

3. Maintenance of security- (a) For ensuring smooth functioning of the Court and its offices, the Chief Justice may direct all or any of the following measures to be taken:-

(a) to install proper electronic and other security devices at appropriate places including the entry points of the Court premises and the Court Building;

(b) to display necessary caution/notifications/instructions of proper use with regard and adhere to the same;

(c) to issue necessary directions/instructions to any person or class of persons;

(d) other measures as the Chief Justice considers appropriate to a particular situation.

**APPENDIX-I**

**Forms  
(Civil)**

(1) Any person whether a member of the staff of the Court or a law clerk or other person, entering into the Court premises or into Court Building or into any part thereof shall pass through the process gate.

(2) If the person(s) in charge of security of a particular place of the Court premises or Court Building finds any material with a person which is likely to endanger the security of other people or the Court Building or the Court premises, he may temporarily detain the material and unless the possession thereof is prohibited by law, he will return it to the person carrying the material when that person leaves the entry point. In case of finding a material the possession of which is prohibited by law, the person in charge of the particular entry point shall immediately inform the Security Officer/Inspector for taking appropriate action in accordance with law.

(3) No person whether he is a member of the Bar or a law clerk or a member of the Court staff or other person shall hold or arrange any possession or receipt, storage or custody of any arms or explosives in the Court premises or any part of the Court Building and this shall apply to any person who enters the Court premises or any part thereof.

(4) No person shall take photograph of the premises of a Court room nor shall make any other recording, photograph or before entering a Court room take away any material or object.



1[Form No. 1A, Appendix I  
(Rule 3(11), Chapter-IVA), HCD Rules)

**Supreme Court of Bangladesh  
High Court Division**

**'In Re' Register (Writ/Civil/Criminal/Miscellaneous)**

(Strike out irrelevant word-Separate Register for each class)

District	In Re No. & year	Date of Affidavit	Name of parties (in brief)	Under which law	Date of receipt in Section and initial of Superintendent	Sent to Court No. with date and initial of Superintendent	Result (specify Case No. if Rule issued/if summarily rejected/disposed)	Remark
1	2	3	4	5	6	7	8	9

<sup>1</sup>[Form No. 2 (Civil), Appendix I  
(Rule-33, Chapter-V. HCD Rules)]

**SUPREME COURT OF BANGLADESH**  
**HIGH COURT DIVISION**  
**(Civil Appellate /Revisional Jurisdiction)**  
**Notice**  
**Subordinate Court's Record**

Memo No -----

Date -----

**Notice of:**

----- (State case No.)

-----& others,  
Appellant(s)/Petitioner(s).

**Vs.**

-----& others,  
Respondent(s)/Opposite Party(s).

Against: Judgment/Decree/Order dt. -----  
Passed in----- (Case No.) of-----  
----- Court.

**To:**

----- Court.

The abovementioned case has been fixed on-----  
for preliminary hearing in this Court:

And it has been ordered that the Court abovenamed shall, within  
----- weeks from the receipt of this notice, transmit to  
this Court the record of the case noted above.

So it is requested that the said record be sent on or before -----  
-----

Date -----

By order of the Court,  
Assistant/Deputy Registrar.

Memo No.-----

Date-----

Copy for Information and Guidance:

1. ----- Court

**N.B.** Irrelevant words may be penned through, if not necessary.]

<sup>1</sup> Form No.2 (Civil). Appendix I was substituted for the original Form No. 2 (Civil), Appendix I  
by Notification No.181-G dt. 22.10.2012.

Form No. 3 (Civil), Appendix I  
(Rule-37, Chapter-V, HCD Rules)  
[Omitted by Notification No.181-G dt. 22.10.2012]

HIGH COURT DIVISION  
(Civil Appellate / Revisional Jurisdiction)  
Notice  
Subordinate Court's Record

Memo No. \_\_\_\_\_  
Notice of \_\_\_\_\_  
(State case No.) \_\_\_\_\_  
& others \_\_\_\_\_  
Appellant/Petitioner(s) \_\_\_\_\_  
Vs \_\_\_\_\_  
& others \_\_\_\_\_  
Respondent/OpPOSITE Party(ies) \_\_\_\_\_  
Against Judgment/Decree/Order of \_\_\_\_\_  
Passed in \_\_\_\_\_  
(Case No.) of \_\_\_\_\_  
Court \_\_\_\_\_  
For \_\_\_\_\_  
Court \_\_\_\_\_

The above mentioned case has been filed on \_\_\_\_\_  
for preliminary hearing in this Court.  
And it has been ordered that the Court advertised shall, within \_\_\_\_\_  
weeks from the receipt of this notice, transmit to \_\_\_\_\_  
this Court the record of the case noted above.  
It is required that the said record be sent on or before \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_  
\_\_\_\_\_ District/Judicial Officer/Judge \_\_\_\_\_  
\_\_\_\_\_ Court \_\_\_\_\_  
\_\_\_\_\_ Court \_\_\_\_\_  
\_\_\_\_\_ Court \_\_\_\_\_

This form shall be used for the purpose of Rule 37 of the Code of Civil Procedure, 1908. It shall be used for the purpose of Rule 37 of the Code of Civil Procedure, 1908. It shall be used for the purpose of Rule 37 of the Code of Civil Procedure, 1908.

