

IN THE HIGH COURT OF JUDICATURE AT BOMBAY ORIGINAL SIDE  
**(PRESENTATION FORM)**

Suit / Petn. / Counter Claim Stamp No. .... of 200

Case Identification No. ....

..... Plaintiff/Petitioner

V/s

..... Defendants/Respondents

Plaintiff / Petitioner Address : .....

Nationality : ..... Occupation : .....

Age of the Plaintiff/Petitioner : ..... Sex : M / F / N.A. Caste : .....

Email ID : ..... Contact No. : .....

Fax No. : ..... Telex No. : .....

Advocate Code / Name : .....

Defendant / Respondent Address : .....

Nationality : ..... Occupation : .....

Age of the Defendant/Respondent : ..... Sex : M / F / N.A. Caste : .....

Email ID : ..... Contact No. : .....

Fax No. : ..... Telex No. : .....

Advocate Code / Name : .....

Act Code : ..... Under Section : ..... Computer Code.No. : ..... *Sub-Cat-*

Claim Rs. : ..... Presented with Court Fees Rs. : .....

Stamp Paper / (Court fees Lable) Denomination is to be mentioned :  
(Only denomination of Claim Amount should be mentioned)

Denomination of Stamp Paper : ..... x ..... = Rs. ....

..... x ..... = Rs. ....

..... x ..... = Rs. ....

..... x ..... = Rs. ....

..... x ..... = Rs. ....

Denomination of Court Fee Label : ..... x ..... = Rs. ....

..... x ..... = Rs. ....

..... x ..... = Rs. ....

Vakalatnama : ..... x ..... = Rs. ....

..... x ..... = Rs. ....

Total = Rs. ....

Whether copy of caveat filed by Defendant / Respondent / Opponent received by Plaintiff / Petitioner / Applicant ? Yes / No

If YES Date of receipt of copy and number of caveat :-

Whether any petition on the above subject has been filed by the Petitioner / Appellant / Applicant ? YES / NO.

If YES, please state Case Number/s :

This                      day of                      , 20

Signature of the Advocate

Signature & Name of Person  
presenting for Petitioner /  
Respondent

(For Category\* Act Codes please see the list at filing counter/Board Department)

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**REQUIREMENTS AT THE TIME OF FILING PLAINT / PETITIONS ETC.**

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1. Folder (Dark Green)
2. Card Paper (Front & Back -- Green)
3. Index
4. Proforma
5. Synopsis ( in Arbitration Petition / Application / etc. )
6. Plaint / Petition
7. Vakalatnama / Note of Appearance
8. Memorandum of Advocate / Plaintiff's Address
9. List of Documents
10. Exhibits
11. Affidavit
12. Stamp Paper
13. Presentation Form
14. Plaint / Petition Docket (Two Copies)

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1. Plaint / Petition has been declared / Sworn on Dt. ....
  2. Synopsis are signed and filed along with the Plaint / Petition. .... Y/N
  3. Index is filed ..... Y/N
  4. Proper Court Fees has been paid at the time of  
filing of Plaint / Petition ..... Y/N/Undertaking given
  5. Vakalatnama / Note of Appearance annexed ..... Y/N
  6. Whether Computer Code No. mentioned. .... Y/N
  7. Impugned Order annexed to the Memo of Appeal ..... Y/N

**CHECKED BY :**

Section Officer/ Assistant  
BOARD DEPARTMENT

Signature of Data Entry Clerk