

Case Title

| | | | | |
|----|---------------------|--|-----------|--|
| 1. | Plaintiff Name | | Age | |
| | No of Extra Parties | | Adhar No | |
| | Email ID | | Mobile No | |

Vs

| | | | | |
|----|---------------------|--|-----------|--|
| 2. | Name of Accused | | Age | |
| | No of Extra Parties | | Mobile No | |

Advocate Detail

| | | | | | |
|----|------|--|---------------|----|--------|
| 3. | Name | | Enrollment No | PI | CIS No |
|----|------|--|---------------|----|--------|

FIR Details (if Applicable)

| | | | | | |
|----|---------|--|----------------|--|-------------|
| 4. | FIR No. | | Police Station | | Year Of FIR |
|----|---------|--|----------------|--|-------------|

| | | |
|----|---|--|
| 5. | List of Misc. Applications, attached if any | |
|----|---|--|

In case of Appeal/ Miscellaneous Application / Execution

| | | | | | |
|----|--------------------|--|------------------------------|--|---------------------|
| 6. | Title of Main Case | | Date of Decision / Next Date | | CIS No of Main Case |
| | In the Court of | | | | |

For office Use only

FOR OFFICE FORM

Date of Presentation of the File _____

Assigned to the court of _____

| | | | | | |
|----|--|----------|----|--|----------|
| 1 | Address Form Filled: | Yes / No | 14 | Original Documents filed | |
| 2 | Age of Parties Mentioned: | Yes / No | 16 | Parties Name not mentioned as per copy of Judgment/ Order of Lower Court | Yes / No |
| 3 | Court Fee affixed over documents/ Judgment/ Order etc. | Yes / No | 16 | Parties arrayed properly | Yes / No |
| 4 | Jurisdiction (Pecuniary as well as territorial) | Yes / No | 17 | Proper process fee filed | Yes / No |
| 6 | List of Reliance Filed | Yes / No | 18 | If parties are resident of other than district Rewari, whether Regd. Post Cover with requisite stamp filed with additional copies of pleadings | Yes / No |
| 6 | Minor or unsound mind person properly sued | Yes / No | 19 | Stamp Duty | Yes / No |
| 7 | Accompanied by Counter Signed summons as per Order 7 rule 9 OPC (Substituted) | Yes / No | 20 | Whether index has been prepare by the party | Yes / No |
| 8 | Accompanied by Decree | Yes / No | 21 | Whether there is any Delay in filing the case, if Yes, then mention how many days | Yes / No |
| 9 | Accompanied by Judgment / Order | Yes / No | 22 | Whether application for condonation of delay has been filed | Yes / No |
| 10 | Accompanied by Order | Yes / No | 23 | Number of Applications filed in the case | |
| 11 | Properly Stamped | Yes / No | | | |
| 12 | Properly Valued | Yes / No | | | |
| | Number of Copies of Plaint/ Supplemental documents are filed as number of defendants | Yes / No | | | |