<sup>1</sup>[Form No. 4 (Civil), Appendix I  
(Rule 40(1), Chapter-V, HCD Rules)

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**(Civil Appellate/ Revisional Jurisdiction)**

**Notice to Respondent/Opposite party about the day fixed for appearance and hearing.**

Memo No.-----

Date:-----

**Notice of:**

------(State case No.)

-----&----- others.

Appellant(s)/Petitioner(s).

**Vs.**

-----&----- others.

Respondent(s)/Opposite Party(s).

Against: Judgment/Decree/Order dt. -----

Passed in----- (Case No.) of -----

-----Court.

**Date of appearance: -----**

**To:**

Mr./Ms.------(Res. /O.P No. -----)

Take notice that the abovementioned Appeal/Revision case has been presented and that the -----/(Date) has been fixed for your appearance for the purpose of preliminary hearing.

The case will be heard as soon thereafter as the business of the Court may permit, but no notice of such further date shall be given.

If no appearance is entered by yourself, or your Advocate or by some one by law authorized to act for you in this case on or before the date abovementioned, or before such later date as may be fixed, the matter will be heard and decided *ex prate* in your absence.

By order of the Court,

Date-----

Assistant/Deputy Registrar

Memo No.-----

Date-----

For information and necessary action, copy forwarded to:

1. -----]

<sup>1</sup> Form No.4 (Civil), Appendix I was substituted for the original Form No.4 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012.

1[Form No. 4A (Civil), Appendix I  
(Rule 40(1), Chapter-V, HCD Rules)

বাংলাদেশ সুপ্রীম কোর্ট

হাইকোর্ট বিভাগ।

(দেওয়ানী আপীল/রিভিশন এখতিয়ার)

মামলা শুনানীর উদ্দেশ্যে উপস্থিতির জন্য নির্ধারিত দিনের বিষয়ে রেসপন্ডেন্ট/প্রতিপক্ষকে নোটিশ

মেমো নং .....

তারিখ.....

নোটিশের বিষয়ঃ

..... নং...../.....(মামলার নম্বর লিখুন)

.....জেলার..... আদালতের

.....নং মামলায়..... তারিখ প্রদত্ত রায়/ডিক্রী/আদেশের অসম্মতিতে দায়েরকৃত।

.....এবং অপর.....জন } আপীল্যান্ট,

বনাম

.....এবং অপর.....জন } রেস্পন্ডেন্ট।

উপস্থিতির তারিখঃ .....

প্রতিঃ

জনাব/বেগম.....(.....নং রেসপন্ডেন্ট/প্রতিপক্ষ)।

আপনাকে জানানো যাইতেছে যে, উপরোক্ত আপীল/রিভিশন/মামলাটি প্রাথমিক শুনানীর জন্য .....তারিখ ধার্য হইয়াছে। উক্ত তারিখে কিংবা পরবর্তী নির্ধারিত তারিখে মামলাটির শুনানী হইবে। এইরূপ পরবর্তী তারিখের নোটিশ আপনাকে দেওয়া হইবে না।

যদি আপনি স্বয়ং বা আপনার অ্যাডভোকেট বা আপনার পক্ষে আইনানুসারে ক্ষমতাপ্রাপ্ত কোন ব্যক্তি উক্ত তারিখে উপস্থিত না হন, তাহা হইলে আপনার অনুপস্থিতিতে উহা একতরফাভাবে শুনানী ও নিষ্পত্তি হইবে।

তারিখ .....

আদালতের আদেশক্রমে,

সহকারী রেজিস্ট্রার/ডেপুটি রেজিস্ট্রার

(সীল)

মেমো নং .....

তারিখ.....

অবগতি ও প্রয়োজনীয় পদক্ষেপের জন্য অনুলিপিঃ

১। .....

[Form No. 5 (Civil), Appendix I  
(Rule 77, Chapter-V, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**(Civil Appellate / Revisional Jurisdiction)  
Copy of Urgent Order**

-----of-----  
(Case No.)

-----& others,  
Appellant(s)/Petitioner(s).

**Vs.**

-----& others,  
Respondent(s)/Opposite Party(s).

Present: Mr. Justice -----  
Mr. Justice -----

Order dated -----

We direct that-----  
-----  
-----  
-----

(Or as in separate sheet annexed)

Formal order follows.

Signed by

- 1.-----
- 2.-----

[Name(s) of Judge(s)]

Memo No.-----

Date-----

For information and necessary action,

Copy forwarded to:

- 1.-----
- 2.-----

By order of the Court,  
Deputy Registrar.]

<sup>1</sup> Form No.5 (Civil), Appendix I was substituted for the original Form No.5 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.



<sup>1</sup>[Form No. 6 (Civil), Appendix I  
(Rule 23 (1), Chapter-VI, HCD Rules)

**SUPREME COURT OF BANGLADESH**  
**HIGH COURT DIVISION**  
(Civil Appellate/Revisional Jurisdiction)  
**Notice for Grant of Certificate for appeal to**  
**Appellate Division**

[Notice under Order XLV, rule 3(2), C.P.C.]

For an Appeal from Judgment/order dated-----  
passed in-----by High Court Division.

(Mention case No. of High Court Division)

-----& others,  
Petitioner(s) for Certificate.

**Vs.**

-----& others,  
Opposite Party(s).

