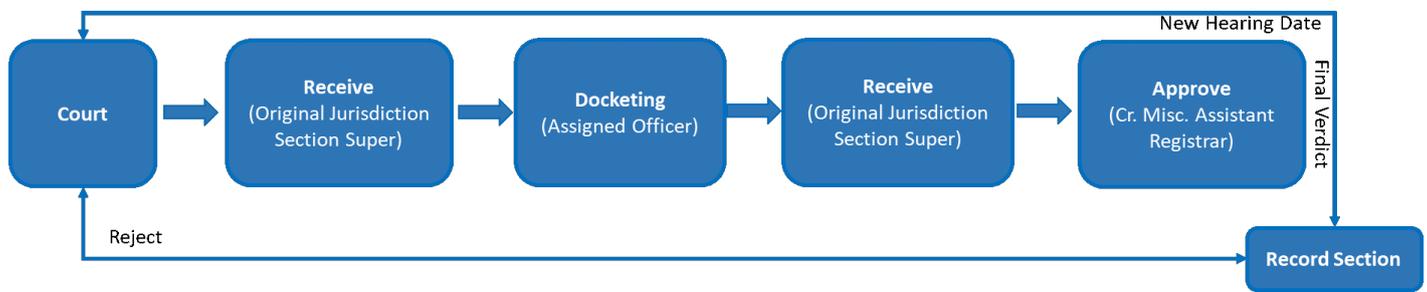


Summons or Arrest warrant.

1. After Admitted in court the file comes to **Original Jurisdiction Section Superintendent** (Super). Super then distribute the file among the Office assistant for Docketing.
2. After Docketing 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 typed order goes to **Misc. Assist. Registrar** for approval.
3. Then Notice has been prepared and send to corresponding parties. (, , ad Attorney office, etc). "Legal Counsel Collect , Postal form and Quick notice form, etc Also takes necessary steps according to the courts instructing. e.g. inform Legal counsellor or Attorney office or Lower Court for the LCR etc. or Even any Summons or Arrest warrant.
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



Revision #4

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