

# Civil Revisions

1. **Legal Counsellor** prepares the document. Document may varies depending on the type of case.
2. **Advocate or his nominated Person** collect the required stamp amount for court fee from the **filing section** (if needed). Then attach the stamp with the documents for file after purchasing it. In general, 30-taka stamp is required but it may vary with the cases.
3. Token is collected from **Kiosk** providing mobile number. Advocate or his nominated person's mobile number is provided.
4. Submit the Documents **Civil revision filing section** with the token.
5. Filing section checks the documents and punch stamp then enter an entry number along with other information to the registry. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, District Court Name, Plaintiff (□□□□) Name, Defendant (□□□□□) name, Advocate Name, Court Fee, Description of Appeal, Value of Land c Property, Lower Court Verdict Date, Date Lower Court or Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
6. Then the **authorize person (deponent)** takes the documents to the **affidavit commissioner**. He checks the documents and identity of the deponent and make affidavit seal to the document. After Affidavit filing section enters a case number along with the date and advocate nominated person collect it from filing section.
7. Then the Lawyer or his person communicate with the one of the **Civil revision courts bench officers**.
8. Bench Officer enters the case number into Cause List for the first hearing with the consent of the relevant Justice for the hearing
9. After Publishing the cause list filing section again register the date with the case number and inform relevant person. Legal counsellor, Attorney's office
10. The hearing goes on in different dates **Cause list** updated accordingly and filing section takes action according to each hearing orders -- if requires. If any notification requires to Attorney office, or any other person or organization. Or any other action requires like sending summon or ever arrest warrant



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