**To:-----**

Take notice that the abovenamed petitioners have applied to this Division for a certificate that, as regards amount, or value and nature, the above case fulfils the requirements of section 110 of the Code of Civil Procedure, 1908, or that it is otherwise a fit one for appeal to the Appellate Division.

------(Date) is fixed for you to show cause why the Court should not grant the certificate prayed for.

By order of the Court,

Date ----- Assistant Registrar  
(Seal)

**প্রতি:-----**

এতদ্বারা জানান যাইতেছে যে, উপরোক্ত দরখাস্তকারী এই মর্মে আবেদন করিয়াছেন যে, উপরোক্ত মামলার মূল্যমান ও প্রকৃতি বিষয়ে আপীল বিভাগে আপীল করার জন্য দেওয়ানী কার্যবিধির ১১০ ধারায় বর্ণিত শর্ত পূরণ হইয়াছে, অথবা উক্ত মোকদ্দমা উক্তরূপ আপীল করার জন্য অন্যবিধ পর্যাপ্ত কারণ আছে এবং তদানুসারে তাহাকে একটি সার্টিফিকেট দিতে হইবে।

প্রার্থিত এই সার্টিফিকেট কেন দেওয়া হইবে না, তাহার কারণ আপনি আগামী ----- তারিখের মধ্যে দর্শাইবেন।

আদালতের আদেশক্রমে,

তারিখ:----- সহকারী রেজিস্ট্রার  
(সীল)

<sup>1</sup> Form No.6 (Civil), Appendix I was substituted for the original Form No.6 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.



Form No. 10 (Civil/Criminal/Writ), Appendix I  
(Rule 75B, Chapter V, HCD Rules)

বাংলাদেশ সুপ্রীমকোর্ট  
হাইকোর্ট বিভাগ

(দেওয়ানী/ফৌজদারী/আদি অধিক্ষেত্র)

নিযুক্ত এ্যাডভোকেট ওকালতি না করার বিষয়ক নোটিশ

----- (মামলা নম্বর লিখুন)

আপীলকারী

আবেদনকারী।

বনাম

প্রতিবাদী

প্রতিপক্ষ

প্রাপক : জনাব/বেগম -----

যেহেতু জনাব/বেগম .....

এ্যাডভোকেটকে আপনি উপরোক্ত মামলায় নিযুক্ত করিয়াছিলেন, কিন্তু তিনি পরলোকগত হইয়াছেন/ আর অত্র কোর্টে ওকালতি করেন না, সেহেতু আপনাকে এতদ্বারা জানানো যাইতেছে যে, আপনি উক্ত মামলা কোন এ্যাডভোকেটের মাধ্যমে পরিচালনা করিতে চাহিলে এই নোটিশ জারীর তারিখ হইতে ..... দিনের মধ্যে আপনি স্বয়ং অথবা উক্ত মামলার বিষয়ে আপনার নির্দেশপ্রাপ্ত এ্যাডভোকেটের মাধ্যমে অথবা মামলটির সম্পর্কে ওয়াকিবহাল ও আপনার নিকট হইতে ক্ষমতাপ্রাপ্তর মাধ্যমে উপস্থিত হইবেন। উপরোক্ত সময়ের মধ্যে আপনি উপস্থিত হইতে ব্যর্থ হইলে আপনার অনুপস্থিতিতে মামলাটি নিষ্পত্তি করা হইবে।

তাৎ.....

সহকারী রেজিস্ট্রার।

Form Nos. 11 to 14 (Civil), Appendix I

[Omitted by Notification No.181-G dt. 22.10.2012]

APPELLATE COURT DIVISION

Detailed statement of costs incurred in the  
 Cause No. \_\_\_\_\_ of \_\_\_\_\_  
 Appellant/Plaintiff/Respondent \_\_\_\_\_  
 Versus  
 Respondent/Defendant/Plaintiff \_\_\_\_\_

Costs passed by the Appellate Court	Costs estimated by the Appellant	Estimate of cost to be incurred by Respondent
		1. Examination of documents per 1000 words @ Tk. 100/-
		2. Examination of maps per 1000 words @ Tk. 20/-
		3. Examination of photographs per 1000 words @ Tk. 20/-
		4. Examination of specimens per 1000 words @ Tk. 20/-
		5. Examination of specimens per 1000 words @ Tk. 20/-
		6. Examination of specimens per 1000 words @ Tk. 20/-
		7. Examination of specimens per 1000 words @ Tk. 20/-
		8. Examination of specimens per 1000 words @ Tk. 20/-
		9. Examination of specimens per 1000 words @ Tk. 20/-
		10. Examination of specimens per 1000 words @ Tk. 20/-

Form No. 15 (Civil), Appendix I  
(Rule 5(3), Chapter-IX, HCD Rules)

**SUPREME COURT OF BANGLADESH**  
**HIGH COURT DIVISION**

**Detailed statement of costs incurred in the  
preparation of Paper-book**

-----Appeal/Revision No.-----of-----.

