



ROLE OF REGISTRAR/ JUDGE-IN-CHARGE

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ROLE OF REGISTRAR/ JUDGE-IN-CHARGE

Judge-In-Charge/ Registrar at the District Head Quarter and ACJM or any other officer, so designated as in-charge at the Sub Divisions, shall function under the control and supervision of the Principal District Judge. The Judge-in-Charge, a delegate of the Principal District and Sessions Judge, fulfills the following responsibilities:

GENERAL

- ❖ To maintain discipline among staffs.
- ❖ Vigil on punctuality of staffs.
- ❖ (Proxy Attendance, Delay Attendance etc.)
- ❖ Random checking of dresses.
- ❖ Yearly character roll from POs.
- ❖ Maintaining personal files of staffs.
- ❖ Timely proposal for transfer of employees.
- ❖ Preparation of seniority and gradation list of staffs.
- ❖ Timely departmental examination.
- ❖ Benefit of ACP, MCPC etc.
- ❖ Promotion from Class-IV to Class-III.
- ❖ To ensure compliance of letters and orders of Hon'ble High Court through concerned section.
- ❖ To ensure timely submission of quarterly, half yearly and other statements. To ensure maintenance of guard file and other registers.
- ❖ Protocol and other instructions of Principal District Judge Time to Time To ensure cleanliness of the premises/ urinals etc.
- ❖ To ensure safety as well as availability of basic needs of the litigants and staffs.

TO MONITOR:

- ❖ The compound has a boundary wall, proper gates, and internal roads for access and movement.
- ❖ Separate lavatory facilities are available for officers, staff, ladies, and the general public.
- ❖ Facilities such as a witness shed, canteen, drinking water, and vehicle parking are available and are properly maintained.
- ❖ Proper and adequate arrangements exist for the protection of the building from fire hazards.
- ❖ The building is properly electrified both inside and outside, with adequate security lights installed and electric fittings that are safe and in good condition.
- ❖ Suitable security arrangements are in place for the building and compound during both night hours and working hours.
- ❖ The building and the compound are generally well maintained.
- ❖ The campus is free from water logging, mud, and dust.
- ❖ The residential buildings of Judicial Officers and subordinate staff are properly maintained.
- ❖ There is no encroachment on Government land in the possession of the judicial department either in the Court compound or in the residential compound.
- ❖ The service books of the employees are maintained up to date with proper verification by the competent officer.
- ❖ Character rolls of the employees are maintained up to date, adverse entries are duly communicated to the concerned officials, and no representations against adverse remarks are pending as on the date of inspection.

PROTOCOL DUTIES:

- ❖ The Registrar, Civil Court, is responsible for all protocol arrangements.
- ❖ The Registrar is notified about visits of Hon'ble Judges and other dignitaries for appropriate arrangements, under the guidance of the Principal District Judge.

ACCOUNTS AND FINANCE:

As per the new Treasury Rules, the Registrar or Judge-in-Charge is the Drawing and Disbursement Officer (DDO) for the District's establishment.

FINANCIAL MONITORING:

- Monitors fund allocation and expenditure progress. Submits quarterly expenditure statements.
- Prepares annual budget estimates. Surrenders savings on time.
- Remits court fines daily to the Treasury. Maintains and signs the daily cash book. Oversees fine receipt books in criminal courts.
- Ensures timely preparation and submission of PF, IT, and insurance schedules.
- Signing of bills carefully.
- Verification of service book.
- Entry of leaves as well as annual detention / adverse remarks / punishment etc.
- To go through the finance, treasury, GPF, TA, Service Rules and letters / notifications from Finance Department / State Government. Timely sanctioning of GPF and other advance to employees.

MISCELLANEOUS ADMINISTRATIVE MATTERS:

ADMINISTRATIVE OFFICE:

- Registers and follows up on D.O. letters from the High Court and Government.
- Maintains up-to-date receipt and dispatch registers.
- Ensures timely submission of monthly, quarterly, and annual statements and returns to the High Court.
- Establishes a register for family pension.

