

CODING SHEET

High Court of Judicature at Madras

CRIMINAL SIDE

(to be filled by the Registry)

Case Type No of Date of Filing

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

S.R.No. Date of Presentation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(To be filled by the Appellant/Petitioner in Black ink)

Previously filed Application, If any and Date of Disposal

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Appellant/Petitioner _____

Respondent/Respondent Counsel for Appellant/Petitioner _____

Counsel for Respondent _____

Act including provision (s) of law involved in the case

Subject matter, in brief

Subject/Category Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Connected /Previous/ Covered case, if any Appellant in Type No of

Jail	Bail
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Lower Court Case Type No of

Date of Judgment

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name of the Lower Court and District

Crime No. of of _____ Police Station

In Cases of HCP

Name of the Detaining Authority: District Collector / Commissioner of Police

H.C.P. Non-Statutory / Statutory

Passing Officer _____ Counsel for Plaintiff/Petitioner/Applicant

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Court Officer/PA

CODING SHEET
High Court of Judicature at Madras
ORIGINAL SIDE
(to be filled by the Registry)

Case Type No of Date of Filing

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

D.No. Date of Presentation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(To be filled by the Plaintiff/Petitioner/Applicant in Black ink)

Plaintiff/Petitioner/
Applicant _____

Defendant/Respondent/
Applicant _____

Plaintiff/Petitioner/
Applicant Counsel _____

Plaintiff/Petitioner/
Contemner Counsel _____

Value of the Suit Court Fee

Act including provision (s) of law involved

Subject matter, in brief

Subject/Category Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Connected /Previous/
Covered case, if any Type No of

Order Violated and Date
Of order (For Contempt
Petitions) Type No

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Passing Officer _____ Counsel for Plaintiff/Petitioner/Applicant _____

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Court Officer/PA

MODEL PROFORMA

Single / DB

Senior Citizen

Age

CODING SHEET

**High Court of Judicature at Madras
ORIGINAL SIDE/REVIEW APPLICATION
(to be filled by the Registry)**

Case Type Rev. Appln No of Date of Filing

d	d	m	m	y	y	y	y

S.R.No. Date of Presentation

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(To be filled by the Petitioner in Black ink)

Petitioner _____

Respondent _____

Petitioner Counsel _____

Respondent Counsel _____

Value of the Suit Court Fee

Act including provision (s) of law involved
in the case

Subject matter, in brief

Subject/Category Code

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Order sought to be Reviewed

Case Type _____ No _____ Year _____

Date of Judgment _____ By _____

Passing Officer

Counsel for Plaintiff/Petitioner/Applicant

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y

Court Officer/PA

MODEL PROFORMA

Single / DB

Senior Citizen

Age

CODING SHEET

High Court of Judicature at Madras

CAVEAT - ORIGINAL SIDE

(to be filled by the Registry)

Caveat No. Year Date of Filing

d	d	m	m	y	y	y	y
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D.No. of Date of Presentation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(To be filled by the Caveator in Black ink)

Applicant/
Respondent _____

Expected
Category _____

Caveator Counsel _____

Petitioner Counsel _____

Act including provision (s) of law involved

Subject matter, in brief

Subject/Category Code

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Connected /Previous/
Covered case, if any Type No of

Passing Officer

Caveator / Counsel for Caveator

CODING SHEET

High Court of Judicature at Madras

APPELLATE SIDE

(to be filled by the Registry)

Case Type No of Date of Filing

d	d	m	m	y	y	y	y

S.R.No. Date of Presentation

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(To be filled by the Appellant/Petitioner/Party in person in Black ink)

Caveat No. and Year, if any _____ Name of the Caveator Counsel _____

Petitioner /Appellant _____

Respondent/Respondent _____

Counsel for Petitioner/
Appellant _____

Counsel for Respondent _____

Value of the Appeal Rs. Court Fee Paid

Act including provision (s) of law involved

Subject matter, in brief

Subject/Category Code

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 Nature of Claim

Connected /Previous/
Covered case, if any Type No of

Lower Court Details

Trial Court : Type _____ No _____ Year _____
Date of Judgment _____

Lower Appellate Court : Type _____ No _____ Year _____
Date of Judgment _____

Passing Officer _____ Counsel for Appellant/Petitioner/Party in person _____

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y

Court Officer/PA

CODING SHEET

**High Court of Judicature at Madras
APPELLATE SIDE/REVIEW APPLICATION
(to be filled by the Registry)**

Case Type Rev. Appln No of Date of Filing

d	d	m	m	y	y	y	y

S.R.No. Date of Presentation

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(To be filled by the Counsel for Petitioner in Black ink)

Caveat No. and Year, if any _____ Name of the Caveator Counsel _____

Petitioner _____

Respondent _____

Counsel for Petitioner _____

Counsel for Respondent _____

Act including provision (s) of law involved in the appeal

Subject matter, in brief

Subject/Category Code

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 Value of Main Case

Court fee paid

Order sought to be Reviewed

Case Type _____ No _____ Year _____

Date of Judgment _____ By _____

Passing Officer _____

Counsel for Petitioner /Petitioner _____

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y

Court Officer/PA _____

CODING SHEET

High Court of Judicature at Madras

APPELLATE SIDE/CROSS OBJECTION

(to be filled by the Registry)

