

## **ARRANGEMENT OF RECORDS**

### **FILE- A**

#### **CONTENTS**

- (a) Order Sheet- Pages Nos. =
- (b) Plaintiff and its annexure
- (c) Written statements/Counter Claim Petitions
- (d) Memorandum of Issues
- (e) Judgment & Order (Including Preliminary Decree)
- (f) Decree

### **FILE C-1**

#### **CONTENTS**

- (a) Depositions of Plaintiff Witnesses Nos. =
- (b) Depositions of Defendants Witnesses Nos. =
- (c) Lists of documents produced by parties
- (d) Lists of documents admitted in evidence

### **FILE C-2**

#### **CONTENTS**

- (a) Miscellaneous Petitions (If any)
- (b) Written Objections (if any)
- (c) Other applications (if any)
- (d) A copy of orders passed during proceedings

### **FILE D**

#### **CONTENTS**

- (a) A copy/return of Summons
- (b) A copy/return of Notices
- (c) Adjournment Petitions (If any)
- (d) List of witnesses etc.