Valued at Tk. -----

-----& others, Appellant(s)

*Versus*

-----& others, Respondent(s)

Estimate of cost to be incurred by Appellant/ Respondent.	Cost estimated	Costs passed by the Taxing Officer
1	2	3
1. Estimating-----words, per 10,000 words @ Tk.100/-	Tk.	Tk.
2. Estimating ..... maps/photos @ 12.5 per cent of the costs of tracing/of producing the negative.		
3. Postal cost for service of estimate and final account by registered post.		
4. Examining ..... words of manuscript, per 1,200 words, @ Tk. 20.		
5. Editing-----pages @ Tk.3/ per page.		
6. Editing -----maps -----pages @ Tk.100 (per page).		
7. Translating-----words, per 150 Bangla/..... words @ Tk. 20/, three figures counted as one word.		
8. Examining translations,-----words, per 300 Bangla/.....words @ Tk. 20/-, three figures counted as one word.		

Form No.15 (Civil), Appendix I was substituted for the original Form No.15 (Civil),  
Appendix I by Notification No.181-G dt. 22.10.2012.

9. Copying -----words @ the rates specified in rule 7B (2), Chapter-XIII.		
10. Printing 12 or preparing 12 type-written copies of paper-book ----- pages @ Tk. 5/- per page (actual charge).		
11. Tracing maps @ Tk. 2/- for each foolscap sheet.		
12. Photocopy/scanning copy of ..... sheets of maps @ Tk. 2/- for each foolscap sheet.	_____	_____
13. Cost of photos (actual charge).	_____	_____
	<b>Total:</b>	
..... Court Editor. Date.....	..... Advocate (who has filed the declaration under Rule 37, Chapter IX, High Court Division Rules.) Date.....	..... Assistant Registrar in-charge of Paper- books. Date.....

## PART I

- Notes:** (1) The above rates are liable to alteration by the Rule Committee, formed under rule 7A, Chapter-IA.
- (2) The charge for editing includes the charge for indexing if the paper-book is printed and that for stationery if the paper-book is typewritten or printed by any electronic device.
- (3) If the document to be translated in any language other than Bangla, the rates prescribed by Rule 7 and the rate thereunder in Chapter-XII will apply.
- (4) Each item of cost in the preparation of the paper-book at the rates specified above is calculated to the nearest Taka.



<sup>1</sup>[Form No. 16 (Civil), Appendix I  
(Rule 13, Chapter-IX, HCD Rules)]

**SUPREME COURT OF BANGLADESH**  
**HIGH COURT DIVISION**  
**APPELLANT'S LIST**  
**(Of documents for Paper-book)**

-----Appeal No.-----of-----

**Arising From: Decree/order dt. ----- passed in -----**  
**-----by ----- Court.**

-----& others, Appellant(s)

**Vs.**

-----& others, Respondent(s)

**List filed by Appellant No. -----**

**PART-I**

Papers (other than exhibits) as specified in rule 11(1) .11(2) and 62(1), Chapter IX of the High Court Division Rules, upon which the decision of the appeal depends and which the appellant desires to have included in Part I of the paper-book at his expense.

Serial Number	Number on the record	Description and date of paper	Whether the whole or portion to be included, and, if a portion, what portion to be included.	Remarks

<sup>1</sup> Form No. 16 (Civil), Appendix I was substituted for the original Form No. 16 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.



(Form No. 16 (Civil), Appendix I contd.)

**PART -II****(The list of exhibits to be included in Part II of the Paper-book at the expense of the Appellant)**

The list of exhibits should follow the order of the exhibit mark. A correct and full description of such documents must be given.

Serial Number	Exhibit mark on the record	Description and date of document	Whether the whole or portion to be included, and, if a portion, what portion to be included	Remarks

I,-----Advocate for the Appellant, having Supreme Court Bar Association membership No.-----, do hereby certify that I have carefully examined this list with reference to the provisions of the High Court Division Rules and declare that, in my judgment, it is necessary to include in the Paper-book of this appeal every document or portion of a document included in this list in order to arrive at a proper decision of the appeal.

Date----- (Signature of Advocate for the Appellant)

**Particulars of Appellant:**

Appellant No. -----

Name: -----

Address(with Post office): -----

Mobile phone No. -----

**Note:** Under rules 16(1)/62(2), Chapter IX of the HCD Rules this list should be filed by the Appellant within three/two weeks after service of the notice required by rule 12, Chapter IX, HCD Rules.

<sup>1</sup>[Form No.17 (Civil), Appendix I  
(Rule 20, Chapter-IX, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**RESPONDENT'S LIST  
(Of documents for Paper-book)**

-----Appeal No.-----of -----

-----& others, Appellant(s)

**Vs.**

-----& others, Respondent(s)

**List filed by Respondent No. -----**

**PART-I**

(Papers not included in the Appellant's List, but which are relevant to the subject-matter of the appeal, and to which the respondent desires that reference should be made by the Court at the hearing of the appeal.)

Serial No.	Number on the record	Description and date of paper	Whether the whole or portion to be included, and, if a portion, what portion to be included.	Remarks.

<sup>1</sup> Form No. 17 (Civil), Appendix I was substituted for the original Form No.17 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012

(Form No. 17 (Civil), Appendix I contd.)

**PART-II****(The list of exhibits to be included in Part II of the paper-book at the expense of the Respondent)**

The list of exhibits should follow the order of the exhibit marks. A correct and full description of such documents must be given.

