

## **PRACTICE NOTE NO.2**

The Advocates and parties appearing in-person are hereby informed that following Practice Note shall come into force with effect from 01.12.2016:

- 1) The Advocates and/or party-in-person, as the case may be, shall file duly filled in checklist in the format annexed to this Practice Note along with the proceeding in the filing counter.
- 2) On filing the proceeding along with duly filled in check-list, the Assistant in the counter shall after going through the same, give a DFR number to the proceeding. No appeals shall be entertained at the counter unless it is accompanied by copy of the impugned order and Vakalatnama.
- 3) The file will be thereafter referred to the official for scrutiny, who shall scrutinize the same and record the defects, if any. The same will be re-checked by another officer and a defect letter will be issued by the Deputy Registrar to the advocate and/or parties appearing in person to cure the defects within 7 days from the date of receipt of the defect letter.
- 4) When the defects are duly cured by the advocate and/or the party-in-person as the case may be, the same will be brought to the notice of the Deputy Registrar, who after endorsement, process the file for numbering/listing.
- 5) A list of all such fresh appeals/IAs numbered during a particular week will be listed before the Court in order of Appeal/IAs number or as directed by Hon'ble Chairperson preferably within 15 days from the date of numbering the appeal.
- 6) The list of such fresh appeals/IAs and the due dates of listing will be notified in the notice board of the Courts as well as Official website i.e. [www.aptel.gov.in](http://www.aptel.gov.in) atleast three days prior to such listing. No separate letter/communication in any other form will be issued/sent to the advocates and/or party in person informing the listing of fresh matters.
- 7) In case of any urgency, the advocate and the party in person shall file an IA for urgent listing/hearing of the appeal accompanied by a letter to the Learned Registrar/Deputy Registrar briefly, setting out the urgency therein, who shall act on the said letter as directed by the Hon'ble Chairperson.

8) Where there is extreme urgency, mentioning of the matters before the Court can be done with advance intimation to the Learned Registrar/Deputy Registrar after circulating a letter so as to enable the Registry to produce the relevant file in the Court. No direct mentioning will be permitted unless the endorsement of the Registrar/Deputy Registrar is obtained on such letter.

9) If a party wants to bring on record any document/s as Annexure to the memo of appeal or otherwise, which was not part of the record before the Appropriate Commission, the same shall be accompanied by an Application for permission to file additional document.

10) Where the Court has granted time to file Affidavits in Reply, Rejoinder and Sur-Rejoinder, etc., the same should be filed within the specified time. In case of any delay, such Affidavit/document shall be placed before the Learned Registrar/Deputy Registrar, who on being satisfied may direct the office to take them on record. However, no such Affidavit/Document shall be taken on record by the Learned Registrar/Deputy Registrar if the same is delayed by more than 7 days. If the filing of such Affidavit/Document is delayed beyond 7 days, the same shall be accompanied by an IA for extension/enlargement of time / permission to take the said document on record. The said IA will, thereafter, be listed before the Court for necessary direction.

11) The appeal paper-book shall be prepared and filed as per the following format:

- (i) Thick cover page with short title.
- (ii) Three white blank papers
- (iii) Opening Sheet
- (iv) Index
- (v) Synopsis & List of Dates
- (vi) Memo of Parties
- (vii) Appeal Memo
- (viii) Affidavit in Support of Memo of Appeal
- (ix) Impugned Order
- (x) Annexures
- (xi) Application for Leave to file Appeal, if any.
- (xii) Application for Condonation of Delay in filing Appeal, if any.
- (xiii) Application for Waiver of court fee, if any.
- (xiv) Application for exemption from filing CC of impugned order, if any.

- (xv) Application for Stay, if any.
- (xvi) Any other Applications, if any.
- (xvii) Application for Condonation of Delay in re-filing Appeal, if any.
- (xviii) Authorization Letter.
- (xix) Vakalatnama
- (xx) Photocopy of Demand Draft tendered, towards court fee.

12) Filing of all documents will have to be done at the counter provided for it in the APTEL. The documents received through post in any pending matter, where the advocate is already engaged by the parties, will not be entertained or taken on record.

Dated this 18<sup>th</sup> day of November, 2016.

By order,  
Registrar.