

**A BRIEF GUIDE TO LOCATION OF COURTS, OFFICES ETC  
IN THE HIGH COURT OF ORISSA, CUTTACK**

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## ENTRANCE AND EXIT

There are three main entry and exit points to and fro the Court's Buildings:—

1. From the side of Shisu Bhavan / Lalbag Police Station through the main gate of the Old/Heritage Building. This leads immediately to Portico of the Heritage Building. This entry/exit route is primarily used by Hon'ble Judges, Officers of the Registry and Staff of the Hon'ble Court. A branch route (to the right) from the main gate leads to the Office of the Advocate General and the Visitor / Entry Pass Counter as well as to the High Court Bar Association Hall.

Furthermore, there is a gate at the eastern side, opening to the road adjacent to the District Court building. This gate ordinarily remains closed except for emergency purposes.

Infront of the Portico is located the Court's Garden having the High Mast Flag Post at its center. If one continues on the road flanking the garden, at a short distance further stands the newly constructed Administrative Block Building *en route* to the back side entry of the Court's New Multi-Storied Building.

2. The High Court Bar Association Hall can be accessed through following routes :-
  - a. from the ring road flanking the Odisha Judicial Academy, Cuttack,
  - b. from the entry point located immediately besides the main gate (branch route) of the Old/Heritage Building) as described at A-1 above. Once one reaches the Bar Hall, he is already inside the Old/Building (Second Extension). Now he can move to the Main Old Building and the First Extension Building as there are common paths leading to both the places from the Bar Hall. He can also go to the New Building via the baggage scanner point situated to the eastern side of the Court's Filing Counter. (The Court's Cafeteria is located near the

Bar Association Hall).

- c. through the passage carved out from a small portion of the main gate of New Multi-Storied Building existing to the eastern side aborting to the road from Collegiate School Side. (This is exclusively for Lawyers)

## OUTLINE

1. The Courts and offices of the High Court of Orissa are spread across -
  - a. Heritage Building\*
  - b. Extension Buildings\*
  - c. Administrative Block
  - d. New Multi-Storied Building (New Building)

\*The Heritage Building & the Extension Buildings are together referred to as the **Old Building**.

2. The Old Building and the New Multi-Storied Building which stand adjacent to each other are separated by a pathway stretching from the District Court side in the east to the 1<sup>st</sup> Extension of the Heritage Building leading to the Filing Counter, Judicial Sections and High Court Bar Association Hall side in the west.
3. Some of the Courts such as Court Nos. I, II and III and the Court of Hon'ble the Chief Justice function in the Heritage Building as well as in the New Multi Storied Building (New Building). The dates, time and venue of functioning of such Courts can be checked in the Cause List published in the Court's website from time to time.
4. The Old Building houses old Court Halls, Judges' Chambers, Old and New Conference Halls, Chambers of Officers of the Registry, S.R. Section of the Judicial Branch, Office of the Advocate General, various Administrative Sections, Record Rooms, Judges' Library, Copying Section, Entry Pass Counter and the Arbitration/ Mediation Centre.
5. The **First Extension Building** which stands contiguous to the main Heritage Building houses the Chamber of various officers of the Court including the Deputy Registrar

(Judicial), Chief Accounts Officer, Main Judicial (List) Section, Filing Counter, Civil Record Room and some Judicial Sections.

6. A newly constructed double storied building between the Office of Advocate General and the Old Building of the Court houses the chambers of Law Officers of the Advocate General's Office as well as those of Counsels of Various Government Departments.
7. The **Second Extension Building** which also stands contiguous to the 1<sup>st</sup> Extension Building houses Court's Judicial Sections, Chambers of Officers of the Court, Cafeteria, Office of the High Court Legal Services Committee, Convention Hall and the High Court Bar Association.
8. The newly constructed **Administrative Block** houses Chambers of some Officers of the Registry, most of the Administrative Sections, Court's Hospitals (Allopathic & Homoeopathic), a branch of State Bank of India, a Sub-Post Office and the G.E.D. Office. Adjacent to the Administrative Block there exists a double storied building housing the Police Barrack and the Roneo Section. There is a locator map at the entry point of the Administrative Block indicating different Sections & Chambers housed in the Administrative Block.
9. The Chambers of Hon'ble the Chief Justice's and Hon'ble Judges', Judges' Lounge, Video Conference Hall, Court Halls, Annexe Hall of Bar Association, Help Desk/Reception area etc are located in the **Court's New Multi-Storied Building**.
10. There is a ramp for physically challenged persons at a little distance from the old building portico and at the backside entrance area of the **New Multi-Storied Building**.

