**gpujpthjp rk;kd;**

**Nfhh;l;by;**

**O.S. No. 20**

**thjp**

**vjph;**

**gpujpthjp**

**thjp …………………………………………………………………. tpah[;[pak; njhlh;e;jpUf;fpw gbahy; i~ jhthTf;F kWnkhop nrhy;Yk; nghUl;L 20…….tUlk; ………………….khjk; capy; ……………….. gfy; 10 kzpf;F ePh; ,e;j Nfhh;l;by; NehpLk; Kf;fpakhd rfy Nfs;tpfSf;Fk; kWnkhop nrhy;yf; $batuhfNth mg;gbg;gl;l rfy Nfs;tpfSk; kWnkhop nrhy;yf;$ba ahnjhU egiu mtNuhL Nrh;j;Njh my;yJ tf;fPiiy M[h;gLj;jp**

1. **jhthTf;F kWnkhop nrhy;y ckf;F ,e;j rk;kd; gpwg;gpf;fg;gl;bUf;fpwJ. ckJ gpujpthjj;jpw;F Mjhukhf vitfis ek;g cj;Njrpf;fpwPNuh mg;gb rfy j];jhNt[pfisAk; me;j jpdj;jpNyNa M[h;gLj;j Nt;Lnkd;W ckf;F fl;lis ,lg;gLfpwJ.**
2. **ePh; jhthTf;F gpujpthjk; nra;ag;NghfpwPuh my;yJ gpujpthjk; nra;ahkypf;fg; NghfpwPuh vd;gij njhptpj;J nfhs;tjw;fhfTk; mg;gb gpujpthjk; nra;ahkypUe;jhy; ePh; ,d;dNjjpapy; vOj;J %ykhd tpgug; gj;jphpif jhf;fy; nra;a Ntz;Lnkd;gijg; gw;wpAk; tpah[;a tprhuizj; Njjpiag; gw;wpAk; ,d;dk; ,ju tp~aq;fisAk; Nfhh;l;lhUila Mf;fidia ngw;Wf;nfhs;tjw;fhfTk; ,e;j rk;kd; gpwg;gpf;fg;gLfpwJ. jhthTf;F gpujpthjk; nra;ahtpby; clNd tpah[;[paj;ij igry; nra;ag;gLk; vd;gij ePh; mwpf.**
3. **jhthTf;F kWnkhop nrhy;y ,e;j rk;kd; gpwg;gpf;fgl;bUf;fpwJ. ePh; M[uhf Fwpg;gplbUf;Fk; NjjpahdJ tpah[;[paj;ij Kbtha; igry; nra;tjw;nfd;W Fwpg;gpl;bUf;fpwgbahy; ePh; ckJ gpujpthjj;jpw;F Mjhukhf ve;j rhl;rpfisNah ve;j j];jhNt[pfisNah me;j Njjpapy; M[h;gLj;j jahuhf ,Uf;f Ntz;Lk; NkNy Fwpg;gpl;l Njjpf;F Kd;dikia Nfhh;l;L fl;lis ]h;t; nra;aj;jf;f Nky; tpyhrj;ij ePh; jhf;fy; nra;aj; jtwpdhy; ckJ gpujpthjk; uj;J nra;aj; jf;fnjd;W mwpaf;fltPh;.**

**Kd;Nd nrhy;ypAs;s jpdj;jpNy ePh; M[uhf jtwptpl;lhy; ePh; ,y;yhkypUf;ifapNy i~ tpah[;[pak; tprhhpj;J jPh;khdpf;fgLnkd;W ,jd;%yk; njhpe;J nfhs;s fltPh;. NkNy Fwpg;gpl;l Njjpapy; ……………… kzpf;F M[uhf ePh; jtwpdhy; ePh; ,y;yhkNyNa i~ tpah[;[pak; tprhhpf;fg;gl;L igry; nra;ag;gLnkd;W mwpf.**

