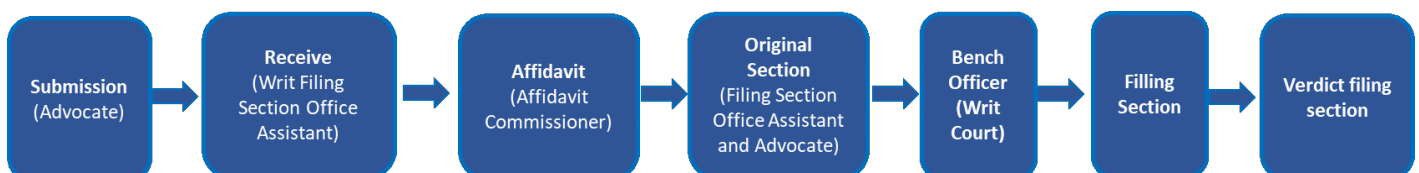


Writ Petition

1. **Legal Counsellor** prepares the document. Document may varies depending on the type of writ.
2. **Advocate Person** come to filing section to know what about the specific writ stamp or amount to be deposited.
3. Submit the Documents to **Writ filing section** with the appropriate revenue stamp for court fee.
4. 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, Plaintiff (□□□□) Name, Defendant (□□□□□□) name, Advocate Name, Court Fee, Description Writ, Sign of Advocate or His clerk.
5. 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.
6. Then the file goes to **Writ filing section** They enter a Writ number into the case along with other information.
7. Advocate or his nominated person takes the Writ Number and communicate with **Writ court bench officer** for Writ for hearing.
8. Then Bench officer enters the Writ to the **Cause List** with the consent of the justice on specific date.
9. Again, filing section register the date and inform relevant person or office. i.e. □□□□ or □□□□□□. section takes necessary steps according to the court's instruction. E.g. inform Legal counsellor or Attorney office or Lower Court for the LCR etc. or Even any Summons or Arrest warrant.
10. Then on after each hearing Writ filing section register the instruction and take appropriate action on them until final verdict. 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.
11. After Final Verdict Writ filing section enters the final verdict summary with dates and send the file to record room for archive and also legal counsellor and attorney office collect certified copy of the verdict.



Revision #3

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