

ADDRESS FORM

In the Court of :

Case

Versus

Suit

Date of Hearing

The address of Plaintiff/ Defendant/ Applicant is as under :-

Name with Father's Name	Caste	Resident of	Post Office	Tehsil	Distt.	Remarks

Sir,

All the summons, notices orders etc. In connection with the above suit be sent to me at the address given above.

In Case of any change in address, the same shall be communicated to with full particulars and details.

Advocate Name			
(Capital letters only)	SURNAME	FIRST NAME	MIDDLE NAME
Sex	Male / Female		
Date of Birth			
	DD	MM	YYYY
Bar Registration Number	MAH/_____/_____		
Residential Address			
Office Address			
District	Aurangabad		
email			
Mobile No.		Phone Office	
Phone Residence		Fax No. (If, available)	

मराठी

विधीज्ञाचे नाव			
	आडनाव	स्वतःचे नाव	वडिलांचे नाव
निवासस्थानाचा पत्ता			
कार्यालयाचा पत्ता			

Signature of Advocate

BAIL BOND

IN THE COURT OF _____

Case No. _____.

BOND OR BAIL BOND FOR ATTENDANCE BEFORE OFFICER IN
CHARGE OF THE POLICE STATION OR COURT.

I, (Name) _____

Age _____ R/o. _____

having been arrested or detained without warrant by the officer in-charge or Police Station
_____ (or having been brought before the court of

charged with the offences on _____

and required to give surety for, my attendance before such officer or court and required on
condition, that I shall attend such officer or court on everyday on which any investigation or trial is
held with regard to such charges and in case of making default therein, I bind myself to forfeit to the
Government the sum of Rs. _____

In words Rs. _____ Dated this _____

day of _____ 200

(Signature of the accused.)

FORM. C.A.I.

(RULE)

Application for copy ☐ Urgent ☐ Ordinary

To the District Officer _____ Name of the application whom file/Applicant _____ W/o, D/o, S/o _____ Resident of _____ Post Office and District _____ Description and number of the case from the record of which the copy is Required _____ <u>Mauza</u> P.S. _____ Goshwara No. _____ District _____ Name of Parties _____ Nature of case _____ Date of Decision _____ Order Next date fixed if pending _____ Name of the Court deciding the case or where pending _____ _____			SPACE FOR COURT FEES STAMP Court fee Stamp filed with the application _____ Number _____ Value _____ I copy to be sent by post or _____ Will applicant attend in _____ Person _____ Signature _____ Date _____		
Date of order etc.	Name of description of the Papers of which copy is required	Purpose for which copy is required whether it is required for Private use for filing in some court etc.	Order on application _____ Signature of the Copying Agent with _____ Date _____ Signature of recipient of copy with _____ Date _____		

**CHECK LIST
CASE INFORMATION FORMAT**

Civil _____

Criminal _____

DISTRICT.....

S.N O.	PLAINTIFF/PETITIONER/COMPLAINANT/APPELLANT/DECREE HOLDER ETC PLEASE FILL UP ALLTHE RELEVANT FIELDS &(*) FIELDS ARE MANDATORY			
1	Name of the Plaintiff/complainant/etc			
2	S/o W/o D/o			
3	Address			
4	Aadhar Card No.		Pin Code	
5	Gender	Male-----Female----- Other-----	Nationality	
6	Date of Birth			Age _____
7	Mobile No.		E mail Id	
9	Act/Section			
10	Valuation of Suit		Court Fee Ascertained	
			Court Fee paid/Deposited	
11	Police Station			
12	F.I.R. NO. and Year			

S.N O.	DEFENDANT/ACCUSED/RESPONDENT JUDGEMENT DEBATER ETC PLEASE FILL UP ALLTHE RELEVANT FIELDS &(*) FIELDS ARE MANDATORY			
1	Name of the DEFENDANT/ACCUSED/etc			
2	S/o W/o D/o			
3	Address			
4	Aadhar Card No.		Pin Code	
5	Gender	Male-----Female----- Other-----	Nationality	
6	Date of Birth			Age _____
7	Mobile No.		E mail Id	

S NO.	ADVOCATE FOR PLAINTIFF/ COMPLAINANT /PETITIONER /DECREE HOLDER ETC	
1	NAME OF THE ADVOCATER ENROLMENT NO.	
2	OFFICE/ CHAMBER NO.	
3	MOBILE NO.	E-mail:

SUBMITTED BY:-.....