Serial No.	Number on the record	Description and date of paper	Whether the whole or portion to be included, and, if a portion, what portion to be included	Remarks

I,-----Advocate for the Respondent, having Supreme Court Bar Association membership No.-----, do hereby certify that I have carefully examined this list with reference to the provisions of Rule 24, Chapter IX of the High Court Division Rules, and declare that, in my judgment, it is necessary to include in the paper-book of this appeal every document or portion of a document included in this list in order to arrive at a proper decision of the appeal.

Date-----

(Signature of Advocate for the Respondent)

**Particulars of Respondent:**

Respondent No. -----

Name-----

Address (with Post-office)-----

Mobile phone No. -----

**Note:** Under Rule 20/62(2), Chapter IX of the High Court Division Rules this list should be filed by the Respondent within three /two weeks after service of the notice required by rule 18, Chapter IX, and should contain the papers to be included at the cost of such Respondent, in the paper-book.

<sup>1</sup>[Form No. 18 (Civil), Appendix I  
(Rule 26(1), Chapter-IX, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**Estimated cost of Paper-book as per Appellant's List**

-----Appeal No.-----of-----  
-----& others, Appellant(s)  
**Vs.**  
-----& others, Respondent(s)

**Appeal valued at Tk.-----**

Estimate of cost for translating and printing, etc., the papers to be included in Parts I and II of the paper-book of the above appeal, i.e., the papers specified in Rule 11(1) /11(2)/11(3)/62(1), Chapter IX of the High Court Division Rules, and the papers as per lists filed on behalf of the appellant.

Items of Estimate	Approved amount
1. Estimating-----words, per 10,000 words @ Tk.100/-.	<u>Tk.</u>
2. Estimating ..... maps/photos @ 12.5 per cent of the costs of tracing/of producing the negative.	
3. Postal cost for service of estimate and final account by registered post.	
4. Examining ..... words of manuscript, per 1,200 words, @ Tk. 20.	
5. Editing-----pages. @ Tk. 3/ per page.	
6. Editing -----maps -----pages @ Tk.100 (per page).	
7. Translating-----words, per 150 Bangla/..... words @ Tk. 20/. three figures counted as one word.	

<sup>1</sup> Form No. 18 (Civil), Appendix I was substituted for the original Form No.18 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012

8. Examining translations,-----words, per 300 Bangla/..... words @ Tk 20/-, three figures counted as one word.	
9. Copying -----words, @ the rates specified in rule 7B (2), Chapter-XIII.	
10. Printing 12 or preparing 12 type-written copies of paper-book ----- pages @ Tk. 5/- per page (actual charge).	
11. Tracing maps @ Tk. 2/- for each foolscap sheet.	
12. Photocopy/scanning copy of .....sheets of maps @ Tk. 2/- for each foolscap sheet.	
13. Cost of photos (actual charge).	
Grand Total=	

**Notes:** (1) The above rates are liable to alteration by the Rule Committee.

formed under rule 7A, Chapter-IA, HCD Rules.

(2) The charge for editing includes the charge for indexing if the paper-book is printed and that for stationery if the paper-book is typewritten or printed by any electronic device.

(3) If the document to be translated in any language other than Bangla the rates prescribed by Rule 7 and the rate thereunder in Chapter-XII, HCD Rules will apply.

(4) Each item of cost in the preparation of the paper-book at the rates specified above is calculated to the nearest Taka.

Date----- Assistant Registrar

To

Mr.-----, Advocate for the Appellant.

Signature of Advocate for the Appellant -----

Date of service -----

The expression "HIGH COURT DIVISION RULES, CHAPTER-XVI, Deposit and Payment of Money" and direction thereunder at the end of Form No. 18 omitted by Notification No.181-G dt. 22.10.2012.

SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION

Estimated cost of Paper-book as per Respondent's List

-----of 20-----  
Appel No.-----

As

Respondent(s) \_\_\_\_\_

Appellant(s) \_\_\_\_\_

Others \_\_\_\_\_

Approved amount	Particulars of Estimated cost
	1. Estimated cost of 10,000 words @ Tk. 100/-
	2. Estimated cost of 10,000 words @ Tk. 100/-
	3. Estimated cost of 10,000 words @ Tk. 100/-
	4. Estimated cost of 10,000 words @ Tk. 100/-
	5. Estimated cost of 10,000 words @ Tk. 100/-
	6. Estimated cost of 10,000 words @ Tk. 100/-
	7. Estimated cost of 10,000 words @ Tk. 100/-
	8. Estimated cost of 10,000 words @ Tk. 100/-
	9. Estimated cost of 10,000 words @ Tk. 100/-
	10. Estimated cost of 10,000 words @ Tk. 100/-

Form No. 18 (Rev. 2012) was substituted for the original Form No. 18 (Old) by Notification No. 181-G dt. 22.10.2012.

[Form No. 19 (Civil), Appendix I  
(Rule 26(1), Chapter-IX, HCD Rules)

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**Estimated cost of Paper-book as per Respondent's List**

**Appeal No.-----of 20-----**

-----& others,  
**Appellant(s)**  
**Vs.**  
----- & others

**Respondent(s)**

Estimate of cost for translating and printing, etc., the papers to be included in Part I and II of the paper-book as per list filed on behalf of the Respondent.

