

Office of the Chief Judicial Magistrate,
Karimganj

ORDER

Dated. 19/06/2020

It is for information of all concerned that the filing of cases in CJM establishment shall be made at the Filing section counter which is opened in the ground floor of CJM office building (earlier used as DLSA Front Office), the same being situated near the entry point, which shall be used as Filing section until further order.

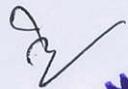
Mr. Ramanuj Chakraborty, UDA shall be in-charge of the filing section. Mr. Gautam Bhattacharjee, Computer Typist is deputed in the filing section for the time being until further order.

Whenever any Complaint case, Misc case, application, petition are filed in the Filing section, the Filing assistant shall collect the following information from the advocate concerned and maintain a register in the following format:

Sl No.	Name of Advocate	Name of the parties	Name of the court in which the case is suppose to be filed.	The provision of law.
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After collecting the aforesaid information, the filing no. shall be provided and the said Complaint/ Misc case/ Application/ Petition shall be dropped by the advocate/ persons concerned in the relevant drop box of the filing section. The filing section shall thereafter send the Complaint and Misc case application to the undersigned for transfer/ allotment for disposal and other applications/ petitions shall be send to the concerned Court/ Branch in which the case is pending. The bail application shall be forwarded to the concerned Court through GR Branch.

If the application/ petition/ complaint/ misc case is filed within 12 noon, the same, as per rules, shall be registered on the same day, otherwise on the next day, and accordingly the same shall be listed,


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which shall be duly conveyed to the filing section for providing necessary information of the same to the person/ advocate concerned.

The Filing section shall duly maintain record in respect of registration and listing of the relevant case and therefore, Mr. Gautam Bhattacharjee, Computer Typist shall perform the role of a Liason Officer for better coordination between the courts and the Filing section. The filing section staffs shall maintain proper hygiene by regularly using sanitizer and face mask.

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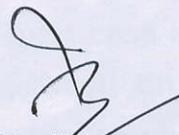
Karimganj

Memo No. KJMR/2020/560-87

Dated 19th June 2020

Copy to:-

1. The Hon'ble District and Sessions Judge, Karimganj for favour of her information.
2. Ld. Addl. CJM, Karimganj.
3. Ld. JMFC-II, Karimganj.
4. President/ Secretary of the District Bar Association, Karimganj & Advocates Bar Association, Karimganj for information.
- ✓ 5. System Officer, O/o The District and Sessions Judge, Karimganj for uploading the same in the website of district judiciary.
6. In-charge GR branch.
7. Notice board.
8. Office file.


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