Revised Checklist for Examination of Civil Suits as per Civil Procedure Code, 1908 and Chapter II of Civil Manual			
Sr. No.	**Office Objections**	**Yes/ No**	**Remarks**
1.	Whether Two roznamas filed alongwith the Plaint. One should be printed roznama denoting exhibits on it and second one should be blank Roznama with short title thereon.		
2.	Whether suit is presented in proper format i. e. File "B", File "C" and File "D" as per Para 517 of Civil Manual with index comprising of Short Title, Signature of Advocate for plaintiff or Plaintiff in person / C. A. of Plaintiff, if any.		
3.	Check list shall be kept before the Presentation Form.		
4.	Whether Two presentation forms filled up properly and undertaking shall be filed by the Advocate for Plaintiff or Plaintiff in person / C. A. of Plaintiff, if any regarding removing of office objections within 7 days from the date of raising of Office objections. Page No. 1 and 2 shall be given to the Presentation form. Page No. 3 onwards shall be given to the Plaint.		
5.	The Name of the Court in which the suit is brought under Order VII, Rule 1(a) of C.P.C., 1908.		
6.	The Name, description and place of residence of the Plaintiff/s. under Order VII, Rule 1(b) of C.P.C., 1908. (Additional Information i.e. Mobile No., Email – Address, Other details of Plaintiff/s and Advocate for Plaintiff/s). **(As per Office Circular No. 44 of 2021)**		
7.	The Name, description and place of residence of the Defendant/s so far as the Plaintiff/s can be ascertained under Order VII, Rule 1(c) of C.P.C., 1908.		
8.	Where the Plaintiff/s is/are minor or person of unsound mind, a statement to that effect under Order VII, Rule 1(d) of C.P.C., 1908 and Order XXXII, Rule 1,2 & 3 of C.P.C., 1908. (With name of next friend).		
9.	The facts constituting the cause of action and when it arose under Order VII, Rule 1(e) of C.P.C., 1908.		

10.	The facts showing that the Court has jurisdiction under Order VII, Rule 1(f) of C.P.C., 1908.		
11.	The relief which the Plaintiff/s claims under Order VII, Rule 1(g) of C.P.C., 1908.		
12.	Where the Plaintiff has allowed a set-off or relinquished a portion of his claim, the amount so allowed or relinquished under Order VII, Rule 1(h) of C.P.C., 1908.		
13.	A statement of the value of the subject-matter of the suit for the purposes of jurisdiction and of Court-fees, so far as the case admits under Order VII, Rule 1(i) of C.P.C., 1908 and relevant provisions of Court-fees Act. Advocate for Plaintiff/Plaintiff in person shall pay Court Fees through E-Challan/Online only.		
14.	Whether the Suit property is covered under Slum Act and Vacant Land Act as per Section 22 of The Maharashtra Slum Area (Improvement, Clearance and Redevelopment) Act, 1971.		
15.	Where the Suit premises is immovable property then the Plaint shall contain a description of the Property i.e. Four boundries, or numbers in a record of a settlement or survey (City Survey No.) as per Order VII, Rule 3 of C.P.C, 1908.		
16.	Power of Attorney as per Order III, Rule 2 of C. P. C, 1908 and Order VII, Rule 4 of C. P. C., 1908. (Court Fee Stamp of Rs. 20/- shall be affixed on the copy of the Power of Attorney).		
17.	when the plaintiff is suing in a representative capacity, such as an heir or a legal guardian. It mandates that the plaint must state that the plaintiff has an existing interest in the subject matter and has taken the necessary steps to enable them to file the Suit under Order VIII, Rule 4 of C. P. C., 1908.		
18.	If Plaint is filed by the Private Limited Company or Public Limited Company formed under Companies Act, 1956 or Firm then the Name of the Director / Representative/s shall be given in the title of the Plaint. Self attested copy of Resolution shall be filed alongwith the Plaint.		
19	Whether the Plaint is filed as per the relevant provisions of Limitation Act, 1963.		

