

MANAGING COURT CASES



Overview

- **Civil Courts.**
- **Receipt of Court notice.**
- **Authorizing the Government Pleader.**
- **Preparation of statement of facts**
- **Essential components of a Statement of facts**
- **Filing of written Statement /Affidavit.**
- **Dos and Don'ts**



Civil Courts.

- ❑ **Supreme Court**
- ❑ **High Court**
- ❑ **District Court and Additional District Court**
- ❑ **Sub Court {Above 10 Lakhs}**
- ❑ **Munsiff Court {Below 10 Lakhs}**



Receipt of Court notice.

- I. Make entries in the Suit register and hand over the notice to concerned section.**
- II. Thoroughly examine the petition.**
- III. Who is the plaintiff ?**
- IV. Who are the respondents ?**
- V. When is the hearing ?**
- VI. What is the content of the petition ?**
- VII. Which is the Court ?**
- VIII. Who is the GP?**
- IX. Whether the details available to defend the case?**
- X. Send the served notice back to the Court(Registrar HC)**



Authorizing the Government Pleader

**Send the served of the notice back to the Court
(Registrar HC)**

**Prepare brief history of the case and send a
request GP to defend the case. Send a copy to
Liaison officer (Revenue) also.**



Preparation of statement of facts

Direct the subordinate office to submit necessary documents and even draft of SoF

Read synopsis, each paragraph and grounds carefully

Prepare the SoF



Essential components of statement of facts

1. Heading

Sample: -

**Statement of facts on behalf of third respondent
in WP(c) 3615/2016 filed by Sri Abdul Kader
before the Honorable High Court of Kerala.**



Essential components of statement of facts

2. A brief history of the case

A brief history of the case may be given (not mandatory)

3. Para wise reply

Begin with

All the averments and allegations in the WP(C) except which are specifically admitted here under are false and hence denied .



Essential components of statement of facts

Each and every paragraph must be answered properly

Material facts may be given

Whenever a GO or Proceedings mentioned the exact number and date must be given.

Replies must be simple, accurate and unambiguous



Essential components of statement of facts

4 Reply to Grounds

Each grounds should be answered properly and separately

5 Prayer / Relief

Sample : Hence it is humbly prayed that the case may be dismissed with cost



Filing of written statement (Affidavit)

Government Pleader will prepare the written statement on the basis of statement of facts

Check the draft statement carefully to ensure that all the points are mentioned.

Send the signed written statement /Affidavit to GP for filing.



Dos and don'ts

Do not use abbreviations

Do not club the paragraphs

Do not write observations and assumptions

Write the facts honestly and accurately

Documents must be attached by numbering the Exhibits



Thank you

Prepared by

**Said Muhammad , Radhakrishnan
Nair,Usha, Jayan, Subair,
Mukundan,Rajesh Chandran and Team**

