

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

1<sup>st</sup> Notice

2<sup>nd</sup> Notice

3<sup>rd</sup> Notice

Date of Hearing

Notice issued

Notice Returned

Respondent 1

2

3

4

5

6

7

8

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10

11

12

Notice as to manner of service on

***In the Court of Small  
Causes***

Chennai

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

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... Plaintiff

Versus

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... Defendant

**PROCESS APPLICATION**

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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:**

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

Versus

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	Subsistence 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\_\_\_\_

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... Plaintiff

Versus

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... Defendant

**PROCESS APPLICATION**

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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\_\_\_\_\_

\_\_\_\_\_

Versus

\_\_\_\_\_

... Plaintiff

... Defendant

**NOTE:**

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

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

**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	Subsistence 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 \_\_\_\_\_

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... Plaintiff

Versus

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... Defendant

**PROCESS APPLICATION**

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Counsel for Plaintiff / Defendant