20	Whether the Plaint is properly singned & seal as per Order VI, Rule 14 of C. P .C, 1908.		
21.	Verification of Plaint as per the Order VI, Rule 15 of C.P.C., 1908.		
22.	Whether Plaintiff has filed Affidavit in Support of his / her Plaint as per Order VI, Rule 15 (4) of C.P.C., 1908.		
23.	Memorandum of Address as per Order VI, Rule 14-A of C.P.C, 1908.		
24.	Whether Plaintiff has filed Suit Vakalatnama as per Order III, Rule 4 of C. P. C.,1908. (As per Office Order No. 51 of 2006). (Additional Information : M.A.H. No., Mobile No., Email Id & Welfare fund remark).		
25.	Whether Plaintiff has filed Information Form regarding any suit (which was previously instituted) is pending between the same parties and the suit premises of both the suits is identical as per this Office Order No. 37 of 2011, dated 3rd January, 2011. If yes, than the Advocate for Plaintiff / Plaintiff in person shall file said Information in Affidavit form. They shall also mention the Court Room Number of priviously instituted suit.		
26.	Whether the Plaintiff has filed Annexure Forms as per this Office Circular No. 44 of 2021, dated 23rd June, 2021.		
27.	Whether Plaintiff has provided as many copies of Plaint as there are Defendants as per Order VII, Rule 9 of C. P. C., 1908.		
28.	Whether Advocate for Plaintiff / Plaintiff in person has provided duplicate copy of plaint i.e. second set as per Order IV, Rule 1 of C.P.C.,1908.		
29.	List of produced documents with documents & arranged chronologically and List of relied documents alongwith signature and undertaking thereon as per Order VII, Rule 14 of C. P .C, 1908 & Para 8 (d)(x) of Civil Manual.		
30.	Whether a certificate of Charity Commissioner is filed or not in a suit filed under the Bombay Public Trust Act asper Section 51(1) of Bombay Public Trust Act, 1950 & Para 8 (d) (xvi) of Civil Manual.		
31.	Whether the Charity Commissioner is impleaded as a party to the suit filed under the Bombay Public Trust Act, 1950 & Para 8 (d)(xvii) of Civil Manual.		

32.	Whether the Plaint by or against the Central Government has been signed and verified by the person who is acquainted with the facts of the case and who had been appointed as the Officer specified in the Schedule as per Para 8 (d)(xviii) of Civil Manual.		
33.	In Money Suits / where the Plaintiff seeks the recovery of money, the Plaint shall state the precise amount claimed as per Order VII, Rule 2 of C. P. C., 1908.		
34.	Whether the Plaintiff sues for Mesne Profits, the Plaint shall state approximately the amount or value sued for as per Order VII, Rule 2 of C. P. C., 1908.		
35.	Notice – Section 80 of C. P. C., 1908. No suits shall be instituted by or against the Government i.e. Central Government or State Government OR against the Public Officer until the expiration of two months next after the Notice in writing.		
36.	Whether Plaintiff has complied Order XXVII, of C. P .C., 1908 when suit is filed by or against the Government or Public Officer/s in their Official Capacity.		
37.	Whether Plaintiff has complied Order XXVIII, of C. P. C., 1908 when suit is filed by or against Military (or Naval) Men (or Airmen).		
38.	Whether Plaintiff has complied Order XXIX, of C. P. C., 1908 when suit is filed by or against the Corporations.		
39.	Whether Plaintiff has complied Order XXX, of C. P. C., 1908 when suit is filed by or against Firms and persons carrying on business in Names other than their Own. (Partnership Firms)		
40.	Whether Plaintiff has complied Order XXXI, of C. P. C., 1908 when suit is filed by or against Trustees, Executors and Administrators.		
41.	Whether Plaintiff has complied Order XXXII, of C. P. C., 1908 when suit is filed by or against Minors and Persons of Unsound mind.		
42.	Whether Plaintiff has complied Order XXXIII, of C. P. C., 1908 when suit is filed by Indigent Persons (Pauper Suit).		
43.	Whether Plaintiff has complied Order XXXV, of C. P. C., 1908 when suit is filed as a Interpleader Suit.		
44.	Whether Plaintiff has complied Order XXXVII, of C.P.C.,1908		

