

THE GAUHATI HIGH COURT  
(HIGH COURT OF ASSAM;NAGALAND;MIZORAM & ARUNACHAL PRADESH)  
**KOHIMA BENCH**

**NOTIFICATION**

HC/FRM/FC/11/2023/222 ::

Dated Kohima, the 27<sup>th</sup> May, 2026

In order to formally streamline the filing section workflow at the Kohima Bench, the Registry has undertaken an internal review of the existing practice and considers it necessary to rationalise the stages of receipt, scrutiny, defect marking, defect removal, CIS entry, registration and movement of case records.

Accordingly, pursuant to the approval dated 25.05.2026 by the Hon'ble Portfolio Judges of Gauhati High Court Kohima Bench, it is hereby notified for strict compliance to all concerned that the following procedure shall be followed in respect of fresh filings before this Bench: -

- 1) Every fresh filing shall be received at the filing counter with the prescribed filing form and supporting documents.
- 2) An acknowledgement slip bearing a filing number shall be issued immediately to the learned advocate/advocate's clerk.
- 3) The file shall then be routed to the concerned scrutiny officer, namely the Stamp Reporter/Administrative Officer(Judicial), Assistant Registrar (Judicial), Deputy Registrar (Judicial), as may be applicable.
- 4) Where defects are noticed, the scrutiny officer shall record the same in a scrutiny slip/defect form. The defects shall be entered against the filing number in the filing register and wherever technically feasible, in the CIS.
- 5) The defective file may then be returned for curing of defects against acknowledgement to the concerned scrutiny officer.
- 6) Upon re-presentation, the file shall be re-checked by the scrutiny officer.
- 7) If found in order, the file shall be cleared for regular registration in CIS at the registration counter.
- 8) After registration, the case record shall be moved to the concerned Bench Section for listing in accordance with the roster, listing rules and administrative directions of the Court.

**This Notification shall come into force w.e.f. 01.06.2026 effectively.**

Sd/-  
(Shri. Ajongba Imchen), NJS  
Registrar,  
Gauhati High Court Kohima Bench.

HC/FRM/FC/11/2023/222 ::

Dated Kohima, the 27<sup>th</sup> May, 2026

Copy forwarded for favour of information to :

1. P.S. to Hon'ble Mrs. Justice Yarenjungla Longkumer for kind information of her lordship.
2. P.S. to Hon'ble Mr. Justice Pranjal Das for kind information of his lordship.
3. The President/Secretary, High Court Bar Association, Kohima.

4. The President/Secretary, Nagaland Bar Association, Dimapur.
5. The President/Secretary, Bar Associations of all District Courts in Nagaland :
  - (a) Kohima, Mokokchung, Dimapur, Tuensang, C/o Principal District & Sessions Judge of the respective Districts.
  - (b) Mon, Zunheboto, Wokha, Phek, Peren, Longleng :C/o District & Sessions Judge of the respective Districts.
6. The Joint Registrar (Judicial) cum- CPC, Ecourts Project, Gauhati High Court Kohima Bench
7. The Deputy Registrar (Judicial), Gauhati High Court Kohima Bench
8. The Assistant Registrar (Judicial), Gauhati High Court Kohima Bench
9. The Administrative Officer (Judicial), All Sections, Gauhati High Court Kohima Bench
10. The Commissioner of Affidavits-cum-Stamp Reporter, Gauhati High Court Kohima Bench
11. The Programmer, Gauhati High Court Kohima Bench. He is requested to upload this Notification in the website of this Registry.
12. Notice Board (GHCKB & HCBA), Gauhati High Court Kohima Bench.

**Ajongba  
Imchen** Digitally signed by  
Ajongba Imchen  
Date: 2026.05.27  
12:40:03 +05'30'

**(Shri. Ajongba Imchen), NJS  
Registrar,  
Gauhati High Court Kohima Bench.**