Case Type No of Date of Filing

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

S.R.No. Main Case No. of Date of Presentation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(To be filled by the Cross Objector in Black ink)

Cross Objector/
Respondent _____

Respondent/Appellant _____

Counsel for Cross
Objector _____

Counsel for Respondent _____

Value of the Appeal Rs. Value of Cross Court Fee Paid
Objection

Act including provision (s) of law involved

Subject matter, in brief

Subject/Category Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 Date of Service of

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Notice

Passing Officer _____ Counsel for Cross Objector / Cross Objector _____

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Court Officer/PA

CODING SHEET

High Court of Judicature at Madras

CAVEAT - APPELLATE SIDE

(to be filled by the Registry)

Caveat No.

Year

Date of Filing

d	d	m	m	y	y	y	y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

S.R.No.

of

Date of Presentation

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(To be filled by the Caveator in Black ink)

Applicant/
Respondent

Expected
Category

Caveator Counsel

Petitioner Counsel

Act including provision (s) of law involved
In the appeal

Subject matter, in brief

Subject/Category Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Connected /Previous/
Covered case, if any

Type

No

of

Lower Court Details(In case of Appeals/Second Appeals / CRPs)

Trial Court

: Type _____ No _____ Year _____

Date of Judgment _____

Passing Officer

Caveator / Counsel for Caveator

MODEL PROFORMA

Single / DB

Senior Citizen

Age

CODING SHEET

High Court of Judicature at Madras

WRIT SIDE

(to be filled by the Registry)

Case Type No of Date of Filing

d	d	m	m	y	y	y	y
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

S.R.No. Date of Presentation

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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(To be filled by the Petitioner in Black ink)

Petitioner _____

Respondent _____

Petitioner Counsel _____

Respondent Counsel _____

Subject Matter / Act

Subject/Category Code

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Connected /Previous/
Covered case, if any Type No of

Passing Officer

Counsel for Petitioner

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Court Officer/PA

CODING SHEET

High Court of Judicature at Madras

WRIT SIDE / REVIEW APPLICATION

(to be filled by the Registry)

Case Type Rev.Appln No of Date of Filing

d	d	m	m	y	y	y	y

S.R.No. Date of Presentation

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(To be filled by the Petitioner in Black ink)

Petitioner _____

Respondent _____

Petitiner Counsel _____

Respondent Counsel _____

Subject Matter / Act

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Subject/Category Code

Order sought to be Reviewed

Case Type _____ No _____ Year _____

Date of Judgment _____ By _____

Passing Officer _____

Counsel for Petitioner _____

(To be filled by the Court Officer/PA concerned in Court itself in Red Ink)

Nature of Disposal _____ By _____

Date of Disposal

d	d	m	m	y	y	y	y

Court Officer/PA

INSTRUCTIONS / GUIDELINES FOR FILLING UP THE CODING SHEETS

1. The Coding Sheet procedure is effective from 12.6.2006.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. A list of Acts/Subjects with Code numbers is provided to fill up the columns 'Act including provision(s) of law involved in the appeal/case', 'Subject matter, in brief' and 'Subject Category Code'.
8. A list of various Case Types being followed in the High Court and their abbreviation is also provided.
9. Copies of the Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects have been circulated to the Presidents of all the Advocates/Bar Associations who shall take sufficient copies and circulate to their members.
10. Further, copies of the Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects are exhibited in the notice boards of the respective Filing Sections and the notice boards of the respective Associations.
11. The Coding Sheets, Model Coding Sheets, List of Case Types and the List of Acts/Subjects are also available in the website of the High Court www.hcmadras.tn.nic.in. They will also be available in the information kiosks, which will be installed in the strategic points in the High Court.
12. 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.
13. 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 which the same provision though not relating to the same parties, it shall be mentioned in this column.
14. 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., Crl.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.

15. 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 Act including provision(s) of law involved in the appeal/case and Subject matter, in brief.

16. 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 Act including provision(s) of law involved in the appeal/case and Subject matter, in brief.

17. 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 Joint Registrar/Deputy Registrar/Assistant 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.

18. 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 columns Subject matter/Act, Act including provision(s) of law involved in the appeal' without writing the Subject Category Code. They are requested to bring the same to the notice of the concerned Joint 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.

19. **Special Tnstructions 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.

20. Special Tnstructions 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

21. 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 be suffice to mention as 'bail, anticipatory bail and petition under Section 482'.

22. 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 'Act including provision(s) of law involved in the appeal' and 'Subject matter, in brief' 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 is effective from 12.6.2006. The amended Coding Sheets for Original, Appellate and Criminal jurisdiction are effective from 02.01.2017. For all pending cases, the practice, which was hitherto prevailing, will be followed.
