

In the Court of \_\_\_\_\_

..... Vs. ....  
 Case No. .... C.I.S. No. ....

**SUMMARY-SHEET (CIVIL SUIT)**

1.	Date of Presentation	
2.	Nature of Suit	
3.	Date of service upon Defendant(s)	
4.	Date Fixed For Filing Of W.S.	(1) (2) (3)
5.	W.S. filed (if beyond time)	
5(a)	Date of Filing subsequent pleadings / Rejoinder (If any)	
6.	Examination of Party / Parties U/O X C.P.C.	
7.	Date Fixed For Mediation/Lok Adalat and result thereof	
8.	Date of Admission/ Denial of Documents	
9.	Date fixed for framing of issues	
10(a)	Issues framed on	
10(b)	Date of framing additional issues (if any)	
11.	Details of Examination of Plaintiff Witness(s) :-	
	Plaintiff Witnesses	Date
	Plaintiff Witnesses	Date
	P.W. 1	P.W. 6
	P.W. 2	P.W. 7
	P.W. 3	P.W. 8
	P.W. 4	P.W. 9
	P.W. 5	P.W. 10

In the Court of \_\_\_\_\_

..... Vs. ....  
 Case No. .... C.I.S. No. ....

12	Details of Examination of Defendant Witness(s) :-			
	Defendants Witnesses	Date	Defendants Witnesses	Date
	D.W. 1		D.W. 4	
	D.W. 2		D.W. 5	
	D.W. 3		D.W. 6	
13	Date of Recording Rebuttal evidence / Court Witness(s)			
14	Date Fixed For Arguments :-			(1) (2) (3)
15	Date On Which Argument Heard			
16	Date of filing written arguments (if any)			
17	Date of Judgment with Result thereof			
18	Date of preliminary / final Decree			
19	Date of Consignment of file to Record Room			

**20- Details of Ex-parte proceedings (if any) :-**

- (i) Date of passing Ex-parte order :-
- (ii) Date of setting-aside Ex-parte proceedings

**Stage**

In the Court of \_\_\_\_\_

.....Vs.....  
Case No. ....C.I.S. No.....

**INTERIM = APPLICATIONS**

Presented By Plaintiff/Defendant Appellant/Respondent	Under			Date of Presentation	Date of Reply	Date of Argument	Date of Order and result thereof
	Order	Rule	Section				

In the Court of \_\_\_\_\_

..... Vs. ....  
 Case No. .... C.I.S. No. ....

**SUMMARY-SHEET OF CRIMINAL CASES**

S No	PARTICULARS		DATE	
1.	F.I.R No	Police Station :		
2.	Under Section :-			
3.	Date of Original Institution:-			
4.	Transferred From (if transferred from some other Court)-			
5.	Nature of Cases :-  Summon Trial / Warrant Trial / Summary Trial			
6.	Details Of Accused Person(s) :-		Date of Arrest	Released on Bail
	Name :-			
7.	Maximum Punishment for offence charged with			
8.	Permanent Exemption From personal Appearance  Yes/No / All / Any			
9.	Date on which Charge Framed or substance of accusation stated to the accused			
10.	Absconded accused, if any			
11.	Details Of Prosecution Witnesses :-			
	Prosecution Witnesses	Date of Examination	Prosecution Witnesses	Date of Examination
	P W 1		P W 5	
	P W 2		P W 6	
	P W 3		P W 7	
P W 4		P W 8		

In the Court of \_\_\_\_\_

..... Vs. ....  
 Case No. .... C.I.S. No. ....

12.	Statement of the Accused u/s 313 Cr.P.C.				
13.	Misc. Application filed, (if any)	Date of Presentation	Date of Reply	Date of Hearing	Date of Order
	(1)				
	(2)				
	(3)				
	(4)				
	(5)				
14.	Details of Defence Witnesses :-				
	Defence Witnesses	Date of Examination	Defence Witnesses	Date of Examination	
	D.W.1		D.W.4		
	D.W.2		D.W.5		
	D.W. 3		D.W. 6		
15.	Orders of the Hon'ble High Court/ Supreme Court ( if any)				
16.	Period during which proceedings stayed				
17.	Date of hearing arguments				
18.	Date of Judgment				
19.	Bail Bonds Cancelled (if any)				
20.	Date of Release on Suspension of Sentence				
21.	Date of Bail Bonds u/s 437 A, Cr.P.C.				
22.	Period spent in J/C & P/C			<b>From</b>	<b>To</b>
	Name of Accused :-				
	1				
	2				
	3				
23.	Date of Consignment of file to Record Room.				

