

CHECKLIST FOR FILING BY THE APPLICANT

For filing of case, application review and interlocutory application

Sl. No.	Particulars	Tick	Remarks												
(i)	Whether Case, Application, Reference, Review or Interlocutory Application has been filed in particular requisite Form. <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>Sr. No.</th> <th>Particulars</th> <th>Form Nos.</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>For filing of Case/Application</td> <td>1A</td> </tr> <tr> <td>2.</td> <td>For filing of Interlocutory Application</td> <td>1C</td> </tr> <tr> <td>3.</td> <td>For filing of Review Application</td> <td>1D</td> </tr> </tbody> </table>	Sr. No.	Particulars	Form Nos.	1.	For filing of Case/Application	1A	2.	For filing of Interlocutory Application	1C	3.	For filing of Review Application	1D	Yes/No	
Sr. No.	Particulars	Form Nos.													
1.	For filing of Case/Application	1A													
2.	For filing of Interlocutory Application	1C													
3.	For filing of Review Application	1D													
(ii)	Confirm whether the Case, Application, Review or Interlocutory Application is accompanied by an Index containing the details of the documents?														
(iii)	Whether detailed information of Respondent has been filled up giving the complete address and contact details for serving notice, etc.?	Yes/No													
(iv)	Whether the contents in the prescribed Form Nos.1A/ 1C / 1D are clear, legible and typed in <u>double space on one side of the standard A4 size paper</u> within an <u>inner margin of about 3 cm width on both top and bottom and with a right margin of 2.5 cm and left margin of 4 cm</u> and duly signed and sealed with date.	Yes/No													
(v)	Whether an affidavit in support of the Case / Application / Review / Interlocutory Application/ Reply as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary?</u>	Yes/No													
(vi)	Whether every interlineation, eraser or correction or deletion in any case, application, review or any document related thereto is initialled by the applicant or his authorised representative filing it?	Yes/No/NA													
(vii)	In case of any additional applicants, whether Form No.3B has been furnished in respect of all additional applicants as listed in Form Nos.1A, 1C or 1D?	Yes/No/NA													
(viii)	Whether exhibits attached by Applicant are in A series (A-1, A-2, A-3 and so on) and are clear and legible?	Yes/No													
(ix)	Whether the Vakalatnama as prescribed in Form No.5A has been properly executed by the Applicant and accepted and identified by the Advocate / legal practitioner where the applicant has engaged Advocate / legal practitioner?	Yes/No/NA													
(x)	Whether the Authorisation letter as prescribed in Form No.5B has been duly signed by the Applicant where the applicant has authorized a representative?	Yes/No/NA													
(xi)	(a). Whether Case / Application / Review / Interlocutory Application/ Reply has been filed in English?	Yes/No													
	(b). If no, whether it is accompanied by a copy translated in English?	Yes/No/NA													
(xii)	(a). Applicant to confirm that Case / Application / Review / Interlocutory Application, is paginated, stitched together in paper book form and three authenticated copies thereof is duly signed by the Applicant or by his authorised representative or by an advocate / legal practitioner duly appointed in this behalf and submitted to ABMP.	Yes/No													
	(b). In addition to this, confirm that sufficient copies of the paginated paper book to be served on the Respondents by ABMP and one copy for the registry of ABMP is also filed.	Yes/No													
(xiii)	In case of Review Application, whether the copy of the order for which review has been sought, has been attached as an Exhibit to the review application?	Yes/No/NA													
(xiv)	If the Review application is filed after thirty days from the date of receipt of copy of the order, whether application for condonation of delay is filed along with the review application giving justifiable reasons for delay in filling of the review application? Note: The delay in filing of review application shall not exceed six months from the date of receipt of the order.	Yes/No/NA													

For filing of Reference or its Review / Interlocutory Application by Major Port Authorities