DUTIES AND FUNCTIONS OF THE REGISTRAR CIVIL COURT MAY BE:

1. Registrar performs administrative functions regarding regular inspection of the sections and the office of District establishment. All routine matters except the confidential matters is place before the District Judge through the Registrar.
2. The Registrar Civil Court performs daily supervision over the ministerial, process serving, copying, and Record Room staff of the Civil Court.
3. The Registrar Civil Court is authorized to receive and enquire into the complaints of ministerial staff under the directions of District Judge. After due enquiry, the Registrar shall submit the proceedings with his report to the District Judge
4. All appointments to ministerial posts, transfers and postings of ministerial staff and class IV employees shall be proposed by the Registrar Civil Court to the District Judge.
5. All administrative matters relating to leave and advances shall be placed before the District Judge through the Registrar. The Registrar shall examine the application for leave/advance/T.A./D.A./other allowances and place the matter with his recommendation/report before the District Judge.
6. The Registrar Civil Court shall be Officer-in-charge of Computerization of the District Court. He shall be directed to submit monthly statement of the status of computerization. All the correspondence with the High Court shall be made through Registrar Civil Court by E-mail.

LIBRARIES MANAGEMENT

(Civil Court rules of High court of Jharkhand Rules 481-487)

- ❖ The Head Clerk of the Administrative Office or the Accountant at outstations is to be appointed librarian of the Office Library. He will be primarily responsible for the custody and preservation of the books therein.
- ❖ Separate registers of all books, reports, returns respectively received in the library shall be maintained. As soon as anything is received in the library, it must at once be entered in the register, in catalogue and in the computer.
- ❖ Once a quarter the clerk in charge of the Library will submit the register for inspection to the Register-cum-Judge In-charge.
- ❖ Each book must have a number labelled upon it corresponding to a number in the catalogue, and, as fresh additions are made to the Library, they should be labelled and numbered in like manner. Each book should also be marked on several leaves with the office stamp.
- ❖ Entire process of Library maintenance shall be done under the forgoing rules, in computer also.
- ❖ When any officer requires a book from the library, he shall send a receipt for it on a slip of paper, which shall be returned when the book is returned to the library. Books to be returned within three months. If not, quarterly lists are to be submitted to the District Judge.
- ❖ Principal District Judge should from time to time inspect the books and weed out duplicate copies of superseded editions and books which are of no further use. They may be sold to the best advantage.
- ❖ Maintain a guard file maintained for inspection notes.
- ❖ All books must be numbered, sealed and entered in the catalogue with almirah numbers.
- ❖ Issue register should be maintained and in no case books be kept out from the library for more than 15 days.
- ❖ Safety of books — anti pesticide treatment etc.

FORMS AND STATIONARY (RULES 488-492)

- ❖ At every district headquarters a separate clerk shall be deputed to have charge of the combined stock of forms and stationery required for all the Courts thereat. He will be known as the Forms and Stationery Clerk and shall work under the supervision of the Accountant.
- ❖ At every other station where Civil Courts are situate, the Accountant shall hold charge of the combined stock of forms and stationery.
- ❖ Issue of forms is to be made on written requisitions containing the following particulars:
(i) Description of forms, (ii) Purpose for which required, (iii) Number required, (iv) Name of person, (v) Remarks.
- ❖ The requisitions shall be put up before the Judge-in-charge of the form who will pass necessary orders and the forms will be issued accordingly.
- ❖ Each entry of the receipt and of the issue of blank books of peremptory cash receipts [Form No. (A) 21] in the register of forms received, issued and in stock [Form No. (R) 30] shall be checked and initialled by the Judge-in-charge as soon as possible after it has been made.
- ❖ Timely requisition for printing / supply of forms.

NAZARAT

- ❖ Cash Book is to be maintained in separate sets Court wise. Checking of cash book on daily basis and counting of actual cash once in a month.
- ❖ Maintain Register of Fine, Stamp Duty and penalty realized, Contingent grant, Stock.
- ❖ Distribute work distributed between the Nazir and the Assistant Nazirs. Proper and sufficient securities has to be furnished by each of them.
- ❖ Stock verification.
- ❖ Timely proposal for purchasing of articles. Maintenance of vehicle.
- ❖ Purchasing of stationary items.
- ❖ Maintaining of stock register and hang list of articles in each Ijlash and Court Room.
- ❖ General cleanliness and security of the court premises.
- ❖ Occasional checking of night guards by maintaining a surprise register.