	when suit is filed as a Summary Suit.		
45.	Corrections made in the File B, C & D are initialed by the Plaintiff / on record Advocate for Plaintiff / Plaintiff in person / C. A. of the Plaintiff, if any.		
46.	If Plaintiff has changed his name then the copy of the gazzatte shall be submited to this Office.		
47.	The Office shall endorse on the PLAINT : (a) Date and time of presentation, (b) name and signature of the presenter, and (serial number of the suit (Order IV Rule – 2 of C.P.C. 1908).		
48.	If the plaint is in order, register it in the **Register of Civil Suits (Register No.I)** and assign the suit number.		
49.	If any defect is found, record it in the **office scrutiny sheet**, obtain signature of in-charge of Process Department, and grant time for removal of office objections.		
50.	If defects are not removed within time, place the matter before the Judge of In-charge of Process Department for orders.		
51.	Kindly contact your Court or Mediation center if you are willing to settle the matter by way of Mediation.		

1. Objections raised by : Shri./Smt. .....
(Name of Superintendent, Process Dept.)

2. Objections raised on : .....
(dd/mm/yy)

3. Objections removed by : Shri./Smt. .....
(Name of concerned Cl – Ty., Process Dept.)

4. Objections removed on : .....
(dd/mm/yy)

Kulkarni
12/03/2026

Checklist prepared by : Smt. R. K. Kulkarni, Addl. Registrar,
I/C Process Dept., Court of Small Causes, Mumbai.

Checklist approved by : Hon'ble Shrikant L. Anekar, Chief Judge
Court of Small Causes, Mumbai.

Revised Checklist for Examination of Appeal & Revision as per Civil Procedure Code, 1908 and Chapter XXII of Civil Manual

Sr. No.	Particulars of Objections	Yes / No	Remarks
1.	Whether the **Appeal** is competent under the provision * Under Section 96 read with O.41 of C.P.C. 1908. * Under Section 104 read with O.43 of C.P.C. 1908. * Under Section 34 of Maharashtra Rent Control Act, 1999. * Under Section 42 of Presidency Small Causes Court Act, 1882.		
2.	Whether **Revision** is competent under the provision * Under Section 34 (4) of Maharashtra Rent Control Act, 1999. * Under Section 42 (4) Presidency Small Causes Court Act, 1882.		
3.	**If delay in Appeal/Revision then as per O.41 R.3A supporting affidavit along with delay condonation application is mandatory.**		
4.	B, C, D filing with Paging and Indexing along with Two Roznamas and Presentation form as per Para 517 of Civil Manual.		
	File "B"		
5.	Full Title as per Judgment, Order or Plaint. **For Title verification any proof i.e. (Certify Copy of Judgment or Order or Copy of Plaint)**		
6.	Full Name, Age, Occupation and Mobile No. of Appellant/ Applicant/ Authorized Person is Mandatory.		
7.	Nomenclature at Title for both parties. ABC ....Appellant/Applicant (Original Plaintiff/s or Defendant/s) V/s. XYZ ....Respondent (Original Plaintiff/s or Defendant/s)		
8.	Appellant / Applicant shall mention legal provision below title.		
9.	Appeal/Revision Memo shall be signed by Advocate for Appellant / Applicant. If Appeal/Revision is filed by Appellants/Applicants in person then signatures of all Appellants/Applicants is mandatory on Appeal/Revision Memo alongwith verification.		
10.	Whether Memorandum **Appeal/Revision** shall be accompanied by the Certified Copy of Judgment or Order (O.41 R.1 read with O.20 Rule 6A(2) of C.P.C. 1908).		
	File "C"		
11.	Memorandum of Address shall be filed by Advocate for Appellant/ Applicant or Appellant/Applicant in person.		
12.	Signature of Advocate below Memorandum of Address.		
	File "D"		
13.	If in pleadings any Exhibit or Annexure is mentioned, then list of Document along with documents produced is compulsory.		
14.	Vakalatnama with full title and Court Fees of Rs.10/- through Echallan/Online with remark whether Advocate for Appellant/Applicant is a member of welfare fund (If member then		