PLAINTIFF / PETITIONER / DEFENDANTY /ACCUSED /OTHER /ADVOCATE

EXTRA PARTY INFORMATION

1	Name Of The Extra Party			
2	S/o W/o D/o			
3	Address			
4	Aadhar Card No.		Pin Code:	
5	Gender	Male ☐	Female ☐	Other
		Nationality		INDIAN
				Other:
6	Date of Birth	/	/	
		Age		
7	Mobile No.			e-mail:

1	Name Of The Extra Party			
2	S/o W/o D/o			
3	Address			
4	Aadhar Card No.		Pin Code:	
5	Gender	Male ☐	Female ☐	Other
		Nationality		INDIAN
				Other:
6	Date of Birth	/	/	
		Age		
7	Mobile No.			e-mail:

1	Name Of The Extra Party			
2	S/o W/o D/o			
3	Address			
4	Aadhar Card No.		Pin Code:	
5	Gender	Male ☐	Female ☐	Other
		Nationality		INDIAN
				Other:
6	Date of Birth	/	/	
		Age		
7	Mobile No.			e-mail:

SUBMITTED BY :-

PLAINTIFF / PETITIONER / DEFENDANT / ACCUSED / OTHER / ADVOCATE

CHECK LIST

1.	Details of the case whether 138 N.I. Act, complaint case etc.	
2.	Total Cheque(s) Amount Only in 138 Cases.	Rs.
3.	Area of bounce cheque (s)	
4.	Name Address of the complaint , Age : (Whether Sr. Citizen) Gender Contact No.	Male/Female
5.	Name Address of the complaint , Age : (Whether Sr. Citizen) Gender Contact No.	Male/Female
5-a.	Name Address of the complaint , Age : (Whether Sr. Citizen) Gender Contact No.	Male/Female
5-b.	Name Address of the complaint , Age : (Whether Sr. Citizen) Gender Contact No.	Male/Female
6.	Name of Police Station	
7.	Any other information with respect to present case.	

CHECK-LIST

1.	VALUATION OF SUIT JURISDICTION					
2.	NAME & ADDRESS OF ADVOCATE					
3.	NATURE OF SUIT					
4.	AGE OF PARTIES	Plaintiff				
		Defendant				
5.	CAVEAT					
6.	WHETHER ANYT EARMARKED COURT					
7.	COURT FEE AFFIXED	Sl No.	Relief Sought	Valuation of Relief for the purpose of jurisdiction	Valuation of relief for the purpose of court fee	Court fee paid on each relief individually
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
8.	CONNECTED CASES IF ANY & NAME OF THE COURT WHERE PENDING					



Stock Holding Corporation of India Limited

Registered office : 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai – 400012

Visit us at : www.shcilestamp.com

e-Court fee Receipt Application Form

SHCIL e-Court fee		(To be filled in CAPITAL letter by the client)	
Name of the Litigant (s)		Phone No	Mobile
eCourt fee Amount	₹	Type of Payment	☐ Cash ☐ Cheque ☐ DD ☐ Pay-Order ☐ NEFT ☐ RTGS ☐ Account to Account Transfer
Details of Cash/ Cheque/ DD/ PO/ RTGS/NEFT/Funds Transfer Account No.		Date: / / 20	
Bank Name		Branch Name	
Signature of the applicant			

