Office of the Principal District & Sessions Judge, West Champaran
Civil Court, West Champaran (Bihar)-845438

General Order.....24...../2026

In view of the Hon'ble Court's Letter No. 55438–55474/Vigilance Cell, dated 08.07.2025, it is hereby ordered that in all criminal case filings in the Civil Courts at Bettiah and Bagaha, the duly filled prescribed proforma, as attached herewith, shall be compulsorily enclosed.

Further, it shall be mandatory to attach the said proforma at the time of e-filing of cases, along with the relevant documents, failing which filing shall not be accepted.

Inform all concerned

Principal District & Sessions Judge
West Champaran,Bettiah
28.01.2026

Memo No.443-448.....

Dated..28:01:2026.....

Copy forwarded to District Bar Association, Bettiah and Bagaha/Filing Center Bettiah/Bagaha,Nodal Officers , Bettiah and Bagaha, System Officer,Bettiah ,West Champaran for information and needful.

Principal District & Sessions Judge
West Champaran,Bettiah
28.01.2026

District & Sessions Court, _____

Criminal Case Filing Form

[To Be Filled In English Block Letters Only & Also Mark √ At Appropriate Place]

Case Type:

Applicant / Appellant/Informant/Complainant Details:

Name:

Father / Mother / Husband:
[Strike Out Which Is Not Applicable]

Address:

Sex Male | Female | Age : | Occupation | Category :

Nationality: | Occupation:

E-Mail Address: | Phone | Mobile whatsapp No:

Advocate Code: | Advocate Name:

E-Mail Address: | Phone | Mobile whatsapp No:

Aadhar No. | Pan No. | Passport No. (if available)

Opposite party/ Respondent/ / Accused/proposed Details:

1. Name:

Father / Mother / Husband:
[Strike Out Which Is Not Applicable]

Address:

Sex Male | Female | Age | Occupation | Category :

Nationality:

E-Mail Address: | Phone: | Mobile:

Advocate Code: | Advocate Name:

E-Mail Address: | Phone | Mobile whatsapp No:

Aadhar No. | Pan No. | Passport No. (if available)

Maximum sentence/punishment prescribed for the alleged offence :

- Add field if necessary.

Case Details:

Subject:

Police Station Details:

Police Station:

F.I.R. No.: | F.I.R. Year with date: | Date Of Offence:

Trial Court Details:

District & Sessions Court, _____

Court Name:					
Case Type:		Case No.:	/	Decision Date:	

Main Matter Details:

Case Type: | | Case Year:

Case No.: | | |

_____

Name & Signature

Date :

For Office Use Only

Case Type :			
Filing No.:		Filing Date:	
Obj. Raised Date:		Objection Compliance Date:	
		Registration Date:	
		Purpose:	
Registration No.: Listing Date: Allotted To Court: Case Code	2	Allocation Date:	2 0 0

Filing Done By	Objection Raised By	Registration Done By	Allocation Done By

District & Sessions Court, _____

Case Disposal Information Form

[To Be Filled In English Block Letters Only & Also Mark √ At Appropriate Place]

For Office Use Only

Case Institutional Details:

Case Type :

Case Registration No.:

Case Registration Year :

Case Registration Date : Day (DD) Month (MM) Year (YYYY)

Case Disposal Details:

Case Disposal Date : Day (DD) Month (MM) Year (YYYY)

Nature of Disposal : BY JUDGEMENT OTHERWISE

Case Disposed By :

Name of Presiding Officer :

Designation :

Additional Information (if any) :

Name & Signature

Date :