PROCESS SERVICE STAFF AND SERVING OF PROCESS

- ❖ There shall be a joint process-serving establishment for all Courts at the same station under the direct control of the Nazir, who will be responsible for proper service of processes made over to him for the purpose. A register of process serving peons shall be maintained.
- ❖ Nazir to maintain a list of inhabited places and a map of the entire district showing belts therein.
- ❖ The Nazir shall maintain for the jurisdiction for which he is the proper officer for service of processes (1) a list of villages within '[eight kilometers] radius of his office, (2) a list of villages outside such [eight kilometers] radius.
- ❖ Process for service at places within '[eight kilometers] radius shall be sent out every working day and should ordinarily be returned either next day or on the day following.
- ❖ The Nazir shall divide the area outside '[eight kilometers] radius into beats and shall make the best arrangement possible for the prompt service of process of each beat.
- ❖ Beats should be divided properly.
- ❖ In making over any process for service the Nazir will fix a returnable date within which it must be returned to office by the process-server after execution.

- ❖ Processes received in the office, must be made over to the Nazir, if possible, on the same day on which they are filed, and in no case later than two days after their receipt. Processes made over to the Nazir for service must be returned to the issuing Court as soon as possible after return and at least one day before the date fixed.
- ❖ T.A. paid to the process servers is properly entered in Register.
- ❖ Processes should be returned after service in time.
- ❖ Specifying whether summons have been served personally, adult member of family, living with the defendant in civil cases.
- ❖ Check godowns and dead stock.
- ❖ All processes issued by the High Court in criminal cases should be served as quickly as possible and the service reports “with certificate of service or the report as the case may be, endorsed by the Registrar/Judge-in-Charge” sent by the date fixed. If service in sufficient time before the date fixed is impracticable, the process is to be returned to the issuing Court with reasons and thereupon a fresh date may be fixed.
- ❖ In every such case the Judge in charge / Registrar shall satisfy itself that a valid service has been made or that there has been a failure of service and shall certify such opinion to the High Court with the reasons in case of failure. The certificate may be endorsed on the process and it shall be accompanied by the return of service or of failure to serve the notice and the affidavit or solemn declaration of the serving officer.
- ❖ Note- Service Report of notices issued from the Supreme Court of India shall not be returned directly to the Supreme Court. It shall be forwarded to the High Court with proper certificate by Judge In-Charge/ Registrar expeditiously for its onward transmission to the Supreme Cou

RECORD ROOM

GENERAL RULES OF RECORD ROOM

- ❖ Adequate arrangements for extinguishing fire.
- ❖ Fire-extinguishers are in working order.
- ❖ Details regarding when the fire-extinguishers were last tested.
- ❖ The condition of electrical wiring and installations in the record room is safe and satisfactory.
- ❖ Records are kept in separate racks for each Court. (Rule 282 of the Civil Court Rule).
- ❖ Bundles have been properly leveled giving details of records. (Rule 265 of Civil Courts Rules).
- ❖ Records in bundles have been kept in accordance with date of institution in the court of first instance and serial register number and according to rule.
- ❖ Dates for consignment of records and registers from various courts to the record room have been fixed.
- ❖ Records of the Magistrates courts are arranged in accordance with rule.
- ❖ Records and registers are accompanied by list and invoice and lists are being properly stitched.
- ❖ Water tank filled with water and sand bucket
- ❖ Fire extinguisher of good quality
- ❖ Record must be arranged according to rule and index to affixed.
- ❖ Timely sorting of records and its destruction
- ❖ No outsider entry shall be allowed.

CHAPTER IV: DISTRICT RECORD ROOM (RULE 253-313)

PART I – RECORD-ROOM ARRANGEMENT AND GENERAL DUTIES OF RECORD-KEEPER

(RULE 253-265)

- ❖ Record Room to have only one combined entrance and exit, so that no one shall enter the record room unnoticed. (Rule 254)
- ❖ Any doors/windows giving access to Record-Room shall be protected through iron gatings and wire-netting so that paper cannot pass through them. (Rule 255)
- ❖ The Record Keeper shall be the custodian of the keys of the Record Room. The duplicate keys shall be kept by a Selection Grade Clerk of the Civil Court to be appointed as custodian by Principal District Judge.
- ❖ Registers not in use should be arranged vertically and should be labelled on back of the volume. (Rule 265)