**20……….tUlk; ……………………. khjk;………………. capy; vd; ifnaOj;J Nfhh;l; Kj;jpiuAk; Nghl;Lf;nfhLf;fg;gl;lJ.**

**By order**

**tf;fPy; Central Nazir**

**ne. (12) rhl;rp rk;kd;**

**]ptpy; g;Nuh]p[h; NfhL mjp 16 tpjp (1)**

**Nfhh;l;by;**

**O.S. No. 20**

**thjp**

**vjph;**

**gpujpthjp**

**vd;gtUf;F**

**Nkw;fz;l tpah[;[paj;jpy; thjp / gpujpthjp gl;rj;jpy;**

**rhl;rp nrhy;tjw;fhf / mbapw;fz;l j];jhNg[Pfis M[h;gLj;j ePh; `h[uhf Ntz;bapUf;fpwgbahy; ………… tUlk; ……………… khjk; ……… Njjpapy; Kw;gfy; 10 kzpf;F `h[uhf Ntz;Lnkd;W / Nkw;gb j];jhNt[Pfis M[h;gLj;j Ntz;Lnkd;W ,jdhy; ckf;F cj;jpuT nra;ag;gLfpwJ.**

**ck;Kila gaz Kjypa nryTfSf;F xU ehisa Ngh[id th;j;jidf;F ………………. &gha; ,j;Jld; mDg;gg;gLfpwJ. epahakhd fhuzkpy;yhky; ePh; ,e;j cj;jputpd;gb ele;Jf;nfhs;s jtWfpwgl;rj;jpy; M[uhfhikapdhNy vd;d rk;gtpf;Fnkd;W ]ptpy; g;Nuh]p[h; Nfhil Nrh;e;j 16-k; mjpfhuk; 12tJ tpjpapy; nrhy;yp ,Uf;fpwNjh ,jw;F ePh; cs;shtPh;.**

**……….tUlk; …………………. khjk; ……..k; Njjpapy; ifnaOj;Jk; Nfhh;l; Kj;jpiuAk; Nghl;Lf;nfhLf;fg;gl;lJ.**

**By order**

**tf;fPy; Central Nazir**

**Summons in a Summary Suit**

(Appendix B-Form No.4 under order XXXVII, Rule 2 C.P.S.

In the Court of

Chennai

Summary Suit No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_of 20\_\_\_\_\_\_

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

Versus

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

To

Whereas the plaintiff above named has instituted a suit against you under order XXXVII of the Code of Civil Procedure, 1908, for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and interest, you are hereby summoned to cause an appearance to be entered for you, within ten days from the service hereof, in default whereof the plaintiff will be entitled, after the expiration of the said period of ten days, to obtain a decree for any sum not exceeding the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for costs, together with such interest, if any, as the Court may order.

If you cause an appearance to be entered for you, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the plaintiff will thereafter serve upon you a summons for judgement at the hearing of which you will be entitled to move the court for leave to defend the suit.

Leave to defend may be obtained if you satisfy the Court by affidavit or otherwise that there is a defence to the suit on the merits or that it is reasonable that you should be allowed to defend.

GIVEN under my hand and the seal of the Court, this ………day of ………………..20…...

Advocate for Plaintiff Judge

**Letter of request by one Court to the presiding Judge of another   
Court for the production of records**

(Form No.22 under Rule 74 of Civil Rules of Practice)

In the Court of

**Chennai**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent

To

WHEREAS upon the application of the above named plaintiff / defendant / appellant / respondent, it has been made to appear to this Court that the perusal of the undermentioned papers, now in your custody, is of material importance in the above suit / appeal / matter now before this Court and it is found that the production of the original documents is necessary for the purpose of justice, you are hereby requested to cause the said papers to be produced in this Court / to transmit the said papers to this Court before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge of this Court on or before the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_ O’clock in the forenoon.

