

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,

(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.

5) Incharge NIC for uploading on High Court website

Registrar General(Incharge)

META DATA FORM FOR HIGH COURT

1. Nature of matter :(Tick any one)

- LPA
- PIL
- Service Writ Petitioner
- Other Writ Petition
- Habeas Corpus Petition
- Civil
- Criminal
- Arbitration

2. Petitioner/Appellant

- (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. Respondent

- (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. Department:

- (a) Department name
- (b) e-mail id
- (c) Phone No.

5. Special Category

(If any of the parties is :)

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

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6. Act (Tick any one)

- (a) Central
- (b) State

7. Title of the Act

8. Section:

9. Civil Cases (Tick wherever applicable)

- (a) Civil First Appeal
- (b) Civil Second Appeal
- (c) Civil Revision
- (d) Petition under Section 104 CPC
- (e) Name of the Court which passed impugned order/decre.

10. Criminal Matters

- (a) Whether accused/convict has surrendered :
- (b) FIR No. :
- (c) Police Station :
- (d) Sentence Awarded :
- (e) Sentence Undergone :
- (f) Name of the Court which has passed the impugned order/judgment.

11. MACT Cases:

- (a) Vehicle No.
- (b) Insurance Company.
- (c) Name of Registered Owner
- (d) FIR No with year
- (e) Police Station

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

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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

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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 6 notification :
- (c) Date of Section 17 notification :

11. MACT Cases:

- (a) Vehicle No.
- (b) Insurance Company.
- (c) Name of Registered Owner
- (d) FIR No
- (e) Police Station

12. Fee details

- (a) Amount of Court Fee/Decretal amount/fine/compensation paid
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