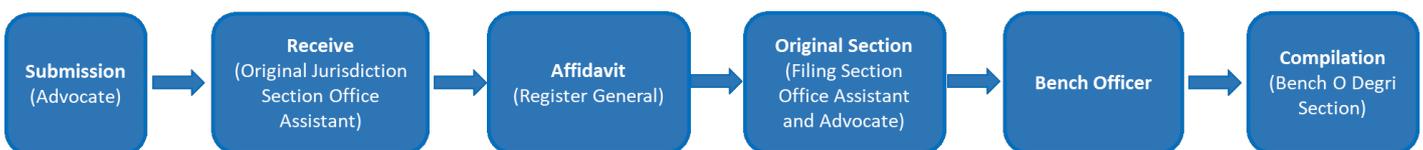


# Original Jurisdiction - Company Matters

1. **Legal Counsellor** prepares the document. The document may vary depending on the type of case. For instance, Trade License, Mem. Of Article, AGM or EGM, Company Authorization to a Person, Power of Attorney to Advocate, Advocate bar Certificate etc.
2. Advocate Person comes Original Jurisdiction section and with the help of the Office Assist. Get the court fee for this type of Case and attach the stamp accordingly.
3. Submit the documents to the Original Jurisdiction Section and get the entry number (e.g., 2503). Original Section makes a registry entry with an entry number. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, Tribunal Office Name, Plaintiff ( ) Name, Defendant ( ) name, Advocate Name, Court Fee, Descripti Appeal, Tribunal Verdict Date, Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
4. Then the documents go to Registrar General for Affidavit - There he checks all the documents validity along with the authorized person (Deponent), his national ID and his signature as well as court fees.
5. Then the files again come to the original section and register a new number as case number.
6. The Advocate Person collects the case number and communicate with the relevant court bench officer for case date with mention slip.
7. Bench Officer Send all the mention slips to "Bench O Degri" Section for compilation. There they compile all those and send it to BG Press at the evening for publishing Cause list. In the morning Cause List circulated to all relevant sections.

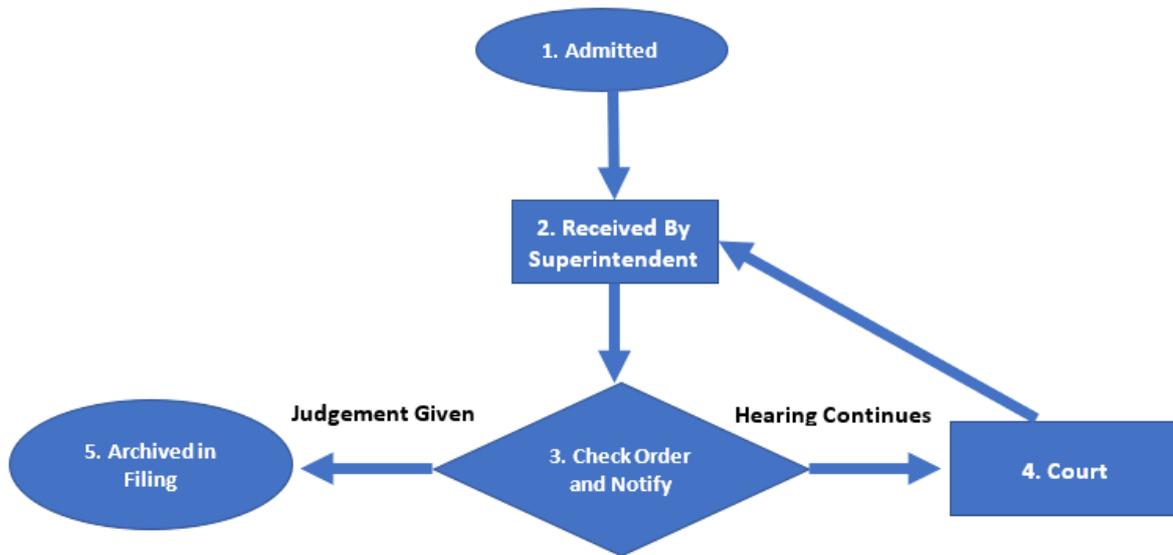


8. Then the Case was admitted from court.

1. After being admitted into the court the file comes to the Original Jurisdiction Section Superintendent (Super). Super then distribute the file among the Office assistant for Docketing.
2. After Docketing the orders from the court are given to the typist for typing then another office assistant compares the orders and sent it to Super for final review. Then the typed order 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 a new hearing until the case ends with final verdict

[Step-i to Step-iv Cycle]

5. After the final verdict from the court then again, the step-i to step-iv executed then finally file goes to the record room for record-keeping.



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