PART II – RECEIPT OF RECORDS IN THE DISTRICT RECORD ROOM

(RULE 266-269)

Once the record arrives in the Record-Room, the Record Keeper should see:

- ❖ Each record is stamped with a rubber stamp bearing the words “**Principal District Judge's Record-Room**”, the name of district and date.
- ❖ Records correspond to the entries in the dispatch lists.
- ❖ Second hole punch with a triangular punch.
- ❖ Classification and arrangements under Chapter I and II have been carried out; there should be table of contents; paper must bear court fees and must be duly stamped.
- ❖ All records kept back in trial courts after the due date of despatch under Rule 249(c) may be dealt with under Rule 296.
- ❖ If Record-Keeper while discharging duties finds that any stamp signs have been tampered with or there is any deficiency or suspicion, he must at once submit a report to the Judge-in-charge of the Record Room. (Rule 267)
- ❖ Record-Keeper to enter the date of receipt of records promptly. If there is delay in dispatching the records, it should be brought to the notice of Judge-in-charge. (Rule 268)

PART III – ARRANGEMENT OF RECORDS IN THE RECORD ROOM

(RULE 270-278)

- ❖ Record of each Court for each year to be arranged in a bundle containing records of only one class of cases referred in Rules 205-208, as per their date of disposal on its title page. (Rule 271)
- ❖ Bundles of records to be arranged on the racks, class by class, and in each class year by year in sequence. (Rule 272)
- ❖ A label will be exhibited against each bundle in **Form No. (M) 34** showing dates on which different files are liable for destruction. (Rule 275)

PART IV – CUSTODY, REMOVAL AND TRANSMISSION OF RECORDS

(RULE 279-299)

- No record deposited in the Record-Room shall be removed or allowed to be removed. (Rule 280)

TRANSMISSION OF RECORD TO HIGH COURT IN APPEAL, REVISION AND WRIT

- While sending the record to High Court, proper indexing with proper arrangement must be ensured and no torn paper should be attached with the file and documents; proper flagging to be done. (Rule 282 – Note 2)
- When the original record is called for an appeal and received back in the Record-Room, the original and the appellate records should be kept together. (Rule 293)
- The record of an appeal transferred to another district for hearing shall after disposal of the appeal be deposited in the Record-Room of the district in which the appeal had been instituted. (Rule 294)
- Original records received back from High Court along with the High Court Judgment on an appeal are to be kept together and indexed “**High Court Appeals.**” (Rule 295)
- It is the duty of the Record Keeper to ensure that the records sent out are returned. (Rule 296)
- Record-Keeper to send timely reminders for return of records. If records still not returned, orders of Judge-in-Charge should be taken. (Rule 297)

PART V – INSPECTION OF RECORDS

(RULE 300-306)

- The Record-Rooms of Civil Courts are not open to the public to examine the record of any specified case free of charge. (Rule 300)
- Pleader to check record on a written application in Form No. (M) 41 with prescribed fee affixed to it. (Rule 301)
- Application for inspection of records to be kept pending for three days. If no pleader appears for inspection within this period, the application shall be rejected and inspection will not be allowed.
- Pleaders duly authorised by any person allowed to inspect Registers of Suits and Appeals at a time and place fixed by the Presiding Officer or Judge-in-charge. (Rule 302)
- Inspection to be allowed only on days when the Court is open. (Rule 303)
- Defective applications for inspection shall be returned to parties after informing defects. If defects are removed within 3 days, they shall be accepted, otherwise rejected. (Rule 304)
- All disposed applications including rejected applications for inspection of records of decided cases to be preserved separately for 3 months. (Rule 305)

PART VI – DESTRUCTION OF RECORDS

(RULE 307-313)

- Period of preservation of different files laid down in Rule 211 to be calculated from the date of final decree or order for Classes I, II, III and III-A. (Rule 307)
- Period of preservation to commence from last date of installment except in case of Files C-1.
- Where no steps are taken for obtaining a new final decree in a suit for partition within 12 years from the date of preliminary decree, files C and C-1 to be destroyed after expiry of 12 years.
(File C – Rule 214, File C-1 – Rule 215)
- In cases of Classes IV and IV-A, period of preservation to be calculated from the date when application of execution was disposed by executing court or Appellate Court, whichever is later. (Rule 308)
- Exhibits to be preserved with records of trials and shall not be destroyed in case of B, C and D files for 25, 12 and 12 years respectively. (Rule 309)
- Cumbersome and bulky exhibits such as account books, khatahs etc. which cannot be kept with records may be destroyed under orders of Principal District Judge. (Rule 310)

