

INSTRUCTIONS/GUIDELINES FOR
FILLING UP THE CODING SHEETS

1. The Coding Sheet procedure will be implemented from the re-opening date i.e. 12.6.2006.
2. In the first instance, copies of the Model Sheets can be had from the Government Press located in the High Court campus. For future use, the Advocates themselves will have to arrange on their own.
3. One of the main purposes for introducing the Coding Sheet is to enable the Registry to easily identify the cases as and when required and also for Grouping similar cases for composite disposal. It will also enable the Registry, learned counsel as well as the Court to have a speedy disposal of cases if they are covered by earlier decisions.
4. The Coding Sheet in thick Green Sheet is to be filed by the petitioner/appellant along with the filing papers after filling all the particulars in black ink leaving alone the portions to be filled by the Registry. The Coding Sheet shall be stitched with the Filing Papers.
5. The Model Coding Sheets for Original Side, Writ Side, Appellate Side and Criminal Side, Review Applications, Cross Objection and Caveat Petitions duly filled in, are enclosed along with these Guidelines.
6. Anyone having any doubt in regard to filling of the Coding Sheets, may contact the Section Officers of the concerned Filing Sections for necessary clarification.
7. In the columns relating to the Petitioner/Appellant/Applicant or the Respondent or the name of the respective counsel, it is not necessary to fill the names of all the parties/counsel but only the names of the first petitioner and the first respondent and the name of the leading counsel alone.
8. A list of Acts/Subjects with Code numbers is provided to fill up the columns 'Subject Matter/Act' and 'Subject Category Code'.
9. A list of various Case Types being followed in the High Court and their abbreviation is also provided.

10. A copy of the Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects will be circulated to the Presidents of all the Advocates/Bar Associations who shall take sufficient copies and circulate to their members.

11. Further, a copy of the Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects will be exhibited in the notice boards of the respective Filing Sections and the notice boards of the respective Associations.

12. The Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects will also be available in the information kiosks, which will be kept in the strategic points in the High Court, and website of the High Court once they are installed/launched.

13. With a view to help the advocates/advocate clerks and to clear their doubts, a practical demonstration as to how to fill up the coding sheets will be held on ...04.2006 at 4.45 p.m. at All the advocates/advocate clerks are requested to avail this opportunity.

14. If the space provided for filling up information in regard to the column 'connected/previous/covered cases if any' in the Coding Sheet is not sufficient, the parties can write the numbers below the respective boxes.

15. The column 'connected/previous/covered cases if any' is meant for cases which are connected to the case being filed irrespective of the case types. For example, if a case is disposed of earlier on the same cause of action or on the case arising on the same provision though not relating to the same parties, it shall be mentioned in this column.

16. All types of Miscellaneous Petitions/Applications like W.M.P., W.V.M.P., W.A.M.P., W.A.V.M.P., C.M.P., CrI.M.P., T.C.M.P., excepting the miscellaneous applications filed on the Original Side, shall hereinafter be referred as 'Miscellaneous Petitions' and numbered as such. Every Miscellaneous Petition shall be allotted numbers in seriatim. For example, the first Miscellaneous Petition filed in a Writ Petition No.20000 of 2006 shall be referred as M.P. No.1 of 2006 in W.P.No.20000 of 2006 and the second Miscellaneous Petition shall be referred as M.P. No.2 of 2006 in W.P. No.20000 of 2006. This procedure will apply to all the main case types that would be filed in the High Court, Madras, from

17. Where a case is a Miscellaneous Petition in a pending main case, the provision under which it is filed need not be mentioned in the blank space provided for entering Subject Matter/Act.

18. In cases other than Miscellaneous Petitions, the provision under challenge or the provision under which the impugned order was passed is to be entered in the blank space meant for entering the Subject Matter/Act.

19. There is a column in the top right corner of the Coding Sheet to indicate if any of the parties is a senior citizen. There may be cases where there may not be any senior citizen at the time of filing of the cases but because of impleadment or passage of time, the case may have a senior citizen as a party. In such a case, any of the parties to the proceedings shall file a representation in this regard with the Deputy Registrar of the concerned Section for making necessary entries in the Coding Sheet, upon which the Registry will update the coding sheet as well as the data.