**DESCRIPTION OF PAPERS**

GIVEN under my hand and the seal of the Court, this ………day of ………………………..20……

(By Order)

C. NAZIR

**Summons for the production of public records and other documents in the possession of a public servant other than Court**

(Form No.23 under Rule 74 of Civil Rules of Practice)

In the Court of

**Chennai**

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

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

Versus

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

To

WHEREAS upon the application of the above named plaintiff / defendant / appellant / respondent, it has been made to appear to this Court that the perusal of the undermentioned papers, now in your custody, is of material importance in the above suit / appeal / matter now before this Court and that the production of the original documents is necessary for the purpose of justice, or that the said applicant cannot obtain a duly authenticated copy of the same without unreasonable delay or expense, you are hereby requested to cause the said papers to be produced in this Court / to transmit the said papers to this Court / to forward to this Court a duly authenticated copy of the said account, before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge of this Court on or before the \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_ by \_\_\_\_\_\_\_\_\_\_ O’clock in the forenoon.

**DESCRIPTION OF PAPERS**

GIVEN under my hand and the seal of the Court, this ………day of ………………………..20……

(By Order)

C. NAZIR

In the Court of Small Causes at Chennai

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Plaintiff / Petitioner

Versus

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

To

TAKE NOTICE that you are hereby required to appear in person or by a Pleader duly instructed before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of this Court on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ at 10.30 a.m. in the forenoon to show cause why\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GIVEN under my hand and the seal of the Court, this ………day of ………………………..20……

(By Order)

Examined

Clerk

C. NAZIR

**Summons for Disposal of Suit**

(Form No.4 of the Rules of the Small Cause Courts Act, 1912)

In the Court of Small Causes at Chennai

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

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

Versus

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

To

Whereas the Plaintiff has instituted a suit against you for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you are hereby summoned to appear before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge (or Registrar) of this Court in person or by a Pleader duly instructed and able to answer all material questions relating to the Suit, or who shall be accompanied by some person, able to answer all such questions, on the \_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.30 a.m. in the forenoon, to answer the claim and as the day fixed, for your appearance is appointed for the final disposal of the suit, you must be prepared to produce on that day all the witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defendce.

Take notice that, in default of your appearance on the day mentionied, the suit will be heard and determined in your absence.

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_20

(By Order)

Examined,

Clerk Assistant Clerk

**Notice:**

1. Should you apprehend your witnesses will not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness, and the production of any document that you have a right to call upon the witness to produce, on applying to the Court and on depositing the necessary expenses.
2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid the execution of the decree, which may be against your person or property, or both.
3. If the summons is served outside the limits of the Presidency Town of Chennai, a copy of the Plaint or concise statement of the claim can be obtained by the defendant from the serving court.

**Summons to attend and to give evidence and to produce document**

(Form No.5 of the Rules of the Small Cause Courts Act, 1912)

In the Court of Small Causes at Chennai

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent

To

You are hereby summoned to appear before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge of this Court in person on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.30 a.m. in the forenoon, and on any day to which the above mentioned suit is adjourned, and so from day to day until the same is tried, to give evidence on behalf of the Plaintiff (or defendant) and also to bring with you and produce at the time and place aforesaid the following documents.

*(Give full particulars of the documents to be produced so as to indentify them)*

And take notice that the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is herewith sent for your travelling expenses and subsistence allowance for one day. If you are detained beyond the day aforesaid, a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for each additional day’s attendance, or if the case is adjourned for more than one day, a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for your travelling expenses and subsistence allowance for the day to which the case is adjourned.

If you do not comply with this order, you will be liable to be arrested and to a fine not exceeding five hundred rupees.

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20

(By Order)

Counsel for Petitioner C. NAZIR

**Summons to Produce Documents**

(Form No.6 of the Rules of the Small Cause Courts Act, 1912)

In the Court of Small Causes at Chennai

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent

To

You are hereby required, on behalf of the Plaintiff / defendant in the above suit, to attend and produce, or cause to be produced before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge of the Court on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.30 a.m. in the forenoon, and on any day to which the above mentioned suit is adjourned, and so from day to day until the same is tried, the following documents.

*(Give full particulars of the documents to be produced so as to indentify them)*

And take notice that the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is herewith sent for your travelling expenses and subsistence allowance for one day. If you are detained beyond the day aforesaid, a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for each additional day’s attendance, or if the case is adjourned for more than one day, a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for your travelling expenses and subsistence allowance for the day to which the case is adjourned.