- Destruction of records to be carried out quarterly for B, C and D files. (Rule 311)
- Destruction of records to be carried out under supervision of Judge-in-Charge / Registrar. (Rule 313 a)
- Confidential records which have become useless may be destroyed under orders of Principal District Judge. (Rule 313 c)

CHAPTER VI – WILLS

- All original wills presented before Principal District Judge or District Delegate under Sections 276, 289 and 290 of the Succession Act, after order of Probate or Letters of Administration, shall be committed to the care of Head Clerk / Registrar-cum-Judge-in-Charge, who shall be responsible for their custody. (Rule 323)
- Original wills shall be deposited in a fire-proof safe in the office of Head Clerk; where there is no iron safe, will be kept in a small block-tin box. (Rule 325)
- Inspection of original will allowed only after written order of Judge or District Delegate, and in the presence of the Head Clerk. (Rule 328)

JUDGE IN-CHARGE (ACCOUNTS)

GENERAL DUTIES

- As per the new Treasury Rules, the Registrar or Judge-in-Charge is the Drawing and Disbursement Officer (DDO) for the district establishment.
- Monitors fund allocation and expenditure progress.
- Submits quarterly expenditure statements.
- Prepares annual budget estimates (why unable to make expenditure).
- Surrenders savings on time.
- Remits court fines daily to the Treasury.
- Maintains and signs the daily cash book.
- Oversees fine receipt books in criminal courts.
- Ensures timely preparation and submission of PF, IT and insurance schedules.
- Signing of bills carefully.
- Verification of service book.
- Entry of casual leaves, annual detention, adverse remarks, punishment etc.

COPYING DEPARTMENT (RULES 334-384) GENERAL RULES

- ❖ Applications for information or copies to be made in the prescribed form during the first two hours of the Court's sitting to the Judge-in-charge of the Copying Department or an officer designated by him.
- ❖ Applications to be consecutively numbered and registered on receipt; date of receipt to be noted/stamped and receipt portion initialled and given to the applicant.
- ❖ Urgent applications to be entered in the register in red ink; application for information to be entered under a sub-number to the last preceding application for copy.
- ❖ Each clerk handling the application to put initials with date and hour of receipt and passing on the back of the application in legible form; entries to be made sequentially beyond a vertical line drawn about three inches from the left side.
- ❖ Each clerk receiving an application to immediately comply with the requisition on its back or pass it to the appropriate officer; no unnecessary delay in Copying Department requisitions.
- ❖ Applications and receipts to be destroyed at the end of the next quarter.
- ❖ Head Copyist to ensure compliance with rules at the time of presentation of applications.
- ❖ Urgent copies to be prepared within 24 hours and ordinary copies within one week.
- ❖ Copies to be legible and accurate, number of words properly noted, and certified as true copies signed by the Copyist and Head Copyist.
- ❖ Records to be received and returned by the Copying Department promptly after sending of application or preparation of copy.
- ❖ Notice of preparation of copies to be displayed on the notice board as required under rule.
- ❖ Copies to clearly reflect dates of application and related details.
- ❖ Every application to state whether the applicant is a party to the case; if not, the purpose for which the copy is required must be stated.
- ❖ After registration, the Head Comparing Clerk to forward the application to the proper officer for entry in Register Form No. (R)-17 and production of the document for estimating folios

and court-fee stamps.