SHCIL e-Court fee		Receipt		(To be filled in CAPITAL letter by the client)	
Name of the Litigant (s)		Phone No	Mobile		
eCourt fee Amount	₹	Type of Payment	☐ Cash ☐ Cheque ☐ DD ☐ Pay-Order ☐ NEFT ☐ RTGS ☐ Account to Account Transfer		
Details of Cash/ Cheque/ DD/ PO/ RTGS NEFT/Funds Transfer Account No.				Date: / / 20	
Bank Name		Branch Name			
Signature & Seal of SHCIL					

This original receipt has to be produced and surrendered to collect the eCourt fee receipt

DISTRICT & SESSIONS COURT _____																															
CIVIL CASE - FILING FORM																															
Case Type																															
PLAINTIFF DETAILS																															
Name (In Blocks)																															
Father/Mother/Husband (Strike out which is not applicable)																															
Address (In Blocks)																															
		Pin																													
Sex(? Appropriate)	Male		Female		Age (In Completed Years)					Caste																					
Nationality	If Indian (?)			If Other Mention								Occupation																			
E-mail address								Phone								Mobile								Fax							
Subject																															
Advocate Code				Advocate																											
RESPONDENT DETAILS																															
Name (In Blocks)																															
Father/Mother/Husband (Strike out which is not applicable)																															
Address (In Blocks)																															
		Pin																													
Sex(? Appropriate)	Male		Female		Age (In Completed Years)					Caste																					
Nationality	If Indian (?)			If Other Mention								Occupation																			
E-mail address								Phone								Mobile								Fax							
Subject																															
Advocate Code				Advocate																											
LOWER COURT DETAILS																															
Court Name																															
Case No.												Decision Date																			
MAIN MATTER DETAILS																															
Case Type												Case No.								Year											
-----FOR OFFICE USE ONLY-----																															
Case Type				Filing No								Filing Date																			
Objection Red. Date								Objection Compliance Date																							
Registration No								Registration Date								Listing Date															
Court Allotted												Allocation Date																			
Case Code		2																2		0											

FORM NO. 45

Bond and Bail Bond for Attendance Before Office Incharge of Police Station of Court (Section 436, 437, 438 (3) and 441)

In the court of Shri.....

Police Station

Next date of hearing

Under Section

Sent to Jail on

F.I.R. No.

Bail Bond

I Son of Shri.....
Residence
having been arrested or detained without warrant by the Officer In charge of
Police Station for having been brought before this Honorable Court charged with the offence of
and required to give surety for my attendance
before such Officer of Court on condition that I shall attend such Officer or Court on every day on
which any investigation or trial is held with regard to such charge and in case of my making default here
in myself to forfeit to Government the sum of Rs.

DELHI

Signature

DATED

I Son of Shri
Residence
hereby declare myself for the above said Shri.....
That he shall attend the Officer-in-charge of
Police Station or the Court of Shri.....
every day on which any investigation in the charge is made or any trial on such charge is held that he
shall be and re-appear before such officer or court for the purpose of such investigation to answer the
charge against him (as the case may be) and in the case of his making default herein I have bind myself
to forfeit to Govt. the sum of Rs.

Dated this

Day of

20

Signature.

Witness

1.
2.

AFFIDAVIT

I.....son / daughter / wife of.....
Aged about..... R/o.....
do hereby solemnly affirm and declare as under.....

1. That deponent is the resident of above said address and having his/her Ration Card no. is
..... and Election Card No.
2. That accused is.....of
the deponent and deponent has full control over him/her and capable to produce him/her
before this hon'ble court.
3. That deponent is working as at
T/C. No..... earns Rs..... per month.
4. That deponent is the owner of household articles valued about of Rs.
5. That deponent is the owner of the immovable property bearing No.
Measuring sq. yards situated at
valued not less than Rs.....
6. That deponent undertakes to produce the accused before the honourable court on every date
of hearing.
7. That I have an F.D.R. No..... Issued by
For Rs.
8. That I own a vehicle No. make..... R/C no
..... at present valued not less than Rs.

DEPONENT

VERIFICATION

Verified at Delhi on this day of 200 that the contents of this Affidavit are true
and correct to the best of my knowledge & nothing material has been concealed therefrom, no part of it
is untrue.

