

HIGH COURT OF ORISSA: CUTTACK

INSTRUCTIONS / GUIDELINES FOR FILLING UP THE CODING SHEETS

1. The Coding Sheet procedure will be effective on and from the date of publication of notification in the Odisha Gazette, bringing an amendment to the Rules of High Court of Orissa, 1948. Till such notification in the Odisha Gazette, the practice which was hitherto prevailing will be followed.
2. **Object:** Coding Sheet has been introduced with a view to enable the Registry to easily identify the cases as and when required and also for grouping similar cases for composite disposal. It will also enable the Registry, the learned counsels as well as the Court to ensure speedy disposal of cases if they are covered by earlier decisions.
3. The Coding Sheet in thick white paper is to be filed by the petitioner/appellant along with the filing papers after filling all the particulars in black ink leaving alone the portions to be filled by the Registry. The Coding Sheet shall be stitched with at the top of the Filing Papers.
4. The Model Coding Sheets for Writ Jurisdiction, Review Petition, Caveat Petition, Civil Appellate Jurisdiction, Cross Objection, Original Jurisdiction, Criminal Jurisdiction and List of documents duly filled in are enclosed along with these Guidelines.
5. In the columns relating to the Petitioner/Appellant/Applicant or the Respondent or the name of the respective counsel, it is not necessary to fill the names of all the parties/counsel but only the names of the first petitioner and the first respondent and the name of the leading counsel alone.
6. The column 'connected/previous/covered cases if any' is meant for cases which are connected to the case being filed irrespective of the case types. For example, if a case is disposed of earlier on the same cause of action or on the case arising on the same provision though not relating to the same parties, it shall be mentioned in this column.

7. If the space provided for filling up the data e.g. 'connected/previous/covered cases if any' in the Coding Sheet is not sufficient, the particulars may be furnished below the respective boxes.
8. Though almost all the Acts and possible subjects are covered in the existing list of nomenclature, there may be cases where the advocates while filling the Coding Sheet may find that the Act under which the impugned proceedings arise or the subject relating to the proceedings, does not find a place in the list. In such cases, they shall write the Act/Subject in the column 'Subject Matter/Act' without writing the Subject Category Code. They are requested to bring the same to the notice of the Deputy Registrar (Judicial), High Court of Orissa about the inclusion of the Act, which is missing in the list, who will take necessary steps to include the same in the list and update the same.
9. **Instructions for filling up the Coding Sheets of Writ Jurisdiction:**
The Act under which the impugned proceedings arise or the Act under challenge shall be mentioned in the space meant for 'Subject Matter/Act'. The corresponding code shall be mentioned in the space meant for Subject/Category Code. If the proceedings fall under any of the 'subject' specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.
10. **Instructions for filling up the Coding Sheets of Original Jurisdiction:**
The nature of the proceeding shall be mentioned in the space meant for 'Subject Matter/Act'. If the matter relates to release of arrear salary, the same shall be mentioned with Code No. as 311100- Arrear Salary.
11. **Instructions for the Coding Sheets of Criminal Jurisdiction:**
The statute under which the major punishment is awarded shall be mentioned in the blank space provided for 'Subject Matter/Act'. If the case relates to any of the 'subject' specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.

For example, if the case relates to any of the provisions of the Code of Criminal Procedure, the same shall be mentioned followed by the Code Number 092100. However, if the proceedings relate to any of the specific subjects mentioned in the list under the Code of Criminal Procedure, e.g. Petition under Section 407 Cr. PC, the same shall be mentioned as 'Code of Criminal Procedure – Section 407'. The Subject Category Code shall, in this case, be 091200.

12. **Instructions for filling up the Coding Sheets of Civil Appellate Jurisdiction:**

- (a) The nature of the suit before the Trial Court shall be mentioned in the space meant for Subject Matter/Act followed by the Subject Category Code.
- (b) Where the Appeal is against the order of the learned single Judge of the High Court, in the Coding Sheet in the column 'Court' in the Lower Court details, it shall be mentioned as 'Single Judge' and the District as 'Cuttack'.
- (c) In respect of Writ Appeals and all other appeals, the subject matter shall be the same as in the Writ Petitions and the original proceeding respectively.
- (d) In respect of Second Appeals, the details of the Trial Court as well as the Lower Appellate Court shall be mentioned.

13. **Instructions for filling up the List of documents under Appendix:XI :**

List of documents annexed to every application, memorandum of appeal, counter affidavit etc. filed in the Court shall be submitted with necessary details with reference to the corresponding pages, in order to facilitate the preservation/return of the same as and when necessary by taking necessary endorsements in presence of the concerned officers of the Court.

14. Any application, memorandum of appeal, Cross Objection, Counter affidavit etc. filed in the Court without the duly filled up Coding Sheet / List of documents shall be considered as 'defect'.