Court fee stamps affixed for Rs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_

**Application for service of process on Respondent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Father’s Name / Name of guardian in case of minor** | **Occupation if any** | **Residence** | | |
| **District** | **Taluk** | **Village of town, if town, St. & Door No.** |
|  |  |  |  |  |  |

Dated at Chennai on this the …………….day of ………………………………2016

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Notice as to manner of service on | 1st Notice | | 2nd Notice | 3rd Notice |
|  | Date of Hearing | | | |
|  | Notice issued | | | |
|  | Notice Returned | | | |
|  | Respondent | 1 | |  |
|  |  | 2 | |  |
|  |  | 3 | |  |
|  |  | 4 | |  |
|  |  | 5 | |  |
|  |  | 6 | |  |
|  |  | 7 | |  |
|  |  | 8 | |  |
|  |  | 9 | |  |
|  |  | 10 | |  |
|  |  | 11 | |  |
|  |  | 12 | |  |

|  |  |
| --- | --- |
|  | In the Court of Small Causes  Chennai  Suit No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Plaintiff  Versus  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Defendant  **PROCESS APPLICATION**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Counsel for Plaintiff / Defendant |

In the Court of Small Causes at Chennai

Suit No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Plaintiff

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Defendant

I, ………………………………………………………….. son of………………………………... aged about …………years, residing at …………………………………………………………………. hereby solemnly affirm and sincerely state as follows:

1. I am the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plaintiff in the above suit and as such I am well acquainted with the facts of the case.
2. This suit is sought to be instituted against the defendant herein to recover the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ due by the Defendant to Plaintiff in respect of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. The cause of action arose at Chennai.
4. The defendant resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the Taluk of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the District of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ within the jurisdiction of the District Munsiff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The Plaintiff permanently resides or carrying on business in Chennai and it is difficult to go and institute this suit at the place where the defendant resides.
6. That under the above circumstances it is just and necessary that this Hon’ble Court may be pleased to grant leave to institute this suit in this Hon’ble Court under Order VI Rule 2 of the Rules of the Small Cause Courts Act, 1912 read with s.18 of the Presidency Small Cause Courts Act, 1882.

|  |  |
| --- | --- |
| Solemnly affirmed at Chennai on this the ……..day of …….……………………….20…….. and signed his name in my presence | Before me  Advocate, Chennai |

In the City Civil Court at Chennai

O.S. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner / Plaintiff **NOTE:**

Versus Value of the Claim Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent / Defendant

**Application made by above named Plaintiff / Defendant for issue of Process (and Deposit of Witness Batta, Etc.)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nature of Process sought to be issued with section of law | Name and description of person on whom or on whose property, the process is sought to be issued or executed | The Municipal Division or other place where the process is to be served or executed | Distance in miles from Court house | Travelling allowance for journey to and from the Court house Rs. | Class of allowance | Subsistance allowance | | Process Fees Rs. | Remarks |
| Amount Rs. | For how many days |
| (1) | (2) | (3) | (4 | (5) | (6) | (7) | (8) | (9) | (10) |
|  |  |  |  |  |  |  |  |  |  |

Dated at Chennai on this the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_

Counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | In the City Civil Court  **Chennai**  O.S. No\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Plaintiff  Versus  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Defendant  **PROCESS APPLICATION**      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Counsel for Plaintiff |

In the Court of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Metropolitan Magistrate, Chennai

C.C. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner / Complainant

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent / Accused

**PROCESS APPLICATION**

It is prayed that this Hon’ble Court may be pleased to issue the Summons / Notice / NBW / Subpeona, to the following Accused / Witnesses through Police / RPAD:

**Name and addresses for service:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The next date of Hearing : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated at Chennai on this the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_

**Encl:** RPAD cover with stamps Counsel for Petitioner / Complainant /

Accused

|  |  |
| --- | --- |
|  | In the Court of\_\_\_\_\_\_\_\_\_\_\_\_ Metropolitan Magistrate Chennai  C.C. No\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  … Petitioner / Complainant  Versus  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  … Respondent / Accused  **PROCESS APPLICATION**        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Counsel for Petitioner /  Complainant / Accused |

THE MOTOR ACCIDENTS CLAIMS TRIBUNAL AT CHENNAI

O.P. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Plaintiff **NOTE:**

Versus Value of the Claim Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Court Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Defendant

**Application made by above named Plaintiff / Defendant for issue of Process (and Deposit of Witness Batta, Etc.)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nature of Process sought to be issued with section of law | Name and description of person on whom or on whose property, the process is sought to be issued or executed | The Municipal Division or other place where the process is to be served or executed | Distance in miles from Court house | Travelling allowance for journey to and from the Court house Rs. | Class of allowance | Subsistance allowance | | Process Fees Rs. | Remarks |
| Amount Rs. | For how many days |
| (1) | (2) | (3) | (4 | (5) | (6) | (7) | (8) | (9) | (10) |
|  |  |  |  |  |  |  |  |  |  |

Dated at Chennai on this the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_

Counsel for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | The Motor Accidents Claims Tribunal at Chennai  O.P. No\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Plaintiff  Versus  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_… Defendant  **PROCESS APPLICATION**    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Counsel for Plaintiff / Defendant |