DEPONENT

In the Court of District & Sessions

Judge/Senior Civil Judge, Delhi

Civil Appeal/ Criminal Revision / Criminal Appellate Jurisdiction

Original

Criminal Appeal, Criminal Revision, Civil Appeal/ Suit No.....

Petitioner

VERSUS

Respondent

INDEX

S. No.	Particulars	Court Fee	Pages
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Dated: this

day of

200

Advocate for

Plaintiff/ Appellant

Defendant/ Respondent

List of documents Produced by

PLAINTIFF
DEFENDANT

(Order XIII Rule 1 of the order of Civil Procedure, Form prescribed by the
High Court in the Court of

Suit No._____ of 2002

_____ Plaintiff

Versus

_____ Defendant

List of documents produced with the plaint (or at first hearing on behalf of
the Plaintiff or defendant).

1 S.No.	2 Description and date If any	3 That the document is intended to prove	4 What become of the document		5 Remarks
			Brought the record the exhibit mark put on the document	If rejected date of return party & signature of party or pleader to whom document was returned.	
					through Advocate
					Signature of part or plead procedure

Mobile-Email Details Collection Form for Litigants
(Please use CAPITAL Letters Only)

Court Complex			
District			
Litigants Name			
	SURNAME	FIRST NAME	MIDDLE NAME
Date of Birth			
	DD	MM	YYYY
Address			
District			
E-mail Address			
Mobile No.		Phone No.	

Date : / /20

Signature of Litigants

Signature of Advocate

Verified by

Asst.Suptd/Superintendent

Memorandum of Appearance

OF

ADVOCATE

In the Court of _____

In Re : _____

V E R S U S

The undersigned is appearing in the above case on behalf of _____

He has been authorized to appear by _____

Dated

ADVOCATE

Memorandum of Appearance

Of

M.A.

Advocate

B.A. L.L.B.

Pleader

In the Court of

In Rs.....

VERSUS

.....
The undersigned is appearing in the above case on behalf of.....

.....

.....

He has been authorized to appear by.....

.....

Date:

Advocate

Pleader

परिशिष्ट क्रमांक नमुना 7 ऑ. 11 रु 16.व्य. प्र. सहित प्रमाणे
दस्ताऐवज न्यायालयांत दाखल करणेबद्दल सुचनापत्र

(Notice to Produce Document.)

क्र.

ने.ता.

200

वि.सि.जज्ज साहेब

डिव्हिजन न्यायालय

वादी / अर्जदार

प्रतिवादी / गैरअर्जदार

तर्फे सुचना देण्यात येते की, खालील नमुद केलेले दस्ताऐवज अगर कागदपत्र ज्याचा उल्लेख तारी
ख. इ. चे दावा अर्जात, लेखी जवाबात, प्रतिज्ञालेखात केलेला आहे. ते दस्ताऐवज अगर कागदपत्र आमचे
तपासणी करीता न्यायालयात हजर करावे .

अ.नं.	दस्ताऐवज अगर कागदपत्राचे वर्णन	तारीख	शेरा

सुचना पत्राची नक्कल मिळाली.

ता. तर्फे अभि/अधिवक्ता

तारीख

तर्फे / अभिवक्ता.

BAIL BOND U/S 437-A CR.P.C.

BOND & BAIL BOND FOR ATTENDANCE BEFORE THE APPELLANT COURT

In the court of Sh. _____

P.S.: _____

U/S _____

FIR No. _____

PERSONAL BOND

I, _____ S/o. _____ Sh. _____
R/o _____ Having been
acquitted by this Hon'ble Court on _____ in above said case FIR No.
_____ P.S. _____ U/s _____ and required to give
surety for my attendance before the Hon'ble Court on condition that I shall attend the Hon'ble
Appellate Court on every date of hearing in which any appeal filed against the judgment &
Order of acquittal, passed by this Hon'ble Court and in case making default therein I myself
undertake to forfeit to the Govt. of India the sum of Rs. _____

Delhi

Date:

Signature

SURETY BOND

I, _____ S/o. _____ Sh. _____ R/o _____
_____ hereby declare myself for the above said Sh.
_____ S/o _____ shall attend the appellate
court every date in which any appeal filed against the Judgment & Order of acquittal, passed by
this Hon'ble Court and in case making default therein I myself undertake to forfeit to the Govt.
of India the sum of Rs. _____

Dated thisday of201

Signature

Presented by:

AFFIDAVIT

I.....son / daughter / wife of.....
Aged about..... R/o.....
do hereby solemnly affirm and declare as under.....