Items of Estimate	Approved amount
1. Estimating-----words, per 10,000 words @ Tk.100/-.	
2. Estimating ..... maps/photos @ 12.5 per cent of the costs of tracing/of producing the negative.	
3. Postal cost for service of estimate and final account by registered post.	
4. Examining ..... words of manuscript, per 1,200 words, @ Tk.20.	
5. Editing-----pages, @ Tk.3/ per page.	
6. Editing -----maps -----pages @ Tk.100 (per page).	
7. Translating-----words, per 150 Bangla/..... words @ Tk.20/, three figures counted as one word.	
8. Examining translations,-----words, per 300Bangla/..... words @ Tk20/-, three figures counted as one word.	
9. Copying ----words, @ the rates specified in rule 7B (2), Chapter-XIII.	
10. Printing 12 or preparing 12 type-written copies of paper-	

<sup>1</sup> Form No. 19 (Civil), Appendix I was substituted for the original Form No.19 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012.

book ----- pages @ Tk.5/- per page (actual charge).	
11. Tracing maps @ Tk.2/- for each foolscap sheet.	
12. Photocopy/scanning copy of ..... sheets of maps @ Tk.2/- for each foolscap sheet.	
13. Cost of photos (actual charge).	
Total=	

- Notes:** (1) The above rates are liable to alter from time to time by the Rule Committee, formed under rule 7A, Chapter-IA.
- (2) The charge for editing includes the charge for indexing if the paper-book is printed and that for stationery if the paper-book is typewritten or printed by any electronic device.
- (3) If the document to be translated in any language other than Bangla the rates prescribed by Rule 7 and the rate there under in Chapter-XII will apply.
- (4) Each item of cost in the preparation of the paper-book at the rates specified above is calculated to the nearest Taka.

Date-----

-----  
Assistant Registrar

To:

Mr.-----, Advocate for the Respondent.

Signature of Advocate for the Respondent-----

Date of service-----



The expression "HIGH COURT DIVISION RULES, CHAPTER-XVI, Deposit and Payment of Money" and direction thereunder at the end of Form No. 19 Omitted by Notification No.181-G dt. 22.10.2012.

No. \_\_\_\_\_ of \_\_\_\_\_

(A) The above rates are liable to alter from time to time by the Rule Committee formed under rule 7A Chapter 1A. (B) The charge for editing includes the charge for indexing if the paper-book is printed and that for stationery if the paper-book is typewritten or printed by any electronic device. (C) If the document to be translated is any language other than Bangla the rates prescribed by rule 7 and the rates there under in Chapter XII will apply.

(D) Each item of cost in the preparation of the paper-book at the rates specified above is calculated to the nearest paise.

To: \_\_\_\_\_  
 Mr. \_\_\_\_\_ Advocate for the Respondent.

Signature of Advocate for the Respondent \_\_\_\_\_  
 Date of service \_\_\_\_\_

Assistant Registrar \_\_\_\_\_  
 Date \_\_\_\_\_

Form Nos. 20 to 23 (Civil), Appendix I

[Omitted by Notification No.181-G dt. 22.10.2012]

FORM OF APPLICATION FOR COPY

Applicant's Name _____	High Court for which the application is made _____	District Court for which the application is made _____
---------------------------	---	---

Section No. \_\_\_\_\_ Date \_\_\_\_\_  
 (Applicant to mark -)

Application for copy of documents of which  
 copy is necessary -

No.	Description of documents of which copy is necessary
1	_____
2	_____
3	_____
4	_____

Date when necessary \_\_\_\_\_  
 from file of High Court Division, subordinate court, Tribunal or a person's \_\_\_\_\_  
 Application's signature with date \_\_\_\_\_  
 Address \_\_\_\_\_

Mobile phone No.-----

(Form No.24(Civil). Appendix I, HCD Rules contd.)

**Estimate of costs for copy**

(In court-fee stamps).

Office report.		Office notes
Number of folio paper required-----	Stamps Tk.-----	Estimated Stamps etc. Tk.-----
Searching fee is/is not required.	Stamps Tk.----- for authentication.	Applicant notified on-----
	Searching fee Tk.----- in stamps.	Estimated stamps supplied on-----
	<b>Total:-----</b>	Record received on-----
		Copy will be ready on-----
		Copy actually ready on-----
		Copy delivered on-----
Superintendent Copying Section.	Superintendent Copying Section	Superintendent Copying Section

Copy delivered to me on-----  
with unused stamps and sheet valued at Taka-----

Applicant's signature  
with date

-----  
(Perforation)-----

(This portion to be delivered to applicant)

Serial No-----

Date-----

Received application for copy of  
documents of Case No.-----

Estimated sheets Valued at  
Tk.-----to be supplied on-----

Stamps to be supplied on-----

Date-----

Superintendent  
(Signature & seal)

**Note**-The application will not be considered as complete until stamps and folios have been supplied in full, which must be done within a week of the date of the

estimate. All enquiries and complaints shall be accompanied by this counterfoil.  
**This receipt will have to be given back to office when the copy is delivered.**

<sup>1</sup>[Form No. 24A (Civil), Appendix I  
 (Rule 38 (4), Chapter-XIII, HCD Rules)

**SUPREME COURT OF BANGLADESH  
 HIGH COURT DIVISION**

**APPLICATION FOR PHOTOSTAT COPY**

Space for searching fee

Court fee stamp on  
 application

Space for expedition Fee

Urgent /Ordinary (Applicant to mark).