- ❖ Comparing Clerk to estimate folios and court-fee by reference to the original document, enter details in the application, sign and date them, make entry in column 5 of Register (R)-17 and return the application to the Head Comparing Clerk.
- ❖ Folios required to be carefully calculated so that additional folios are not required later.
- ❖ Head Comparing Clerk to notify folios required and defects, if any, the same day or the next day through entry in Register Form No. R-14.
- ❖ Requisite folios to be filed and defects removed within three days (excluding holidays and Sundays) of notice, failing which the application may be rejected.
- ❖ On filing folios, the date to be entered in the form; applicant to present the counterfoil and a memorandum to be made stating the date and hour when the copy will be ready.
- ❖ Corresponding note to be made on the main form; applicant's signature with date to be taken below entries of folio filing and copy readiness.
- ❖ Applicant to retain the counterfoil and attend on the specified date to receive the copy.
- ❖ Head Comparing Clerk responsible for all documents in the Copying Department until returned.
- ❖ At day's end, incomplete work and originals to be locked in an almirah/chest; key to remain with the Head Comparing Clerk.
- ❖ Separate compartments/boxes in the almirah to be allotted to each copyist for keeping papers.
- ❖ All copies to be examined before issue by a Comparing/Examining Clerk.
- ❖ Care to be taken that Court name, case number and parties' names in the cause title are correctly and clearly written.
- ❖ For difficult-to-read documents (e.g., handwritten depositions or order sheets), typed copies to be issued instead of photocopies.

- ❖ Examination of copies to be done by Comparing/Examining Clerks or, if none, by the Head Clerk or Sarishtadar; copyists/typists not to examine each other's work.
- ❖ Last sheet of the copy to record: date of application, date fixed for notifying folios, date of delivery of folios, date when copy was ready, and date of delivery to the applicant.
- ❖ In copies of judgments, decrees or orders, these dates (except date of delivery) to also be written in words.
- ❖ Dates of notification and delivery of extra folios, if any, to also be recorded.
- ❖ Back of the last sheet to record the cost paid by the applicant.
- ❖ Normally, copies to be furnished by 4 P.M. or 10 A.M., as applicable, on the 5th open day after application (excluding holidays and Sundays).
- ❖ Urgent copies to be furnished on the same day or, if not possible, the following day.
- ❖ On delivery of copy, applicant's receipt with date to be taken on the reverse of the application and counterfoil surrendered.
- ❖ Unused folios returned with the copy to be noted in the receipt; counterfoil to remain attached to the application.
- ❖ Unclaimed copies and unused folios remaining till the last day of the next month to be destroyed in the presence of the Judge-in-charge of the Copying Department.

CIVIL COURT RULES – QUESTION & ANSWERS

Q1. HOW MANY CLASSES OF JUDICIAL RECORDS ARE THERE IN THE RULES?

The six classes of judicial records in Jharkhand civil courts are classified under Rules 204 to 209 in the Civil Court Rules of the High Court of Jharkhand. Each class corresponds to specific types of suits or cases, facilitating systematic record management.

1. Class I (Rule 205)

- Records of suits related to immovable property except those under Order XXXIV CPC.
- Cases concerning succession to office, adoption, status determination.
- Suits involving public trusts, charities, endowments.
- Family court proceedings under Family Courts Act, matrimonial cases under Hindu and Special Marriage Acts.
- Perpetual injunctions and declarations of rights.
- Cases under Chota Nagpur Tenancy Act, Wakf Act, religious trusts laws.

2. Class II (Rule 206)

- Suits under Order XXXIV CPC (wills, probate).
- Maintenance suits and claims for right to maintenance charging immovable property.
- Guardianship and administration cases under Guardians and Wards Act, Hindu Minority and Guardianship Act, and related family law.
- Succession certificate cases under Indian Succession Act.
- Certain financial corporation applications.

3. Class III (Rule 207(1))

- All suits not in Classes I or II, excluding Small Cause Court cases and Lok Adalat.
- Recovery of maintenance arrears, land acquisition cases.
- Insolvency suits, election petitions under Panchayat Raj and other laws.
- Arbitrations under Arbitration and Conciliation Act.
- Various miscellaneous cases directed by the High Court.

4. Class III-A (Rule 207(2))

- Applications under Jharkhand Buildings (Lease, Rent and Eviction) Control Act.
- Company law matters.
- Motor vehicle accident compensation cases.

5. Class IV and IV-A (Rule 208)

- Execution proceedings related to decrees from suits of Classes I, II, III, and III-A.
- Treated as separate records for execution applications but related to the parent suit.

6. Small Cause Court Cases (Rule 209)

- Suits tried under Small Cause Court procedure by designated judicial officers.
- Governed by special rules for record maintenance distinct from other classes.