1. That deponent is the resident of above said address and having his/her Ration Card no. is
..... and Election Card No.
2. That accused is.....of
the deponent and deponent has full control over him/her and capable to produce him/her
before this hon'ble court.
3. That deponent is working as at
T/C. No..... earns Rs..... per month.
4. That deponent is the owner of household articles valued about of Rs.
5. That deponent is the owner of the immovable property bearing No.
Measuring sq. yards situated at
valued not less than Rs.....
6. That deponent undertakes to produce the accused before the honourable court on every date
of hearing.
7. That I have an F.D.R. No..... Issued by
For Rs.
8. That I own a vehicle No. make..... R/C no
..... at present valued not less than Rs.

DEPONENT

VERIFICATION

Verified at Delhi on this day of 200 that the contents of this Affidavit are true
and correct to the best of my knowledge & nothing material has been concealed therefrom, no part of it
is untrue.

DEPONENT

Process Fee Form

IN THE COURT OF.....

Suit/Case No.

.....Versus.....

P.D.O.H.....

N.D.O.H.....

Date of Filing	Filed By Whom	Purpose of Filing	Number	Amount of P. Fees	Court Fee Affixed

.....
In the Court of Shri

Suit/Case No.

In Re.....V/S.....

P.D.O.H. N.D.O.H.

Date of Filing.....

Ahlmad / Asstt. Ahlmad

Process Fee Form

In the Court of

Case

Versus

Suit

Date of Hearing :

Date of Filing	File by whom	Purpose of filing	Number	Amount of P.Fees	Court Fee Affixed

Received P.Fee Form

Signature

SURETY BOND.

I, _____ R/o _____
_____ hereby declare myself or (we jointly and severally
declare ourselves and such of us) surety / or (sureties) for the above said name
_____ R/o _____ that he shall attend the
_____ Court for the purpose of on every day on which any Investigation,
officer or Court for the purpose of such investigation, or to answer the charge against him (as the
case may be and in case of his making default therein) I hereby bind my self (we hereby bind
ourselves)

To forfeit to the Government the sum of Rs. _____

(in words) _____

Dated this _____ day of _____ 200

(Signature of the surety.)

IN THE COURT OF.....

Suit/Appeal No.JURISDICTION OF 201

In re:-

.....Plaintiff(s) or Petitioner(s)
Appellant(s) Complainant(s)

VERSUS

.....Defendant (s)/ Respondent(s) / Accused Know all to whom
these Present shall come that I/we
.....

The above named.....
.....do hereby appoint

(herein after called the advocate/s) to be my / our Advocate in the above – noted case authorize him:-

To act, appear and plead in the above-noted case in this court or in any other court in which the same
may be tried or heard and also in the appellate court including High Court subject to payment of fees separately
for each court by me/us.

To sign file, verify and present pleadings, appeals cross-objection or petitions for executions review,
revision, withdrawal, compromise or other petitions or affidavits or other documents as may be deemed necessary
or proper for the prosecution of the said case in all its stages subjects to payment of fees for each stage.

To file and take back documents, to admit and/or deny the documents of opposite party.

To withdraw or compromise the said case or submit to arbitration any differences of disputes
that may arise touching or in any manner relating to the said case.

To take execution proceedings on paying separate fee.

To deposit, draw and receive money, cheques, cash and grant receipts hereof and to do all
other acts and things which may be necessary to be done for the progress and in the course of the
prosecution on the said case.