If you do not comply with this order, you will be liable to be arrested and to a fine not exceeding five hundred rupees.

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20

(By Order)

Counsel for Petitioner C. NAZIR

In the City Civil Court at Chennai

I.A. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_

in

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Plaintiff / Petitioner

Versus

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

To

WHEREAS the above named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has made an application to this Court that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are hereby warned to appear in this court in person or by a pleader duly instructed on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ at 10.30 a.m. in the forenoon to show case against the application failing which the said application will be heard and determined ex-parte

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 20

Counsel for Plaintiff / Defendant

In the City Civil Court at Chennai

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

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

Versus

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

To

WHEREAS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has instituted a suit against you for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you are hereby summoned to appear in this Court in person, or by a pleader duly instructed, and able to answer all material questions relating to the suit, or who shall be accompanied by some person able to answer all such questions, on the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ at 10.15 a.m. in the forenoon, to answer the claim; and as the day fixed for your appearance is appointed for the final disposal of the suit/settlement of issues, you must be prepared/you are directed to produce on that day all the Witnesses upon whose evidence and all the documents upon which you intend to rely in support of your defence.

Take notice that, in default of your appearance on the day before-mentioned, the suit will be heard and determined in your absence.

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 20

(By Order)

Counsel for Plaintiff NAZIR

**Notice:**

1. Should you apprehend your witnesses wil not attend of their own accord, you can have a summons from this Court to compel the attendance of any witness, and the production of any document that you have a right to call upon the witness to produce, on applying to the Court and on depositing the necessary expenses.
2. If you admit the claim, you should pay the money into Court together with the costs of the suit, to avoid execution of the decree, which may be against your person or property, or both.

**Summons to witness**

(Appendix B-Form No.13 under Order XVI, Rules 1, 5 C.P.C.)

In the City Civil Court at Chennai

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

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

Versus

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

To

You are hereby summoned to appear before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge of this Court in person on the \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.30 a.m. in the forenoon and on any day to which the above mentioned suit is adjourned, and so from day to day until the same is tried to give evidence on behalf of the plaintiff / defendant and also to bring with you and produce at the time and place aforesaid the following documents:

*(Give full particulars of the documents to be produced so as to identify them)*

And take notice that sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is herewith sent for your travelling and other expenses and subsistence allowance for one day. If you are detained beyond the day aforesaid, a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for each day’s attendance, or if the case is adjourned for more than one day a sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_ will be tendered to you for your travelling expenses and subsistence allowance for the day to which the case is adjourned.

If you do not comply with this order you will be liable to be arrested and to fine not exceeding five hundred rupees.

GIVEN under my hand and the seal of the Court, this \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_ 20

(By Order)

NAZIR

**Summons for Judgement in a Summary Suit**

(Appendix B – Form No.4A under order XXXVII, Rule 3 C.P.C.

In the City Civil Court at Chennai

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

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

Versus

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

Upon reading the affidavit of the Plaintiff the Court makes the following order, namely:-

Let all parties concerned attend the Court of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Judge, on the \_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.30 a.m. in the forenoon on the hearing of the application of the Plaintiff that he be at liberty to obtain Judgement in this suit against the defendant for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and for interest and costs.

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

Counsel for Plaintiff(s) Judge

**Summons to Appear and Answer**

(Form No.13 under order IV, Rule 5 of the Rules of the High Court, Madras,

Original Side, 1956)

In the High Court of Judicature at Madras

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

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

Versus

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

WHEREAS on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ the above named Plaintiff instituted a suit in our Court against you by presenting a Plaint, whereby \_\_\_\_\_\_\_\_\_\_\_\_ claim the relief whereof the short particulars are endorsed hereon (or annexed hereto). We command you to appear before the Court at the hours 10.30 a.m.in the forenoon of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_day, after service of this summons upon you, in person or by Advocate, to answer the Plaintiff’s claim and to bring with you any document in your possession or power relating to the merits of the Plaintiff’s case, upon which you intend to rely in support of your defence and take notice that in default of your so doing the suit will be heard and determined in your absence.

