

Office of the Principal District & Sessions Judge, Ganderbal

To

All Courts of District
Ganderbal

NO. 66-73 /PDJG

Dated 20/04/2017

Subject: - Standard Meta Data Forms for District Courts & High Court.

Sir,

Kindly find enclose here with the copy of communication No. 2129/GS dated 18.04.2017 regarding the subject cited above. In this connection it is directed that litigants/lawyers shall be required to fill up the said format with complete details while filing new cases before the court henceforth. No case will be entertained unless the said format is duly filled.

Principal
District & Sessions Judge
Ganderbal

NO. 66.73 /PDJG

Dated 20/04/2017

Copy to: -

- ✓ president district bar Association Ganderbal.
- ✓ President bar Association Kangan
..... For circulation among all lawyers and compliance.
- ✓ Notice Board of this office.
- ✓ System officer for uploading on the district court website.

Principal
District & Sessions Judge
Ganderbal

etc

**HIGH COURT OF JAMMU AND KASHMIR
(OFFICE OF THE REGISTRAR GENERAL AT JAMMU)**

To

All Principal District & Sessions Judges,
State of Jammu & Kashmir.

No: 2129/R.S Dated: 18/4/2017

Subject: Standard Meta Data Forms for District Courts
and High Court.

Sir,

In reference to the subject cited above, I am directed to forward herewith a copy of meta data format meant for District Courts with the request to give wide publicity and circulate the same amongst the Litigants/Lawyers who shall be required to fill up the said format with complete details while filing new cases before the Courts. Henceforth the filling up of the format shall be mandatory.

Enclosures: As per letter.

Yours faithfully,

[Signature]
17/4/17

(Sanjay Dhar)

Registrar General(Incharge)

No: 2129-56/R.S Dated: 18/4/2017

Copy to:-

- 1) Principal Secretary to Hon'ble The Chief Justice, High Court of J&K, Jammu;
- 2) Secretary to Hon'ble Mr. Justice Alok Aradhe, Chairperson, Computer and e-Courts (e-Governance) Committee, High Court of J&K, Jammu.
- 3) Secretary to Hon'ble Mr. Justice Dhiraj Singh Thakur, Member, Computer and e-Courts Committee (e-Governance), High Court of J&K, Jammu.
...for information of His Lordship.
- 4) CPC (e-Courts), High Court of J&K, Jammu for information.

[Handwritten note] 5) Incharge NIC for uploading on High Court website

Registrar General(Incharge)

[Signature]
17/4/17

[Handwritten note]
20/4/17

META DATA FORM FOR DISTRICT COURTS

1. Nature of matter :(Tick any one)

Suit
Application
Petition
Appeal
Revision
Complaint
Challan

2. Plaintiff/Applicant/Petitioner/Appellant/Complainant No.1

(a) Name and address
(b) e-mail ID
(c) Mobile Phone Number :
(d) Age
(e) Advocate Name
(f) Advocate's e-mail id
(g) Advocate's Mobile No.
(h) Advocate Code
(i) Advocate Enrollment No.

3. Defendant/Non-applicant/ Respondent/Accused No.1

(a) Name and address
(b) e-mail ID
(c) Mobile Phone Number :
(d) Age
(e) Advocate Name
(f) Advocate's e-mail id
(g) Advocate's Mobile No.

4. Special Category

(If any of the parties is :)

Senior Citizen : Above 65 years :
 SC/ST :
 Woman/child :
 Disabled :
 Legal Aid Case :
 In custody :

5. Act (Tick any one)

(a) Central
(b) State

6. Title of the Act

lw

7. Section:

8. Civil Cases (Wherever applicable)

- (a) Nature of suit
- (b) Civil first appeal regular
- (c) Civil first appeal miscellaneous
- (d) Name of the Court which passed impugned order/decre.

9. Criminal Matters

- (a) Whether accused/convict has surrendered:
- (b) FIR No.:
- (c) Police Station:
- (d) Sentence Awarded:
- (e) Sentence Undergone:

10. Land Acquisition Matters

- (a) Date of Section 4 notification:
- (b) Date of Section 5 notification:
- (c) Date of Section 12 notification:

11. MACT Cases

- (a) Vehicle No.:
- (b) Insurance Company (if any):
- (c) Name of Registered Owner:
- (d) Police Station:
- (e) Name of the Court which passed impugned order/decre.

12. Fee details

- (a) Amount of Court Fee/Decretal amount/fine/compensation paid
- (c) Mode of payment:
 - (I) Stamps
 - (II) Cash
 - (III) By Credit/Debit Card
 - (IV) DD
 - (V) Cheque
- (d) Date of payment
- (e) Details of receipt

h/v

(2)