FORM NO. (R) 19.

Register of records removed from the Record Room.
entered in the despatch list but kept back by the despatching Court.—[Rule 261(c), Part III, Chapter III, Volume I]

Record-keeper's number and date (on the requisition) or date of receipt of despatch list.	Designation of the Court or office to which the record is sent or by which the record has been kept back after due date with purpose.	Court's date and number (on the requisition). (a)	Consecutive number in despatch list and date of disposition of record kept back. (b)	Nature, number and year of case with date of disposal and the name of the court to which the record relates.	Names of the parties.	Date of removal of record (with initials of the clerk who removed it). (a)	Date of return of record from Court.	Date of restoration of record to its proper place with initials of the clerk who restored it.	Remarks.
1	2	3	4	5	6	7	8	9	10

(a) This column need not be filled up when the record has been kept back by a despatching Court.
(b) This column need not be filled up when record is removed from Record Room on requisition.
NOTE.—(1) When a portion only of the record is removed particulars should be entered in column 5.
(2) The number and date of each reminder issued should be entered in column 10.