



The District Judiciary, Swabi

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No. 157-60 / (F-52)/D&SJ

Dated: 21.01.2025

Office Order

18.01.2025

The Digitized Institution Branch in the Sessions Division is hereby established, for the purpose of institution of both **civil and criminal cases** at the Sessions level and **civil and criminal cases** at the magisterial level. To streamline processes, ensure accuracy, and improve efficiency, the following **Standard Operating Procedures (SOPs)** shall be strictly adhered to:

General Guidelines:

1. Digitized Filing System:

- All cases must be filed through the digitized/scanned platform integrated with the CFMIS (Case Flow Management Information System).

2. Submission Timelines:

- Civil and criminal cases shall be submitted between **9:00 AM to 10:30 AM** and **1:30 to 02:00 PM** to ensure same-day processing.
- Urgent matters must be **flagged** during submission and accompanied by an urgency application.

For Sessions Level Cases:

1. Civil Cases:

- The plaintiff/applicant must submit a duly filled institution form with all required documents, including:
 - a. Suit complaints, appeals, or revisions etc.
 - b. Complete index of annexed documents.
 - c. Affidavits where applicable.
- All case records must be scanned and uploaded to the CFMIS system before the physical file is accepted by the Institution Branch.

2. Criminal Cases:

- Bail application/Bail before application and Superdari, affidavit, FIRs, Wakalat Nama and all related documents must be in scan form and uploaded to the system.
- Bail/BBA applications must be tagged as **ordinary** or **urgent** for appropriate scheduling.

For Magisterial Level Cases:

1. Civil Cases:

- All Civil Suits, petitions, applications, or claims must include a complete set of annexures and an institutional form.
- Scanning of the documents must be completed prior to submission.

2. Criminal Cases:

- Cases initiated by the police or complainants must be submitted in digitized form.
- Bail application and Superdari, affidavit, FIRs, Wakalat Nama and all related documents must be in scan form and uploaded to the system.

Verification and Scrutiny:

1. Initial Scrutiny:

- Applications and case documents will undergo initial scrutiny by the designated staff for completeness and adherence to procedural requirements.
- Any deficiencies in the documents plaint will be communicated to the plaintiff/petitioner in the form of objections for rectification.
- The petitioner will be required to remove the objection(s) within the specified time frame.
- If the petitioner believes that any objection requires a court finding, the office will present the matter before the court for an order on the office objection(s).
- Failure to address the objections within the stipulated time will result in the case not being processed further.

2. Once the scrutiny process is completed, the case will be registered in the digitized system and assigned a unique case number. For cases being instituted at the Civil Court level, the registration must bear the signature of the Senior Civil Judge (Judicial). Similarly, for cases at the Sessions level, the registration must be duly signed by the Superintendent of Sessions Division to ensure proper authentication and procedural compliance.

- A digital acknowledgment receipt will be issued to the submitting party.

Monitoring and Reporting:

1. Data Integrity:

- Scanned records and institutional details must be cross-verified for accuracy. Discrepancies, if any, must be reported immediately to the Senior Civil Judge Admn/Judicial and to the Superintendent of Sessions Division.

2. Fortnightly Updates:

- A consolidated report on the institution of cases, including pendency and disposed files, must be generated fortnightly and submitted to the District & Sessions Judge/Competent Authority.

Compliance and Accountability:

1. Mandatory Compliance:

- All judicial officers and paralegal staff must comply with these SOPs. Non-compliance will be considered as misconduct.

This order takes effect immediately, and all concerned are directed to follow the above instructions without exception.



(ASHFAQUE TAJ)

District & Sessions Judge,
Swabi

Endst: **No. & date even.**

Copy for information and the needful to:-

1. All the Judicial Officers
2. The President District Bar Association, Swabi, Tehsil Bar Association, Lahor/Topi for sharing with lawyers/clerks of Advocates.
3. Official website/WhatsApp Group of District Judiciary, Swabi
4. Office record.
- 5.



District & Sessions Judge,
Swabi