

CIRCULAR NO. 44 OF 2021

Sub.: Submission of information in
prescribed proforma for data accuracy
in CIS

All Advocates are hereby informed that district level Sub-Committee of SCMS Committee, Small Causes Court, Mumbai has found that while instituting case in process department all the fields of CIS filling are not provided. Therefore, data accuracy is not maintained. As per the directions of Hon'ble e-court committee Supreme Court of India, the training is imparted to all advocates. Hence, it is now duty to submit the information as per the CIS filling format. It would help all the advocates to maintain data of litigants and further it will be helpful for courts to maintain the data accuracy in CIS.

Therefore, district level sub-committee of SCMS of this court has resolved and directed to request all the advocates to submit the requisite information in prescribed format at the time of institution of case before Trial Court and Appellate Court.

In order to save time of Advocates Litigants and Advocate Clerks the committee has further issued directions to supply the soft copies of the respective format on official website of Court of Small Cause.

Therefore, all advocates, litigants are requested to file a case alongwith the prescribed format. The links of all formats are attached herewith for easy access. Due to technical difficulty only PDF formats are upload in forms section of office website at,

<https://districts.ecourts.gov.in/india/maharashtra/mumbai-smallcause-court/download-forms>)

List of formats PDF formats -

1) **New institution in Trial Court- Annexure – I** – Information to be submitted by Plaintiff at the time of institution of suit / application etc.

2) **Appearance of Defendant/ Defendant No. 1/ N.A.- Annexure – II –**
at the time of appearance.

3) **Caveat filling- Annexure – III –** Information to be submitted at the
time of filling of Caveat.

4) **Caveat filling- Annexure – IV –** Information to be provided by
caveatee.

5) **New institution in Appeal Court – Annexure – V –** Information to
be submitted by Appellant at the time of filing appeal.

6) **Information to be provided by Respondent / Respondent No. 1**
Annexure – VI

The editable soft copy formats are made available with
advocates master trainers and suit filler in process department at Head
office and Bandra Branch of this courts for wide circulation amongst all
advocates litigants and Advocate clerks.

Names of advocates master trainers :-

- 1) Adv. Mustafa Shabbir Shamim
- 2) Adv. Shriram Sadanand Redij
- 3) Adv. Drumil Jitendra Merchant
- 4) Adv. Ankush Saraf

In case of any difficulty kindly contact at Email -
scc-mumbai@bhc.gov.in

COURT OF SMALL CAUSES,)
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MUMBAI : 23rd June, 2021.)

sd/-
(S. C. More)
Chief Judge