To appoint and instruct any other Legal Practitioner authorizing him to exercise the power and
authority hereby conferred upon the Advocate whenever he may think fit to do so and to sign the
power of attorney on our behalf.

And I/we undersigned to hereby agree to ratify and confirm all acts done by the Advocate or
his substitute in the matter as my/our own acts, as if done by me/us to all intents and purpose.

And I/we undertake that I/We or my/our duly authorized agent would appear in court on all
hearings and will inform the Advocate for appearance when the case is called.

And I/We undersigned do hereby agree not to hold the advocate or his substitute responsible for the
result of the said case. The adjournment costs whenever ordered by the court shall be of the Advocate which he
shall receive and retain for himself.

And I/we undersigned do hereby agree that in the event of the whole or part of the fee agreed by me/us
to be paid to the advocate remaining unpaid he shall be entitled to withdraw from the prosecution of the said case
until the same is paid up. The fee settle is only for the above case and above Court. I/We hereby agree that once
the fee is paid, I /We will not be entitled for the refund of the same in any case whatsoever and if the case
prolongs for more than 3 years the original fee shall be paid again by me/us.

IN WITNESS WHERE OF I/We do hereunto set my/our hand to these presents the contents of which have
been understood by me/us on thisDay of.....201 Accepted subject to the terms of
the fees.

Advocate Client Client

I Identify the Signature/Thumb Impression of Below Mentioned Person,
Signed in My Presence. The Client.



IN THE COURT OF _____

Suit /Appeal No./CWP _____ JURISDICTION
of 2001

In re: _____ Plaintiff /Appellants/
Petitioner/ Complainant

V E R S U S

_____ Defendant/Respondent/
Accused

KNOW ALL to whom these present shall come that I/We _____

_____ do hereby appoint
the above named _____

(herein after called the advocate/s) to be my/our Advocate in the above noted case
authorized him :-

To act, appear and plead in the above-noted case in this Court or in any other
Court in which the same may be tried or heard and also in the appellate Court
including High Court subject to payment of fees separately for each Court by me/ us.

To sign, file verify and present pleadings, appeals cross objections or petitions
for execution review, revision, withdrawal, compromise or other petitions or
affidavits or other documents as may be deemed necessary or proper for the
prosecution of the said case in all its stages.

To file and take back documents to admit and/or deny the documents of
opposite party.

To withdraw or compromise the said case or submit to arbitration any
differences or disputes that may arise touching or in any manner relating to the said
case.

To take execution proceedings.

The deposit, draw and receive money, cheques, cash and grant receipts thereof
and to do all other acts and things which may be necessary to be done for the
progress and in the course of the prosecution of the said case.

To appoint and instruct any other Legal Practitioner, authorizing him to
exercise the power and authority hereby conferred upon the Advocate whenever he
may think it to do so and to sign the Power of Attorney on our behalf.

And I/We the undersigned do hereby agree to ratify and confirm all acts done
by the Advocate or his substitute in the matter as my/our own acts, as if done by
me/us to all intents and purposes.

And I/We undertake that I / we or my /our duly authorized agent would appear in the Court on all hearings and will inform the Advocates for appearance when the case is called.

And I /we undersigned do hereby agree not to hold the advocate or his substitute responsible for the result of the said case. The adjournment costs whenever ordered by the Court shall be of the Advocate which he shall receive and retain himself.

And I /we the undersigned do hereby agree that in the event of the whole or part of the fee agreed by me/us to be paid to the Advocate remaining unpaid he shall be entitled to withdraw from the prosecution of the said case until the same is paid up. The fee settled is only for the above case and above Court. I/We hereby agree that once the fee is paid. I /we will not be entitled for the refund of the same in any case whatsoever. If the case lasts for more than three years, the advocate shall be entitled for additional fee equivalent to half of the agreed fee for every addition three years or part thereof.

IN WITNESS WHEREOF I/We do hereunto set my /our hand to these presents the contents of which have been understood by me/us on this _____ day of _____2002.

Accepted subject to the terms of fees.

Advocate

Client

Client