	Welfare Member Fund Stamp of Rs.2/-)		
15.	Scan copy of Power of Attorney with Court Fees of Rs.20/- through Echallan/Online and original Power of Attorney for verification.		
16.	Authorized Signatory proof (Self Attested or True Copy of Partnership deed, Resolution, Minutes of meeting etc.)		
17.	Whether Appellants / Applicants has filed Information Form regarding any Appeal / Revision (which was previously instituted) is pending between the same parties and the suit premises of both the Appeals / Revisions is identical as per this Office Order No. 37 of 2011, dated 3rd January, 2011. If yes, then the Advocate for Appellant / Applicant in person shall file said Information in Affidavit form. They shall also mention the Appeal/Revision Application No., Court Room Number and Next date of previously instituted Appeal / Revision.		
18.	Paper Book in proper format mentioned in Circular 24 of 2022.		
19.	Service copies as many as Respondents.		
20.	Annexure should be filled as per Circular 44 of 2021.		
21.	If third party wants to challenge the Judgment / Order of the Trial Court by way of Appeal then he has to file MARJI Application (Misc. Application Requiring Judicial Inquiry) before the Appellate Court.		
22.	Kindly contact your Court or Mediation center if you are willing to settle the matter by way of Mediation.		

1. Objections raised by : Shri./Smt. .....
(Name of Superintendent, Process Dept.)

2. Objections raised on : .....
(dd/mm/yy)

3. Objections removed by : Shri./Smt. .....
(Name of concerned Cl – Ty., Process Dept.)

4. Objections removed on : .....
(dd/mm/yy)

12/03/2026

Checklist prepared by : Smt. R. K. Kulkarni, Addl. Registrar,
I/c Process Dept.,
Court of Small Causes, Mumbai.

Checklist approved by : Hon'ble Shrikant L. Anekar, Chief Judge
Court of Small Causes, Mumbai.

Revised Checklist for Examination of Execution Application as per Chapter XXI of Civil Manual				
SR. No	**Office Objections**		**Yes**	**No**
1.	**Whether Roznama, Index, Presentation Form Filed**			
	i.	Whether Two Roznamas filed alongwith the Execution Application.		
	ii.	Whether Index is properly numbered with short title,Signature of Advocate for Applicant (D.H) or Applicant in person/ C.A of Applicant (D.H), if any.		
	iii	Check-list shall be kept before the Presentation Form		
	iv.	Whether Two presentation forms filled up properly and undertaking shall be filed by the Advocate for Applicant (D.H) or Applicant in person/ C.A of Applicant (D.H), if any regarding removing of office objections within 7 days from the date of raising of office objections. Page No.1 & 2 shall be given to the Presentation form. Page 3 onwards shall be given to the Execution Application.		
2.	**Whether Execution Application filed with proper Title by Applicant.**			
	The Name of the Court in which the Execution Application is brought i.e. "IN THE COURT OF SMALL CAUSES, MUMBAI" OR "IN THE COURT OF SMALL CAUSES, MUMBAI" (BANDRA BRANCH)			
	Application for Execution of Decree under O.XXI Rule 11 of C.P.C. "Execution Application No._____ of 20__ in _____ Suit No. _____ of 20__"			
	"ABC .... Decree Holder/s (Original Plaintiff/s) V/s XYZ .... Judgement Debtor/s (Original Defendant/s)" (The contents of this proceedings are filed by the way of e-fillling and the hardcopies are the same and identical) I, _____, the Decree Holder/ Original Plaintiff abovenamed, apply for Execution of the decree herein below set forth.			

