Petition (Civil/Criminal):**
 1. Application for Legal Services.
 2. Vakalatnama.
 3. Undertaking.
 4. Affidavit.
 5. Copy of the documents/ annexures relied by the applicant.
- **CrI. Appeal:**
 1. Certified copy of Trial Court judgement.
 2. Copy of FIR.
 3. Copy of evidences.
 4. Reason for delay, if any in approaching the Hon'ble High Court.
 5. Certificate of imprisonment.
 6. Application for Legal Services.
- **RFA/RSA/MFA:**
 1. Certified copy of judgement/ Final Order.
 2. Copy of plaint.
 3. Copy of written statement/ Counter affidavit.
 4. Reason for delay, if any in approaching the Hon'ble High Court.
 5. Application for Legal Services.

6. Undertaking.

• **MAC Appeal:**

1. Certified copy of judgement/ Order.

2. Copy of Plaint/ Petition.

3. Copy of written statement/ Copy of affidavit etc.

4. Reason for delay, if any in approaching the Hon'ble High Court.

5. Application for Legal Services.

6. Undertaking.

• **FAO/SAO:**

1. Certified copy of Order.

2. Undertaking.

3. Vakalatnama.

4. Application for Legal Services.

5. Copy of petition, Written Statement and other documents relied by the party.

6. Affidavit.

• **W.A.:**

1. Certified copy of Judgement/ Order.

2. All the documents relied by the party.

3. Reason for delay, if any in approaching the Hon'ble High Court.

4. Application for Legal Services.

5. Vakalatnama.

6. Undertaking.

• **Criminal Revision:**

1. Certified copy of Order.

2. Copy of FIR & Documents relied by applicant.

3. Reason for delay, if any in approaching the Hon'ble High Court.

4. Vakalatnama.

5. Application for Legal Services.

6. Undertaking.

• **Transfer Petition (Civil/Criminal):**

1. Copy of petition filed by the opposite party before the trial court.

2. Reason for transfer.

3. Application for Legal Services.
 4. Vakalatnama.
 5. Affidavit in support of transfer petition.
 6. Undertaking.
- **Review Petition (Civil/Criminal):**
 1. Application for Legal Services.
 2. Vakalatnama.
 3. Reason for delay, if any.
 4. Complete set of documents for which review is preferred.
 5. No Objection Certificate from the advocate who filed the petition before Hon'ble High Court, if petition not filed through GHCLSC.
 6. Undertaking.
 - **CRP:**
 1. Certified copy of Order/ Judgement.
 2. Vakalatnama.
 3. Affidavit.
 4. Copy of Plaint/ Petition and documents relied by the parties.
 5. Reason for delay, if any.
 6. Application for Legal Services.
 7. Undertaking.
 - **Contempt Petition (Civil/Criminal):**
 1. Certified copy of Judgement/ Order.
 2. Application for Legal Services.
 3. Affidavit.
 4. Copy of Notice.
 5. Undertaking.
 - **Respondent Matter:**
 1. Application for legal services.
 2. Affidavit.
 3. Copy of Notice issued by the Registry of Gauhati High Court.
 4. Vakalatnama.
 5. Copy of the complete set of documents relied by the parties.
 6. Undertaking.

- **A.B/B.A:**
 1. Copy of FIR/ Forwarding report.
 2. Vakalatnama.
 3. Undertaking.
 4. Affidavit.
 5. Application of Legal Services.
- **Mat Appeal:**
 1. Certified copy of Judgement/ Order.
 2. Copy of petition.
 3. Copy of written statement/ affidavit and supporting documents, if any.
 4. Reasons for delay, if any in approaching the Hon'ble High Court.
 5. Application for Legal Services.
 6. Undertaking.
 7. Affidavit.

By Order,

Sd/-

Secretary,

Gauhati High Court Legal Services Committee

Memo No. GHCLSC-06/2019/ 744-752

Date: 09/08/2022

Copy to:

1. The Registrar General, Gauhati High Court.
2. The Registrar (Judl/Admn/Vig.), Gauhati High Court.
3. The Member Secretary, Assam State Legal Services Authority, Guwahati.
4. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court.
5. The Secretary, DLSA (Baksa, Biswanath, Barpeta, Bongaigaon, Cachar, Charaideo, Chirang, Darrang, Dhemaji, Dhubri, Dibrugarh,

Dima Hasao, Goalpara, Golaghat, Hailakandi, Hojai, Jorhat, Kamrup (M), Kamrup Amingaon, Karbi Anglong, Karimganj, Kokrajhar, Lakhimpur, Majuli, Morigaon, Nagaon, Nalbari, Sibsagar, Sonitpur, South Salmara, Tinsukia, Udalguri, West Karbi Anglong)

6. The Project Manager, Gauhati High Court.

He is requested to upload the Notice in the official website of the Gauhati High Court Legal Services Committee.

7. The P.S. to Hon'ble Mr. Justice N. Kotiswar Singh.

8. The P.S. to Hon'ble Mr. Justice Suman Shyam.

9. The P.S. to Hon'ble Mr. Justice Sanjay Kumar Medhi.



Secretary,

Gauhati High Court Legal Services Committee