

COMMON MISTAKES that cause inconvenience to litigants, lawyers, and office staff. Following are common objections frequently raised by the Office during scrutiny of cases filed before the Supreme Court of Pakistan. Due to these deficiencies, cases are often returned for removal of objections.

1. Power of Attorney (Vakalatnama) in Civil Cases

- The name, enrolment number, contact number, email address, and signatures of the Advocate-on-Record (AOR) and Advocate Supreme Court (ASC) are not mentioned.
- The Power of Attorney is not signed by the executant(s).
- In cases involving firms, companies, or private entities, the requisite Board Resolution authorizing the executant is not attached.
- Full names, email addresses, and contact numbers of the executant(s) are not provided.
- In the case of a Special Power of Attorney, the document is either not filed or not executed on behalf of all concerned parties.
- In Criminal cases where the petitioner is a under trial/convicted, the Power of Attorney must be duly attested by the Jail Authorities. The prescribed Jail Proforma shall also be attached in cases of imprisonment.

2. Court Fee

(Except Criminal and Service Matters)

- The court fee is deficient.
- All cases must be filed with the prescribed court fee strictly in accordance with the Third Schedule (Part I & Part II) of the Supreme Court Rules, 2025.
- Incorrect calculation of court fee under the relevant case category.

3. Index

- The Index is not properly prepared with:
 - Correct serial numbers;
 - Proper description of each document;
 - Accurate and corresponding page numbers.
- The Index is not signed by the Advocate-on-Record.
- Page numbers mentioned in the Index do not correspond with the actual paging of the file.

4. Concise Statement

- In Civil cases, the Concise Statement:
 - Is not signed by the ASC and AOR or by the litigant-in-person;
 - Is not filed in accordance with Order XIX, Rule 4 of the Supreme Court Rules, 2025.

- In Criminal cases, a Concise Statement is wrongly filed, although it is not required under Order XXIII, Rule 13 of the Supreme Court Rules, 2025.
- In Criminal cases, the prescribed Proforma is mandatory and is often not filed.

5. Category / Template Proforma

- The Category/Template Proforma is not properly filled in accordance with the official category list for:
 - Civil Cases;
 - Criminal Cases;
 - Service Cases.
- All required fields/columns are not duly completed.
- The Proforma is not signed by the ASC and AOR or by the petitioner-in-person.
- In Criminal cases, the Criminal Template Proforma is often missing or unsigned.

6. Title/Subject Page of each case:

- The relevant Article/Section under which the case is filed is not correctly mentioned on the subject page.
- The impugned case number and/or the date of the impugned judgment/order are incorrectly mentioned.

7. Limitation Stamp on Impugned Judgment/Order

- The limitation stamp is not affixed on the impugned judgment/order.
- Particularly in Service matters, the limitation stamp is frequently found missing.

8. Dim / Illegible Pages

- Dim or illegible documents are filed without providing clear and legible copies.
- Applications seeking exemption from filing clear copies are vague and non-specific.
- Exact page numbers of the dim/illegible documents are not specified in the application.

9. OCR Scanned / Soft Copy

- At the time of filing of each case and application, a coloured OCR-enabled scanned/soft copy at 300 DPI is mandatory.
- The soft copy does not correspond with the original hard copy filed before the Court.

10. Certificates at each case

The following mandatory certificates are frequently missing:

- Certificate stating that the petition is the first petition filed against the impugned judgment/order.
- Certificate stating that all clear and legible copies of documents have been reproduced word-for-word and are true and correct in all respects.
- Certificate stating that the OCR-enabled scanned/soft copy at 300 DPI is complete and in conformity with the original record.
- Certificates are not signed by the Advocate-on-Record.

11. Certified Copies in Civil Appeals

- In Civil Appeals, certified copies of the judgments and orders passed by all subordinate forums are required to be filed. Appeals are frequently returned on account of non-filing of such certified copies.

12. Affidavits

- In Civil Petitions and Civil Appeals, an affidavit verifying the facts of the case by at least one petitioner (in cases involving multiple petitioners) is mandatory and is often not filed.

13. Notice to Respondents

- Notices are not issued/sent to all respondents mentioned in the title of the case.
- Complete and correct postal addresses of the respondents are not provided.
- In Criminal cases, notices are not properly addressed or sent to the State representatives, including the concerned Prosecutor/Advocate General, as required.
- Proof of dispatch/service of notice is not attached with the petition.
- In Direct Civil Appeals, it is not mentioned in the notice that a copy of the memo of appeal has been sent to all the respondents.
- In Criminal Original Petitions (Contempt matters), the statement of allegations is not sent to the respondents along with the notice.

14. Paper Books

- In paper books, it is mandatory that all clear and legible copies of documents be placed along with the original copies.
- Where a better copy of a document is filed, it must bear the same page number as the original document of which the better copy has been prepared.

D. Final Checklist before Filing for verification:

- Court fee is correct
- Limitation is within time
- Index is accurate and signed
- All signatures are complete
- Certificates at the end of the case are attached
- Certified of impugned judgment with limitation stamp
- Affidavit of Fact of any one the petitioner is attached
(In Civil Petitions & Civil Appeals)
- Certified copies of all lower forums are attached (In Civil Appeals)
- Notices issued to all the respondents
- OCR enabled scan/soft copy (300 DPI) is attached with cases/applications
- All documents are clear and legible