<table>
<tr><td>3.</td><td colspan="2">Whether all the details in 1 to 10 columns are correctly filled by applicant (Form No.6 in Appendix E, Schedule I of C.P.C) i.e
<table>
<tr><th>Sr. No.</th><th>Description</th><th>Details/ Particulars</th></tr>
<tr><td>1.</td><td>The number of the Suit;</td><td></td></tr>
<tr><td>2.</td><td>The names of parties;</td><td></td></tr>
<tr><td>3.</td><td>The date of the decree;</td><td></td></tr>
<tr><td>4.</td><td>Whether any Appeal has been preferred from the decree;</td><td></td></tr>
<tr><td>5.</td><td>Payment or adjestment made, if any;</td><td></td></tr>
<tr><td>6.</td><td>Previous application, if any, with date and result;</td><td></td></tr>
<tr><td>7.</td><td>Amount with interest due upon the decrtee or other relief granted thereby together with particular of any cross decree.</td><td></td></tr>
<tr><td>8.</td><td>The amount of the costs (if any) awarded;</td><td></td></tr>
<tr><td>9.</td><td>Against whom to be executed;</td><td></td></tr>
<tr><td>10.</td><td>The mode in which the assistance of the Court is required;</td><td></td></tr>
</table></td><td>Yes</td><td>No</td></tr>
<tr><td></td><td>i.</td><td>Slum remark at Column No.10.</td><td></td><td></td></tr>
<tr><td></td><td>ii.</td><td>Address of the suit premises as per decree/ Judgement/ Plaint alongwith four boundaries at Column No.10</td><td></td><td></td></tr>
<tr><td>4.</td><td colspan="2">Whether Advocate & Applicant signature before and after verification as per Order 6, Rule 15 of C.P.C. 1908.</td><td></td><td></td></tr>
<tr><td>5.</td><td colspan="2">Whether Affidavit in support filed by Applicant as per Order 6, Rule 15(4) of C.P.C. 1908.</td><td></td><td></td></tr>
<tr><td></td><td>i.</td><td>Case number & Title as per Execution Application</td><td></td><td></td></tr>
<tr><td></td><td>ii.</td><td>Verification/ Affirmation with signature of Applicant & Advocate before & after the Affidavit in support.</td><td></td><td></td></tr>
<tr><td></td><td>iii</td><td>Stay Remark.</td><td></td><td></td></tr>
<tr><td>6.</td><td colspan="2">Whether it is accompanied by a certified copy of the decree. [Civil Manual 349 (xiii)] & Order 21, Rule 11(3) of C.P.C 1908.</td><td></td><td></td></tr>
<tr><td></td><td>i</td><td>Whether it is filed in time [Civil Manual 349 (xii)] i.e Decree of last order is within 2 years or 12 years.</td><td></td><td></td></tr>
<tr><td></td><td>ii</td><td>Whether in the copy of Decree suit number, title, date & order for execution are correct.</td><td></td><td></td></tr>
<tr><td></td><td>iii</td><td>Whether Certified copy of Trial Court Decree/ Judgement or Appeal Court Decree/ Judgement or High Court Decree/ Judgement or Supreme Court Decree/ Judgement if required.</td><td></td><td></td></tr>
</table>

			Yes	No
7.	**Whether Applicant filed Vakalatnama as per Order 3, Rule 4 of C.P.C.,1908.** (M.A.H No., Mobile No., Email I.d & Welfare fund remark)			
	i	Vakalatnama properly sign by Advocate & Applicant.		
	ii	Vakalatnama accompanied with Court fee stamp of Rs.10/-.		
	iii	If Vakalatnama filed in the suit, Memo of appearance should be filed. (Civil Manual 355)		
8.	**Whether Applicant has complied Order 30 of C.P.C.,1908, when Execution Application is filed by or against firms and persons carrying on business in Names other than their own. (Partnership Firms)** **- whether Applicant attached Power of Attorney/ Resolution/ Authority letter/ N.O.C**			
9.	**Whether statement of proper calculation of FIFA amount attached.**			
10.	**Docket**			
11.	**Kindly contact your Court or Mediation center if you are willing to settle the matter by way of Mediation**			

Kulkarni
12/03/2026

Checklist prepared by : Smt. R. K. Kulkarni, Addl. Registrar,
Court of Small Causes, Mumbai.

12/3

Checklist approved by : Hon'ble Shrikant L. Anekar, Chief Judge
Court of Small Causes, Mumbai.