Sl. No.	Particulars	Tick	Remarks
(i).	Whether Reference has been filed in prescribed Form No.1B.	Yes/No	
(ii).	Confirm whether the Reference is accompanied by an Index containing the details of the documents?	Yes/No	
(iii).	Whether detailed information of parties to be consulted has been filled up giving the complete address and contact details?	Yes/No	
(iv).	Whether every interlineation, eraser or correction or deletion is initialled by the authorised official of the Port?	Yes/No/NA	
(v).	Whether all exhibits attached are in A series (A-1, A-2, A-3 and so on) and are clear and legible?	Yes/No	
(vii).	In case the reference filed by the Major Port Authority is signed by an officer other than the Chairperson or the Deputy Chairperson, confirm whether Form No.5B is submitted?	Yes/No/NA	
(viii).	In case of Review Application, whether the copy of the order for which review has been sought, has been attached as an Exhibit to the review application?	Yes/No/NA	
(ix).	If the Review application is filed after thirty days from the date of receipt of copy of the order, whether application for condonation of delay is filed along with the review application giving justifiable reasons for delay in filling of the review application? Note: The delay in filing of review application shall not exceed six months from the date of receipt of the order.	Yes/No/NA	

CHECKLIST FOR FILING REPLY BY THE RESPONDENT

For filing of reply

Sl. No.	Particulars	Tick	Remarks
(i)	Whether reply has been filed in particular requisite Form No.2.	Yes/No	
(ii)	Whether an affidavit in support of the Reply as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary?</u>	Yes/No	
(iii)	Whether every interlineation, eraser or correction or deletion in any reply or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(iv)	Whether exhibits attached by Respondent are in R series (for Respondent No.1, it will be R1-1, R1-2, R1-3 and so on and for Respondent No.2, it will be R2-1, R2-2, R2-3 and so on) and are clear and legible?	Yes/No	
(v)	Whether the Vakalatnama as prescribed in Form No.5A has been properly executed by the Respondent and accepted and identified by the Advocate / legal practitioner where the applicant has engaged Advocate / legal practitioner?	Yes/No/NA	
(vi)	Whether the Authorisation letter as prescribed in Form No.5B has been duly signed by the Respondent where the applicant has authorized a representative?	Yes/No/NA	
(vii) (a).	Whether Reply has been filed in English.	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English	Yes/No/NA	
(viii)	The Respondent to confirm that Reply submitted is paginated, stitched together in paper book form and three authenticated copies thereof is duly signed by the Respondent or by his authorised representative or by an advocate / legal practitioner duly appointed in this behalf and one copy for the registry of ABMP and submitted to ABMP within the time permitted by the Adjudicatory Board before the date of hearing.	Yes/No	
(ix)	The respondent to confirm that he has served a copy of the reply along with exhibits / documents on each of the applicant and file proof of such service to the ABMP	Yes/No	

CHECKLIST FOR FILING REJOINER BY THE APPLICANT

For filing of rejoinder

Sl. No.	Particulars	Tick	Remarks
(i)	Whether rejoinder has been filed in requisite Form No.7.	Yes/No	
(ii)	Whether reference of details viz., Order date of the Adjudicatory Board allowing Applicant/(s) to file Rejoinder on reply filed by the relevant Respondent is mentioned in the rejoinder?	Yes/No/NA	
(iii)	Whether an affidavit in support of the Rejoinder as per the form No.3A is (a). <u>duly signed</u> (b). <u>executed on a non-judicial stamp paper of appropriate value and sworn or affirmed before an advocate or notary?</u>	Yes/No	
(iv)	Whether every interlineation, eraser or correction or deletion in any rejoinder or any document related thereto is initialed by the respondent or his authorised representative filing it?	Yes/No/NA	
(v) (a).	Whether Rejoinder has been filed in English?	Yes/No	
(b).	If no, whether it is accompanied by a copy translated in English?	Yes/No/NA	
(vi)	The Applicant to confirm that he shall serve a copy of the rejoinder on each of the Respondent and file proof of service to the officer of the Adjudicatory Board authorised to receive the same.	Yes/No	
