



SERVICE DELIVERY CHARTER OF SUPREME COURT OF NEPAL

RAMSHAHPATH, KATHMANDU



S.N.	Description of Proceedings	Section or Department to be submitted or attended	Documents to be Submitted	Fees Charged	Time to Submit	Responsible Officer	Complaint Hearing Officer
1.	a. Petition for Appeal	Appellate Registration Section	<ul style="list-style-type: none"> Petition for appeal as prescribed by law and its copy. In case of summon issued, copy of such summon, if summon has not been issued, authentic copy of judgement made by court of first instance and Appellate court clearly indicating the receipt date of the judgement. Court fee, receipt of fine paid in case of fine levied, copy of bail or guarantee granted in case of punishment been served or being served as prescribed by judgment, if court fee is to be paid to the opponent party, the receipt of such deposit A clearly understandable copy of evidence documents (if there are any) and their original copies as well if available Copy of citizenship or identification document An application clarifying whether to remain in recognizance or not; or deed of attorney if appeal is to be filed through attorney 	<ul style="list-style-type: none"> 15% of Court fee in case of court fee 10% of court fee in case of approval received for case revision. Appeal fee Rs.300 	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
	b. Written defend note	Section having the concerned file	<ul style="list-style-type: none"> Written response as prescribed by law; copies of evidence documents (if there are any) and their original copies as well if available Copy of citizenship or identification document 	Rs.10	Within office hours	Concerned Section Head and Joint Registrar	Registrar

2.	a. Writ petition	Writ Registration Section	<ul style="list-style-type: none"> • Writ petition as prescribed by law; copies of evidence documents (if there are any) and their original copies as well if available • Summary of the writ petition if writ petition is more than three pages long • Number of copies of writ petitions equal to the number of respondents • A summary of maximum three pages if writ petition to be presented in the Constitutional Bench exceeds five pages in length • Copy of citizenship or identification document • Evidence of information provided to the respondent government authority in issues of public interest 	<ul style="list-style-type: none"> • No fee shall be charged for the petition of habeas corpus • Rs.5000 for petition to be submitted to the constitutional bench • Rs.500 for other Writ petitions 	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
	b. Written response	Section having the file	<ul style="list-style-type: none"> • Written response as prescribed by law; copies of evidence documents (if there are any) and their original copies as well if available • Copy of notice issued in the name of defendant • A summary of the written response if written response is more than three pages long 	<p>Rs.200</p> <p>But no fee shall be charged for the written response submitted by the government office</p>	Within office hours	Concerned Section Head and Joint Registrar	Registrar
3.	a. Application for case revision	Case Revision Registration Section	<ul style="list-style-type: none"> • Petition for revision as prescribed by law • Clear copy of the judgement made by the court of first instance and appellate level providing the date of receipt of a copy of the judgment • If court fee or fine is to be paid then the receipt of such payment • Precedents, copies of evidence documents (if there are any) and their original copies as well if available • Copy of citizenship or identification document 	Rs.100	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar

b. Application for review	Case Review Registration Section	<ul style="list-style-type: none"> • Petition for review as prescribed by law • Clear copy of the judgement made by the court of first instance, court of appellate level and the Supreme Court providing the date of receipt of a copy of the judgment • If court fee or fine is to be paid then the receipt of such payment • Precedents, copies of evidence documents (if there are any) and their original copies as well if available • Copy of citizenship or identification document 	Rs.300	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
c. Application for Permission of Appeal	Case Revision Registration Section	<ul style="list-style-type: none"> • Petition for permission of appeal as prescribed by law • Clear copy of the judgement made by the court of first instance and court of appellate level providing the date of receipt of a copy of the judgment • If court fee or fine is to be paid then the receipt of such payment • Copies of evidence documents (if there are any) and their original copies as well, if available • Copy of citizenship or identification document 	Rs.300	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
d. Application to declare an order void, Application on contempt of court, Application for court charges facility, application of complaint against order of Registrar	Application Registration Section	<ul style="list-style-type: none"> • Application as prescribed by law • Clear authenticated copy of the order against which the application has been filed • Copies of evidence documents (if there are any) and their original copies as well if available • Copy of citizenship or identification document • Recommendation of the concerned Local Level if application has been made to obtain privilege from payment of court fee 	Rs.10	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar

4.	Application for Conciliation	Section having the concerned file	<ul style="list-style-type: none"> • Application (jointly submitted) as prescribed by law; If submitted through an attorney then the power of attorney as prescribed by law along with the deed of consent 	Rs.10	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
5.	Application for withdrawal of an appeal or an application	Section having the concerned file	<ul style="list-style-type: none"> • Application as prescribed by law • If submitted through an attorney then the power of attorney as prescribed by law along with the deed of consent • Copies of evidence documents (if there are any) and their original copies as well if available 	Rs.10	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
6.	Applicaton to withhold or release property	Section having the concerned file	<ul style="list-style-type: none"> • Application as prescribed by law • Copies of evidence documents (if there are any) and their original copies as well if available 	Rs.10	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
7.	Application to change attorney or deal with case in person	Section having the concerned file	<ul style="list-style-type: none"> • Application as prescribed by law • Copy of documents such as death registration certificate, relationship verification, recommendation of the local level etc. (if there are any) and their original copies as well if available 	Rs.10	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
8.	Application to hold the deadline and date of appearance	Section having the concerned file	<ul style="list-style-type: none"> • Application as prescribed by law • Copies of evidence documents (if there are any) • If application is filed pursuant to Section 225 of Civil Procedure Code and Section 59 (5) and 86 (2) of Criminal Procedure Code, then evidence of setting out the matter from concerned local level or government office 	Rs.10	Within office hours	Concerned Section Head and Joint Registrar	Registrar

9.	Power of Attorney	Section having concerned file	<ul style="list-style-type: none"> • Power of attorney as prescribed by law; In case of authorized attorney, a copy of the power of attorney should be submitted after presenting the original for verification • While submitting power of attorney for legal persons including corporations and associations, a copy of the decision of the corporation granting authorization 	Free of cost	Within office hours	Concerned Department Head and Joint Registrar	Registrar
10.	Power of Attorney (Given by client to lawyer)	Section having concerned file	<ul style="list-style-type: none"> • Power of Attorney, as prescribed by law; In case of detainee, in-advocacy stamped with authentication from the concerned prison 	Rs.10	Within office hours	Concerned Department Head and Joint Registrar	Registrar
11.	Application to obtain copy of documents ongoing case	Section having the corresponding file	Application of concerned parties as prescribed by law	Application fee Rs.10 - Per page Rs.5 (Making a copy on own behalf) - Per page Rs.10 (Making a copy from the court)	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar
12.	Application to obtain a copy of decided case	Archive Department	Application of concerned parties as prescribed by law	Application fee Rs.10 - Per page Rs.5 (Making a copy on own behalf) -Per page Rs.10 (Making a copy from the court)	Until 3:00 p.m.	Concerned Section Head and Joint Registrar	Registrar

13.	Receiving date for appearance at the court	Section having the concerned file	Appearance date sheet	Free of cost	The time specified in the sheet of appointed date for appearance	Concerned Section Head and Joint Registrar	Registrar
14.	Application for bail	Section having the file	<ul style="list-style-type: none"> • Application specifying the extent of recoverable property, evaluated by the Land Revenue Office • The person providing the penalty amount should be present or should provide a deed of consent • Land ownership certificate, original receipt of payment of tax and levy of ongoing fiscal year and authenticated copy of map of concerned house and land • If map of land has not been approved then recommendation providing, <i>inter alia</i>, the boundaries of the land, price, type of house 	Rs.10	Within office hours	Concerned Section Head and Joint Registrar	Registrar
15.	Application to furnish bank guarantee	Section having the concerned file	<ul style="list-style-type: none"> • Application as prescribed by law • Permanent Bank guarantee issued by a bank having obtained "A" class license 	Rs.10	Within office hours	Concerned Section Head and Joint Registrar	Registrar
16.	Application to postpone the case from weekly cause list	Cause-list Management Department	Application as prescribed by law	Rs.10	By Wednesday of the previous week	Concerned Section Head and Joint Registrar	Registrar

17.	Application of the concerned party to postpone the case from daily cause list	Concerned Bench	Application as prescribed by law	Rs.10	Until 10:30 a.m.	Concerned Section Head and Joint Registrar	Registrar
18.	Other application	Concerned Section	Application as prescribed by law	Application cost Rs.10	Within office hours	Concerned Section Head and Joint Registrar	Registrar