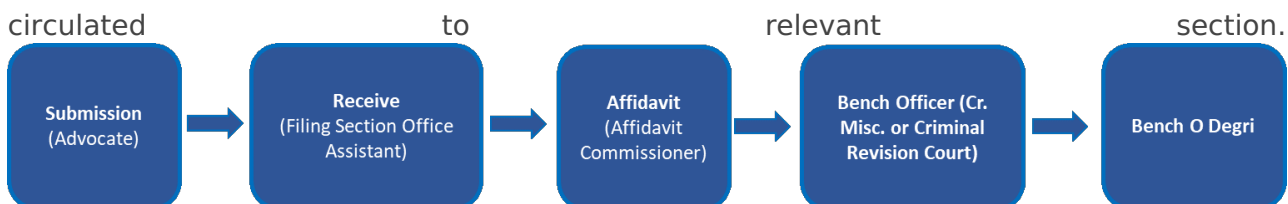


Cr. Misc.

Actors: **Legal Counsellor, Advocate or his nominated Person, Office Assistant (Filing Section), authorize person (deponent), affidavit commissioner, Lawyer, bench officer (Cr. Mics or Criminal revision courts), CR. Misc. Section Superintendent (Super).**

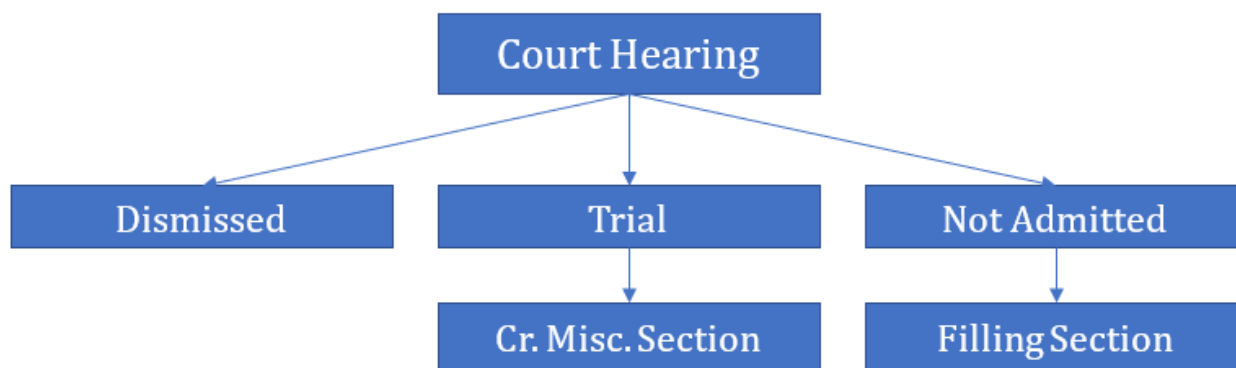
The Criminal Miscellaneous Petitions are one of the important tasks of the Judge in the Criminal Court. The filing of Criminal Miscellaneous Petition will start even before registering the case by way of anticipatory bail application.

1. **Legal Counsellor** prepares the document. Document may varies depending on the type of case. For instance, certified copy of the Lower Court Verdict, FIR Copy, Identify of Deponent, Authorization Letter, Advocate Bar Certificate, Power of Attorney to Advocate etc.
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. The Documents are submitted to the filing section with the token. **Office Assistant** of the filing section **set an entry number** for the submitted documents.
5. Then Filing section checks the documents and punch stamp then enter an entry number along with other information to the registry. If everything is OK filing section enters a **Tender Number**. Advocate person then take the documents along with them with tender number
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.
7. Then the **Lawyer** or his person takes the verified document to either one of the **Mics or Criminal revision courts** of their choice and submit the documents to the **bench officer** with mention slip (tender number)
8. Bench Officer send all the mention slip he got that day to "**Bench O Degri**" Section. They compile it and sent to **BG Press** to publish in the Cause List. Then the cause list is circulated



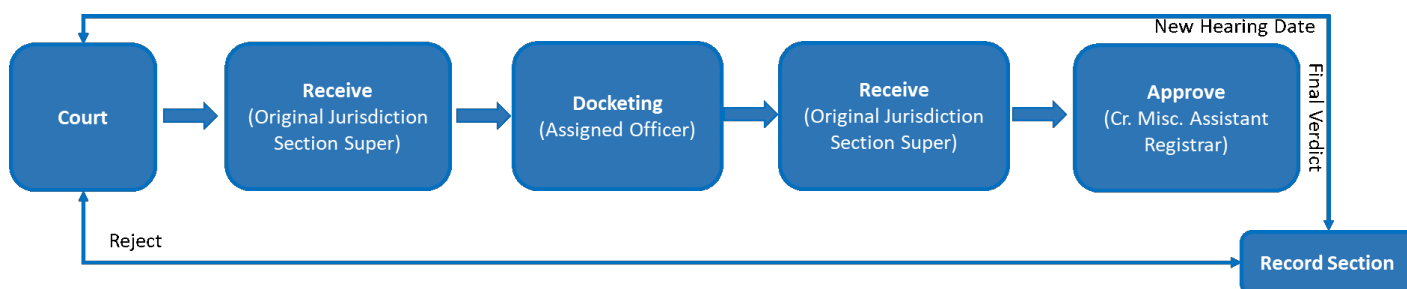
9. After hearing from the court, either case dismissed or case has been taken for the trial.

10. If the case had taken for the trial (admitted) then the documents are sent to the "Cr.Misc. Section" for further operation. If court doesn't admit the case, then filing section preserve the case and send it to Cr. Misc. Record room.



11. The hearing goes on in different dates because list updated accordingly and "**CR Misc. section**" takes action according to each hearing orders -- if requires.

1. After Admitted into court the file comes to **Misc. Section Superintendent (Super)**. Super then distributes the file among the Office assistant/administrative officer for Docketing
2. After Docketing a new file number as Case number has entered on new file. Then the orders from court is given to typist for typing then another office assistant compare the orders and sent it to Super for final review. Then the file goes to Cr. Misc. Assist. Registrar for approval.
3. Then Notice has been prepared and send to corresponding parties. (□□□□, □□□□□□, adv., Attorney office, etc.).
4. File may again go to court if there is new hearing until case ends with final verdict [Step-1 to Step-4 Cycle]
5. After final verdict from court then again, the step-1 to step-4 executed then finally file goes to record room for record keeping
6. If Appeal has rejected from the court on the first hearing, then also the file is directly going to Record room without the case number -- only with tender number.



Revision #6

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