In the Court of \_\_\_\_\_  
 ..... Vs. ....  
 Case No. .... C.I.S. No. ....

**SUMMARY SHEET OF THE CIVIL REGULAR /MISC. APPEAL**

S No	PARTICULARS	DATE
1.	Date of Presentation of Appeal	
2.	<b><u>Details of Lower Court :-</u></b> 1- Name of Trial Court :- 2- Date of Impugned Order/Judgment/Decree :- 3- Original Suit/Misc, Application No :- 4- Date Of Filing Suit /Misc. Appl. :- 4- Final result of the Suit / Misc. Application :-	
3.	Date of Service of Notice upon Respondent(s)	
4.	Date of Requisition of Lower Court Record (LCR)	
5.	Date of Receipt of Lower Court Record (LCR)	
6.	<b>Details of Misc. Applications filed in Appeal and Result thereof :-</b>	
	<b>Nature of Application</b>	<b>Date of Order</b>
	<b>Result</b>	
	1--	
	2-	
	3-	
7.	Date Fixed For Mediation/Lok Adalat	
8.	Date Fixed For Arguments	(1) (2)
9.	Date on which Arguments Heard & Concluded	
10.	Date of filing Written Submission (If Any)	
11.	Date of Judgment With Result thereof	
12.	Details of directions of Hon'ble Supreme Court / Rajasthan High Court (if any)	
13.	Date of Consignment of Appeal To record Room	

\*\*\*\*\*

In the Court of \_\_\_\_\_

Vs. \_\_\_\_\_

Case No. \_\_\_\_\_ C.I.S. No \_\_\_\_\_

**SUMMARY SHEET OF THE CASES (RENT)**

S.No.	Particulars	
01	Application u/s .....	
02	Date of Institution of Application	
03	Date of Service upon Non Applicant(s)	1
		2
		3
04	Date of Appearance of Non Applicant(s)	1
		2
		3
05	Date of Ex-parte Order against Non Applicant(s)	
06	Date of Interim Order (if any)	
07	Date of filing of Reply	
08	Details of Rejoinder (if any)	
09	Date of framing Issues	
10	Date fixed for Mediation / Lok Adalat & result thereof	
11	Date on which permission for Cross Examination granted (if any)	
12	Date of completion of Applicant's Evidence :-	
	PW- 1	PW-4
	PW- 2	PW-5
	PW- 3	PW-6
13	Date of completion of Non Applicant's Evidence :-	
	DW- 1	DW-4
	DW- 2	DW-5
	DW- 3	DW-6
13(a)	Directions of Hon'ble Supreme Court/ Rajasthan High Court (if any)	
14	Date of hearing arguments :	
15	Date of Judgment :-	
16	Date of Consignment of file to Record Room	

\*\*\*\*\*

In the Court of \_\_\_\_\_

Vs. ....

Case No. ....

C.I.S. No ..

**SUMMARY SHEET OF CASES U/S 138, N.I. ACT**

S.No.	Particulars				
1.	Date of filing of complaint				
2.	Date of Cognizance				
3.	Transferred from				
4.	Date of Cheque				
5.	Amount of Cheque				
6.	Date of first presence of the accused				
7.	Date of stating substance of accusation to the accused				
8.	Details of complainant's evidence :-				
	Witness	Date of Examination	Witness	Date of Examination	
	PW-1		PW-3		
	PW-2		PW-4		
9.	Date of Examination of accused u/s 313 CrPC				
10.	Details of Defence evidence :-				
	Witness	Date of Examination	Witness	Date of Examination	
	DW-1		DW-3		
	DW-2		DW-4		
11.	Date of hearing arguments				
12.	Date of Judgement				
13.	Details of Misc. Applications filed				
	Application u/s	Filed on	Reply on	Date of Arguments	Date of disposal
14.	Date of consignment of file to Record Room				

\*\*\*\*\*