

THE HIGH COURT OF ORISSA, CUTTACK

STANDING ORDER NO. 3 OF 2023

Cuttack, Dated the 27th December 2023

This is for information of all concerned that the Hon'ble Court has been pleased to issue the following instructions regarding filing, stamp reporting, removal of cases and registration of cases:

1. Registration of cases after scrutiny by Stamp Reporters:

- i) The cases filed in the High Court of Orissa with effect from 01.01.2024 will be first given diary numbers and then scrutinized by the Stamp Reporters. Only if a case is found free from defects, it shall be registered by the Filing Section and a valid case number (different from the diary number) will be given.
- ii) If a case is found defective, the defect will be notified in the Court's website and the record will be retained in a separate Section namely, Computer Filing (Defect Branch) and will wait for removal of defects by the concerned lawyer or the party-in-person till one month from the date of filing.
- iii) Defects may be removed before the Additional Deputy Registrar(s) and Assistant Registrar(s).
- iv) If the defects in a case are removed within one month, the case will be registered by the Filing Section and a valid case number will be given.
- v) If the defects in a case are not removed within one month, the case will be dismissed by the Officers authorized in that behalf.
- vi) Following timelines are fixed for each stage from filing till listing so that the lawyers and litigants do not face harassment for delay at any stage.
 - a) The cases filed on a day shall be scrutinized by the Stamp Reporting section and sent to Filing Section for registration by the succeeding working day,
 - b) The defect-free cases shall be registered and sent to respective judicial sections by the succeeding working day following stamp reporting,
 - c) The defects shall be notified in the Court's website and SMS alerts may be sent to the filing lawyers or parties-in-person by the day following stamp reporting,

- d) After removal of defects, the cases shall be registered and sent to the respective judicial sections by the succeeding working day,
- e) The fresh registered cases received by the judicial sections shall be sent to list section on the day the cases are received from Filing Section.

2. Paperless functioning of the Sections dealing with Bail Applications:

With effect from 01.01.2024 the movement of records of Bail Applications under sections 438 and 439 Cr.P.C. among the connected Sections i.e. the Stamp Reporting Section, Bail Sections and List Section will be in paperless mode.

**By Order of
Hon'ble the Acting Chief Justice**


Registrar (Judicial)

Memo No. 20484 (150) / Date: 27.12.2023

Copy forwarded to the:

- (1) Advocate General, Odisha, Cuttack;
- (2) Chairman, Odisha State Bar Council, Cuttack;
- (3) Deputy Solicitor General of India for the High Court of Orissa;
- (4) Secretary, High Court Bar Association, Cuttack;
- (5) All Officers of the Court;
- (6) Additional Registrar-cum-Principal Secretary to Hon'ble the Acting Chief Justice;
- (7) Joint Registrar-cum-Principal Secretary/Addl. Dy. Registrar-cum-Addl. Principal Secretaries / Asst. Registrar-cum-Senior Secretaries / Secretaries to Hon'ble Judges of the Court;
- (8) All District Judges of the State for circulation among the local Bar Associations / Tribunals functioning within their jurisdiction;
- (9) Joint Registrar (Judicial) / ADR (J&E) / Assistant Registrars (Judicial) / A.R.-cum-Stamp Reporter & Oath Commissioner/A.R.-cum-Addl. Stamp Reporters & Oath Commissioners;
- (10) All Superintendents/Section Officers of the Court;
- (11) All Court Masters of the Court;
- (12) Peskar, Lawazima Court;

for information and necessary action.


SPECIAL OFFICER (SPECIAL CELL)

Memo No. 20485 / Date: 27.12.2023

Copy forwarded to the Additional Chief Secretary to Government of Odisha, Home Department with a request to circulate the same among all Departments of the State Government for information and necessary action.


SPECIAL OFFICER (SPECIAL CELL)

Memo No. 20486 / Date: 27.12.2023

Copy forwarded to the Sr. Technical Director, NIC, High Court of Orissa to upload the same in the Court's Website.


SPECIAL OFFICER (SPECIAL CELL)