Each class ensures organized preservation and proper arrangement of judicial records for efficient judicial and administrative functioning under the jurisdiction of Jharkhand civil courts [Rules 204–209].

Q2. WHAT FILES ARE TO BE MAINTAINED FOR DIFFERENT CLASSES?

Here is the detailed explanation of the files maintained and the documents kept for each of the six classes of judicial records in Jharkhand civil courts.

Class I Records (Rule 205)

Files Maintained

1. File A (White Title Page)

- Table of Contents
- Order-sheet of all court orders
- Complaint or application with schedules
- Written statement or counter petitions
- Memorandum of issues
- Arbitration awards or petitions of compromise approved by the court
- Reports and maps by commissioners (if related to immovable property)
- Preliminary and final decrees, judgment

- Copies of appellate court judgments and decrees

2. File C (Yellow Title Page)

- All oral and documentary evidence on which the suit is decided
- Lists of admitted documents

3. File C-1 (Yellow Title Page)

- Other papers relating to the case not in Files A or C

Class II Records (Rule 206)

Files Maintained

1. File B (Red Title Page)

Similar to File A but includes:

- Security bonds
- Applications requiring special preservation

2. File C-1 (Yellow Title Page)

- Other papers related to the case

Class III Records (Rule 207(1))

Files Maintained

1. File C (Yellow Title Page)

- Evidence and lists of admitted documents

2. File C-1 (Yellow Title Page)

- Other papers

Class III-A Records (Rule 207(2))

Files Maintained

1. File D (Blue Title Page)

- Claim petitions
- Order sheets

- Awards and decrees

2. File D-1 (Blue Title Page)

- Other papers related to the case

Class IV and IV-A Records (Execution Proceedings) (Rule 208)

Files maintained usually include one file containing all papers related to execution:

- File C for Class IV (excluding III-A) executions
- File D for Class IV-A (III-A cases) executions

For questions on decree construction in Class I executions:

File A

- Table of contents
- Order-sheet
- Application for execution
- Petitions on decree construction
- Judgments on such questions
- Copies of appellate judgments

File C

- Remaining papers

When immovable property possession is delivered or sold in execution:

File B

- Essential papers such as order sheet
- Execution application
- Sale certificate
- Possession writ
- Nazir's report

File C-1

- Other papers

Small Cause Court Cases (Rule 209)

- Separate rules apply for these cases.
- Records are maintained accordingly with appropriate order sheets and record management distinct from other classes.

This structured filing system in Jharkhand courts ensures orderly preservation, easy retrieval,

and systematic disposal of court records as per their importance and legal requirements [Rules 204–223].

Q3. WHAT STEPS MUST BE TAKEN IF A COURT RECORD IS DESTROYED OR LOST DURING CASE PENDENCY?

When a court record or any part of it is found destroyed or lost during the pendency of proceedings, the following procedure under Rule 322 of the Jharkhand Civil Court Rules applies:

- The fact of loss or destruction must be immediately brought to the notice of the Principal District Judge.
- Appropriate action may be taken against the staff responsible for the custody of the destroyed or lost record.
- Specific orders are obtained from the Principal District Judge for reconstruction of the record.
- Proper notice is given to the counsel of both sides, and their assistance is sought to bring on record copies of the documents that were destroyed or lost.
- After filing copies of those documents, the presiding officer takes steps to reconstruct the record as expeditiously as possible.
- Once reconstruction is completed, a report is submitted to the Principal District Judge before proceeding further in the case.

This method ensures procedural fairness and maintains the integrity of the court record despite loss or damage during the trial.

Q4. WHETHER A STRANGER CAN FILE AND GET CERTIFIED COPIES?

Yes, a stranger to the suit may obtain certified copies of certain documents under the Jharkhand Civil Court Rules.

Rules 344–346

- A stranger can get copies of complaints, written statements, affidavits, and petitions filed in the suit after the decree has been passed or made, as a matter of course.
- A stranger can also obtain copies of judgments, decrees, or orders at any time after they have been passed or made.

- However, a stranger does not have the right to obtain copies of private documents unless consent is given by the party who produced them or their legal successor.
- Exception: copies of documents in which the stranger has a bona fide interest, such as depositions for use in other courts.

Thus, strangers can file applications and get certified copies of public or non-private documents related to the suit but need special permission or justification for private documents.