Serial No.-----Date----- (Office to record).

-----No.-----of 20-----

(Here applicant to state No. of Case)

-----Appellant(s)/Petitioner(s)

**Vs.**

-----Respondent(s)/Opposite party(s)

Description of document of which,  
 copy is wanted:

- 1.-----
- 2.-----
- 3.-----
- 4.-----

Date when necessary:-----

From file of High Court Division/subordinate court. Disposed of/pending on -----

(Applicant's signature with date)

Father's /Mother Name-----

(Pen through unnecessary word)

Address-----

Mobile phone No.-----

<sup>1</sup> Form No. 24A (Civil), Appendix I was substituted for the original Form No.24A (Civil).  
 Appendix I by Notification No. 181-G dt. 22.10.2012.

(Form No.24A(Civil), Appendix I. HCD Rules contd.)

**Estimate of costs for copy**

(In court-fee stamps).

Office report.		Office notes
Number of sheets of paper required-----	Stamps Tk.-----	Estimated Stamps etc. Tk.-----
-----	Stamps Tk. for authentication.	Applicant Notified on-----
Searching fee is/is not required.	Searching fee Tk.---- in stamps.	Estimated stamps supplied on-----
-----	<b>Total:-----</b>	Record received on-----
-----	-----	Copy will be ready on-----
-----	-----	Copy actually ready on-----
-----	-----	Copy delivered on-----
Superintendent Copying Section.	Superintendent. Copying Section	Superintendent. Copying Section

Photocopy delivered to me on-----  
with unused stamps and sheet valued at Taka-----

Applicant's signature  
with date

----- (Perforation) -----

(This portion to be delivered to applicant)

Serial No-----

Date-----

Received application for photo copy of documents of Case No.-----

Estimated sheets valued at

Tk.-----to be supplied on-----

Stamps to be supplied on-----

Date-----

Superintendent  
(Signature & seal)

**Note**—The application will not be considered as complete until stamps and sheets have been supplied in full. which must be done within a week of the date of the estimate. All enquiries and complaints shall be accompanied by this counterfoil. **This receipt will have to be given back to office when the copy is delivered.**

1[Form No. 25 (Civil), Appendix I  
(Rules 25 and 29, Chapter-XIII, HCD Rules)

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**Register of application for copy, stamps,  
folios and information application.**

Date of entry in this Register	Serial number of applications	Case number	Name of applicant	To be supplied within 7 days							Remarks	
				Number of impressed stamp-sheets at Tk. 2.00	Number of adhesive stamps at Tk. 2.00	Fee for authentication	Sear ching fee	Urgent fee	Whether applicant informed	Extra Folio		Date of actual Delivery of copy
						Tk.---	Tk.--	Tk.---				

Applicant's signature  
with date

Date

Note-The application will not be considered as complete until stamps and sheets have been supplied in full, which must be done within a week of the date of the estimate. All enquiries and complaints shall be accompanied by this counterfoil.

1 Form No. 25 (Civil), Appendix I was substituted for the original Form No.25 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012.

<sup>1</sup>[Form No. 26 (Civil), Appendix I  
(Rule 1A, Chapter-XIV, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION  
(Civil Appellate Jurisdiction)**

TITLE PAGE

**PART -I**

(This file must be preserved forever)

F.A No.-----of-----

F.A T. No.-----of-----

District-----

Arising from:----- Case No.-----of-----  
Judgement/order dt.-----of-----  
----- Court-----

-----Appellant(s)  
**Vs.**  
-----Respondent(s)

Date of decision of High Court Division -----

Date of decision of the Appellate Division-----

<sup>1</sup> Form No. 26 (Civil), Appendix I was substituted for the original Form No.26 (Civil), Appendix I by Notification No. 181-G dt. 22.10.2012.

1[Form No. 27 (Civil), Appendix I  
(Rule 1A, Chapter -XIV, HCD Rules)

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION  
(Civil Appellate Jurisdiction)**

District -----

**TITLE PAGE**

**PART-II**

(This file must be destroyed at the end of 3 years.)

F.A No.-----of-----

F.A T. No.-----of-----

Arising from: ----- Case No. ----- of -----  
judgement/order dt. ----- of -----  
----- Court -----

The above period of 3 years to be calculated from the date of the decree or order, which, in case of appeal to the Appellate Division, will be that of the decree or order of the Appellate Division.

-----Appellant(s)  
Vs.  
-----Respondent(s)

Date of decision of High Court Division .....

Date of decision of Appellate Division .....

<sup>1</sup> Form No. 27 (Civil), Appendix I was substituted for the original Form No.27 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.



<sup>1</sup>[Form No. 27A (Civil), Appendix I  
(Rule 1A, Chapter -XIV, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION  
(Appeal/Revisional Jurisdiction)**

District -----

**Miscellaneous Case No.**-----**of**-----

-----& Others, Petitioner (s)

**Vs.**

-----& Others, Opposite Party (s)

Arising from: ----- Case No. ----- of -----  
judgement/order dt. ----- of -----  
----- Court -----

**TITLE PAGE**

**PART-I**

This file must be preserved forever

or

This file must be preserved for 3 years in case of transfer of cases/bail matter.

The above period of 3 years to be calculated from the date of the final order.