20. Though all the Acts and possible subjects have been included in the list, there may be cases where the advocates while filling the Coding Sheet may find that the Act under which the impugned proceedings arise or the Subject relating to the proceedings, does not find a place in the list. In such cases, they shall write the Act/Subject in the column 'Subject Matter/Act' without writing the Subject Category Code. They are requested to bring the same to the notice of the concerned Deputy Registrar about the inclusion of the Act, which is missing in the list, who will take necessary steps to include the same in the list and update the same.

21. Special Instructions for filling up the Coding Sheets of Writ Side

a. The Act under which the impugned proceedings arise or the Act under challenge shall be mentioned in the space meant for 'Subject Matter/Act'. The corresponding code shall be mentioned in the space meant for Subject/Category Code. If the proceedings fall under any of the 'subjects' specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.

For example, if the proceedings arises under any of the provisions of the Tamil Nadu Forest Act, the same shall be mentioned followed by the Code Number 0611800. However, if the proceedings relate to any of the

specific subjects mentioned under the Tamil Nadu Forest Act, eg. Forest permit, the same shall be mentioned as ‘Tamil Nadu Forest Act – Timber Transit’ The Subject Category Code shall, in this case, be 0612104.

b. If the cases relate to Green Bench matters or the Public Interest Litigation, the same shall be mentioned in the space meant for ‘Subject Matter/Act’ followed by the Act. For example if a case is filed in public interest alleging violation of provisions of Air (Prevention and Control of Pollution) Act, 1981, the space against the column ‘Subject Matter/Act’ shall be mentioned as ‘Public Interest Litigation – Air (Prevention and Control of Pollution) Act, 1981’. However, the Subject Category Code for this shall be the Code meant for Public Interest Litigation viz., Code No.1280000.

22. Special Instructions for filling up the Coding Sheets of Original Side

a. The nature of the suit shall be mentioned in the space meant for ‘Subject Matter/Act’. If the suit is for permanent injunction, the same shall be mentioned followed by the Subject Category Code No.1490400

23. Special Instructions for the Coding Sheets of Criminal Side

a. The statute under which the major punishment is awarded shall be mentioned in the blank space provided for ‘Subject Matter/Act’ followed by the Subject Category Code. If the case relates to any of the ‘subjects’ specifically mentioned in the list, the same shall be mentioned followed by the corresponding Code.

For example, if the case relates to any of the provisions of the Code of Criminal Procedure, the same shall be mentioned followed by the Code Number 0430900. However, if the proceedings relate to any of the specific subjects mentioned in the list under the Code of Criminal Procedure, eg. Petition under Section 482 Cr. PC, the same shall be mentioned as ‘Code of Criminal Procedure – Section 482’. The Subject Category Code shall, in this case, be 0430908.

b. In cases of petitions for bail, anticipatory bail and quashing, the relevant Acts under which the accused is punishable need not be mentioned in the Subject Matter/Act. It will suffice to mention as ‘bail, anticipatory bail and petition under Section 482’.

24. Special Instructions for filling up the Coding Sheets of Appellate Side

- a. The nature of the suit before the Trial Court shall be mentioned in the space meant for Subject Matter/Act followed by the Subject Category Code.
- b. Where the Appeal is against the order of the learned single Judge of the High Court, in the Coding Sheet in the column 'Court' in the Lower Court details, it shall be mentioned as 'Single Judge' and the District as 'Chennai'.
- c. In respect of Writ Appeals and Original Side Appeals, the subject matter shall be the same as in the Writ Petitions and Civil Suits respectively.
- d. In respect of Second Appeals, the details of the Trial Court as well as the Lower Appellate Court shall be mentioned.

This Coding Sheet system will be given effect to from 12.6.2006. For all pending cases, the practice, which was hitherto prevailing, will be followed.