And also take notice that, if you intend to defend the suit, you must cause an appearance to be entered on your behalf and file in Court a written statement stating the grounds of your defence within 30 days after service of this summons upon you in which case the suit will be entered in the general list of causes.

And also take notice that leave to institute this suit in this Court was granted by order dated the \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_ and that you are at liberty to apply to this Court to stay the said proceedings.

Witness The Hon’ble Chief Justice at Chennai,

the\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_

Assistant Registrar

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

N.B. 1. The summons shall be served within 14 days from the date hereof.

2. The summons was taken out by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Counsel for the said Plaintiff whose address for service is : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONCISE STATEMENT OF THE CLAIM MADE**

And further interest at \_\_\_\_\_\_\_\_\_\_\_\_\_ percent, per annum until payment and Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the costs of this suit. If the amount claimed be paid before the time limited for the appearance of the defendant further proceedings will be stayed.

I hereby acknowledge service of this summons. The summons was served by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, an officer of the High Court (or of the Court of the Munsiff of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours of attendance at the office of the Registrar in the High Court Buildings, Chennai from 10.30 a.m. till 4.00 p.m. Saturdays, Sundays and holidays excepted.

In the High Court of Judicature at Madras

Writ Petition No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent

To

…. Respondent

Whereas upon Motion made unto this Court by Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advocate for the Petitioner, the Court has directed the issue of notice to you (Respondent No.\_\_\_\_\_\_\_\_\_\_\_) returnable on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Take notice that the Writ Petition No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_ is set down for hearing on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for orders as to admission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sub-Asst. Registrar (A.S.)

Note: Copies of Petition and affidavit have been served on the Government Pleader.

In the High Court of Judicature at Madras

Civil Writ Petition No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_\_\_

in

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Respondent

To

… Respondent

Whereas the Petitioner above named has presented the above petition, praying that in the circumstances stated in the affidavit filed in support thereof a copy of which is annexed hereto, the High Court will be pleased to

and whereas the petition will come on for hearing on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_. You are hereby directed to appear in person or by Advocate, to show cause why the Petitioner’s prayer should not be granted and in default of which the matter will be heard and decided in your absence.

Notice and interim Stay been order by Court on

(By order of the Court)

CHENNAI Sub-Assistant Registrar,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_ (Appellate Side)

Hours of attendance at the office of the Registrar in the High Court Buildings, Chennai from 10.30 a.m. till 4.00 p.m. Saturdays, Sundays and holidays excepted.

Before the Motor Accident Claims Tribunal at Chennai

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

M.P. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of 20\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … 1st Respondent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … 2nd Respondent

To

WHEREAS the above named petitioner has made an application to this Court under section 166 of Motor Vehicles Act.

You are hereby warned to appear in this Court in person or by a pleader duly instructed on the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ at 10.15 a.m. in the forenoon to show cause against the application failing which the said application will be heard and determined exparte.

GIVEN under my hand and the seal of the Court, this the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

Before the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Family Court at Chennai

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

In the matter of Hindu Marriage Act

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ … Petitioner

Versus

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ …Respondent

Petition presented on:

Petition filed on:

Notice issued on:

WHEREAS on the \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ the above named petitioner filed a petition against the respondent for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Specify the relief).

You are hereby required to appear in this Court on \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ at 10.15 a.m. in the forenoon in person to answer all material questions relating to the above proceedings.

Also take notice that in default of your appearance on the aforesaid day, the issues will be settled and the petition heard and determined in your absence. You shall also bring with you any documents on which you intend to rely in support of your defence.

You are required to file a written statement in Court on or before the \_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_

GIVEN under my hand and the seal of the Court, this the \_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_

Central Nazir

Notice:

1. A copy of the petitioner accompanies this notice.
2. This notice should be served not less than 21 days before the date fixed above for settlement of issues.
3. Should you apprehend that your witness will not attend of their own accord, you can have summons issued from this court to compel the attendance of any witness and the production of any document that you have a right to call on the witness to produce on applying to the Court and on depositing the necessary expenses.

This notice has been taken out by Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counsel for Petitioner Petitioner