Date of decision of High Court Division-----

Date of receipt in the Record Room-----]

<sup>1</sup> Form No. 27A (Civil), Appendix I was inserted by Notification No. 181-G dt. 22.10.2012.

1[Form No. 27B (Civil), Appendix I  
(Rule 1A, Chapter -XIV, HCD Rules)

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION  
(Civil Miscellaneous Jurisdiction)**

District -----

**Miscellaneous Case No.-----of-----**

-----/ & Others Petitioner (s)

**Vs.**

-----/ & Others Opposite Party (s)

Arising from: ----- Case No. ----- of -----  
judgement/order dt ----- of -----  
----- Court -----

**TITLE PAGE**

**PART-II**

This file must be destroyed at the end of 3 years.

The above period of 3 years to be calculated from the date of order of disposal of the case.

Date of decision of High Court Division-----

Date of receipt in the Record Room-----]

1 Form No. 27B (Civil), Appendix I was inserted by Notification No. 181-G dt. 22.10.2012.

<sup>1</sup>[Form No. 28 (Civil), Appendix I  
(Rule 2, Chapter -XV, HCD Rules).

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION  
(Civil Appellate Jurisdiction)**

**Application for inspection**

Serial No.-----Date-----*(Office to record)*  
Requisition sent to Section on-----*(Office to record)*  
Record received on-----*(Office to record)*  
Inspection made on-----*(Office to record)*

Searching-fee Tk.10.00 in Court-fee stamp, vide  
Rule 6, Chapter XII, HCD Rules.

Inspection fee Tk.15.00 or Tk.20.00 as the case may  
be, vide Rule 6, Chapter XII, HCD Rules.

Description of case	Number	Year	Papers to be inspected	Name of person(s) intending to inspect record (not exceeding three including the Advocate)
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Intended date of inspection-----*(Applicant to record)*

-----  
*(Signature of Applicant/ his Advocate)*

Full Name:-----  
Address :-----  
Mobile phone No.-----

Decision of Registrar: Allowed/ Disallowed (with reasons)-----  
-----  
-----

-----  
Signature & seal

-----  
*Perforation*

*(Office to fill up)*

Serial No.-----Date-----*(Office to record)*

Record, if available in Section, as in application: Yes/No.

Requisition sent to-----on-----

Record received on-----

Inspection made on-----

**Note:** If the applicant is a stranger or a party appearing in person in a case, he must state the first in the application.]

<sup>1</sup> Form No. 28 (Civil), Appendix I was substituted for the original Form No.28 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.

<sup>1</sup>[Form No. 29 (Civil), Appendix I  
(Rules 11 and 12, Chapter-XV, HCD Rules)]

**SUPREME COURT OF BANGLADESH  
HIGH COURT DIVISION**

**Application for Information**

Space for searching court-fee  
stamp Tk/-

Serial No.-----Date-----

(Applicant to fill in)

\*Ref.-----No-----of-----,

(Mention case No.)

District-----

1.\* Nature of information required:

**Signature of applicant\***

Full Name:-----

Address :-----

Mobile phone No.-----

2. Date when the Applicant will call for the information:-----

3. Office report regarding information:-----

Date-----

Signature & seal of Officer  
supplying the information

4. Information received on-----

Date-----

Signature of applicant.

( Perforation )

\* Ref. (Case No.)----- of -----.

5. Date by which information is to be ready -----

Signature of Officer supplying  
the information

**Note-** A searching-fee will be charged on all applications, if the information required will necessitate a search in the record room, the record of the appeal or proceedings from which the information can be obtained.]

<sup>1</sup> Form No. 29 (Civil), Appendix I was substituted for the original Form No.29 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.

[Form No. 30 (Civil), Appendix I  
(Rule 1, Chap. XVI, HCD Rules)

Original Chalan

Accounts/Code No.....

Supreme court of Bangladesh  
High Court Division

Date/তারিখ .....

By whom deposited কাহার মারফত।	On what account কি বাকদ	Amount টাকা। Tk....
	Total Taka (in figures) Total Taka (in words) মোট টাকা।	

Cashier/খাজাঞ্চী।

Examined and entered-----Accountant

Form No. 30 (Civil), Appendix I  
(Rule 1, Chap. XVI, HCD Rules)

Duplicate Chalan

Accounts/Code No.....

Supreme court of Bangladesh  
High Court Division

Date/তারিখ .....

By whom deposited কাহার মারফত।	On what account কি বাকদ	Amount টাকা। Tk....
	Total Taka (in figures) Total Taka (in words) মোট টাকা।	

Cashier/খাজাঞ্চী।

Examined and entered----Accountant

Form No. 30 (Civil), Appendix I  
(Rule 1, Chap. XVI, HCD Rules)

Receipt Chalan

Accounts/Code No.....

Supreme court of Bangladesh  
High Court Division

Date/তারিখ .....

By whom deposited কাহার মারফত।	On what account কি বাকদ	Amount টাকা। Tk....
	Total Taka (in figures) Total Taka (in words) মোট টাকা।	

Cashier/খাজাঞ্চী।

Examined and entered---Accountant

<sup>1</sup> Form No. 30 (Civil), Appendix I was substituted for the original Form No.30 (Civil), Appendix I by Notification No.181-G dt. 22.10.2012.