# **OLD BUILDING**

**The old building of the court consists of three parts :-**

Heritage Building (Two Storied)

First Extension Building (Three Storied)

Second Extension Building (Six Storied)

## **HERITAGE (MAIN) BUILDING**

### **GROUND FLOOR**

1. Courts No. IX and X (Heritage Building)
2. Chamber of the Registrar General
3. Chamber of the Registrar (Administration)
4. Chamber of the Assistant Registrar (Administration)
5. Chamber of the Law Reporter
6. Chamber of the Registrar (Judicial)
7. Chamber of the Coordinator (Arbitration Centre)
8. Chamber of the Additional Coordinator, (Arbitration Centre)
9. Chamber of the Joint Registrar (Establishment)
10. Arbitration Centre
11. Photocopying Section
12. Store Purchase Section,
13. Vehicle Section,
14. Record Room,
15. Stationery Section,
16. Class IV Section,
17. Copying Section.
18. Entry Pass Counter.
19. Lawzima Courts/Office
20. Court Officer Section
21. Stamp Reporters Hall
22. Law Reporter
23. Main Computer Section along with Server Room and NIC Centre
24. Administrative Diary Section

### **FIRST FLOOR**

- Chief Justice's Court and Court Nos. I to III #

*# Since there are Courts by similar number in the New Building as well as in the Heritage Building, in order to correctly ascertain the identity and location of a particular Court which a person wishes to visit/attend, the relevant cause list should be referred to which contains information regarding the Court in which a case is listed and where the said Court is functioning on a given date (i.e. Old Building or New Building).*

- Conference Hall of Hon'ble the Chief Justice
- Chamber of the Registrar (Vigilance)
- Chamber of the Officer on Special Duty (OSD) (Vigilance)
- Chamber of the Member Secretary, State Court Management System
- Chamber of the Secretary, Juvenile Justice Committee

- Chamber of the Central Project Coordinator
- New Conference Hall
- Judges' Library
- Secretariats of Hon'ble Judges
- Office of the Advocate General and Counsels of Different Government Departments ##

## The western side block of the Heritage Building (Ground and 1<sup>st</sup> floor) along with the adjacent newly constructed double storied building house the Office of the Advocate General and the Chambers of Counsels of different Departments. It can be approached through the right branch route just prior to the Old Building's Main Gate as well as from the common path running from the Bar Association Hall through the Extension Buildings.

## **EXTENSION BUILDINGS**

### **1<sup>ST</sup> EXTENSION BUILDING (THREE STORIED)**

- Deputy Registrar (Judicial)
- Chief Accounts Officer,
- Main Judicial (List) Section,
- Computerised Filing Counter,
- Criminal Record Room
- Writ Branch (Division Bench)

### **2<sup>nd</sup> Extension Building (Six Storied)**

- Writ Branches;
- Criminal Misc. Section;
- Criminal Revision;
- Criminal Appeal;
- Civil Revision;
- Contempt Section;
- S.C.A./M.J.C./A.H.O.;
- F.A./S.A./M.A.;
- Central Issue;
- Type & Paper Book;
- Criminal and Civil Disposal Sections;
- Chamber of Joint Registrar (Judicial);
- Chambers of Addl. Deputy Registrars (Judicial);
- Chambers of Asst. Registrars (Judicial)

Office of the High Court Legal Services Committee

High Court Bar Association Hall

Convention Hall of the Court used by the Bar Association

Chambers of Staff Officers

## **THE ADMINISTRATIVE BUILDING/BLOCK**

- Chamber of the Registrar (Inspection)
- Chamber of the Special Officer (Administration)
- Chamber of the Special Officer (Special Cell)
- Chamber of the Establishment Officer
- Chamber of the Court Managers
- Accounts Section,
- Establishment Section,
- Gazetted Cell,
- Statistics Section
- Building Section
- Appointment Section
- Rules Section
- Inspection Section
- Miscellaneous Section
- Recruitment Cell
- Mini Secretariat
- High Court Hospital
- Homeopathic Dispensary
- Branch of SBI
- Sub-Post Office
- G.E.D. Office

## **THE NEW MULTI STORIED BUILDING (OR NEW BUILDING)**

In order to visit any Courtroom in the New Building, one has to approach the relevant Floor from the Lawyers / Public Side Corridor of the New Building. This can be done by entering the New Building from the High Court Bar Association Hall side or from the side of the Old Building or from the side of the Administrative Block.

### **GROUND FLOOR**

- Reception / Help Desk Area
- Wash room for physically challenged persons
- Chamber of the Advocate General
- CCTV Control Room
- Senior Advocates' Lounge
- Bar Association (Annexe) Hall
- Ramp area for old and infirm visitors
- A.I.R. Café

### **1<sup>ST</sup> FLOOR**

- Protocol Section
- Chamber of the Deputy Registrar ( Protocol)
- Court nos.22,23,24 & 25

### **2<sup>ND</sup> FLOOR**

- Chief Justice's Court
- Chief Justice's Library
- Judges' Lounge
- Video Conference Hall

### **3<sup>RD</sup> FLOOR**

- Court nos.-1,2,3 & 4
- 3<sup>rd</sup> Floor Judges' Lounge

## **4<sup>th</sup> FLOOR**

- Court no.-5,6,7 & 8
- 4th Floor Judges' Lounge

## **5<sup>th</sup> FLOOR**

- Court no.-9,10,11 & 12
- 5<sup>th</sup> Floor Judges' Lounge

## **6<sup>th</sup> FLOOR**

- Court no. -14,15,16 & 17
- 6<sup>th</sup> Floor Judges' Lounge

## **7<sup>th</sup> FLOOR**

- Court Nos.-18,19,20 & 21
- 7<sup>th</sup> Floor Judges' Lounge