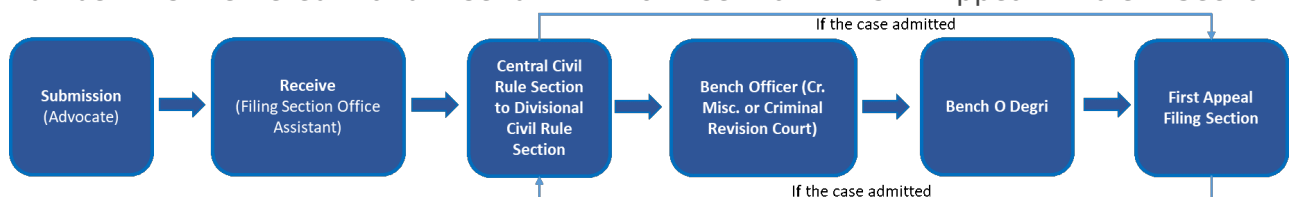


# First Appeal

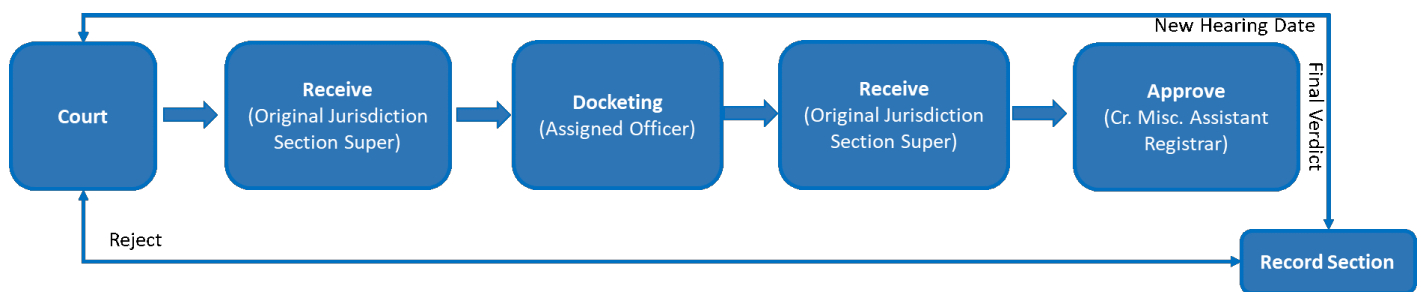
1. **Legal Counsellor** prepares the document. Document may varies depending on the type of case.
2. **Advocate or his nominated Person** collect the required stamp amount for court fee from the **filing section** (if needed). Then attach the stamp with the documents for file after purchasing it. In 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 **First Appeal 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. If all the required papers ok then enter **FMAT** (First Mics. Appeal Tender). They check the dates for the appeal if dates fail then it goes to **First Appeal Rule Section** for date extension. 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, 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. **Central Civil Rule Section** then sends the files to corresponding **Divisional Civil Rule Section**.
7. If the date is OK then filing section docket the documents attaching order sheet to the file. Then the file again goes to **stamp reporter** for recheck and his comment on the order sheet.
8. **Advocate or his clerk** collect the FMAT number and give it to one of his desired court bench officers as Mention Slip. **Bench Officer** then give all the mention slip he collected to "Bench O Degri" Section.
9. **Bench O Degri** section then compile all the mention slip he got from different bench officer and send the compiled version to BG Press at night.
10. **BG Press** publish all these as **Cause List** and return to Bench O Degri Section. Bench O Degree Section then circulate Cause List to relevant section and courts.
11. If case admitted to the court on first hearing, the file again come to **First Appeal filing section**. Here a new number is given. In case of the appeal is against a lower court order then new FMA number is entered. In case the appeal is against judgement then a new FA number is entered and send it to Central First Appeal Rule Section.



12. Central Civil Rule Section then sends the files to corresponding Divisional Civil Rule Section. C. Filing section 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.

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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