

West Bengal Form No. 3617

High Court Form No. (R) 13 (Civil) / (R) 10 (Criminal )  
Daily Register of Petitions, etc., and Court-fees

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

Date 1	Serial number		Number of case if any, to which petition relates 3	Nature of document , If a petition, what for ? 4	Process fees 5	Affidavit fees 6	Boat line fees 7	All other fees 8	Total 9	Remarks 10
	2(a)	2(b)								

NOTE 1.- In column 4 for stating nature of document use P for Petitions, P1 for plaints, E.P. for Execution petitions, O.P. for Original petitions, Ap for appeals, A for affidavits, V for vakalatnamas, M for Mukhtarnamas etc. As separate register is maintained in the Copying Department, court fees for certified copies need not be entered. The entries in columns 5,6,7 and 8 are to be totaled and initialed daily by the Presiding Judge/Officer and daily totals are to be added up and entered in column 9. They are to be added up monthly and the total is to be carried forward to the next month and so on.

NOTE 2. – Petitions, etc., returned should be noted in the remarks column with date.

NOTE 3.- In column 2(a) a running serial number is to be given to all petitions, etc., and court fees, while in column 2(b) a separate serial number is to be assigned only to petitions. On each petition its serial number shown in column 2a and the corresponding serial in column 2b, the former below the latter, separated by a line, should be noted.