

## **IMPORTANT FORMS**

### **BAIL BOND**

**(as per prescribed proforma of Cr.P.C.)**  
**FORM NO. 45**  
**(Section 436, 437, 438 (3) and 441 Cr.P.C.)**

In the Court of Shri \_\_\_\_\_  
Police Station \_\_\_\_\_ Next date of hearing \_\_\_\_\_  
F.I.R. No. \_\_\_\_\_ under Section/s \_\_\_\_\_  
Sent to Jail on \_\_\_\_\_.

#### **Bail Bond**

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_,  
Resident of \_\_\_\_\_,  
having been arrested or detained without warrant by the officer  
incharge of \_\_\_\_\_ Police Station for  
having been brought before this Hon'ble Court charged with the  
offences of \_\_\_\_\_ and request to give  
surety for my attendance before such Officer or Court on condition  
that I shall attend such Officer or Court every day on which any  
investigation or trial is held with regard to such charge and in case  
of my making default therein I hereby bind myself to forfeit to  
Government the sum of Rs. \_\_\_\_\_.

Chandigarh

Dated \_\_\_\_\_.

Signature

I, \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_,  
Resident of \_\_\_\_\_,  
hereby declare myself for the above said Shri  
\_\_\_\_\_ that he shall attend the Officer-incharge of  
\_\_\_\_\_ Police Station or the Court of Shri  
\_\_\_\_\_ every day on which any investigation in the  
charge is made or trial on such charge is held that he shall be and  
reappear before such Officer or Court for the purpose of such  
investigation to answer the charge against him (as the case may be)

*and in the case of his making default herein I have bind myself to  
forfeit to Government the sum of Rs. \_\_\_\_\_.*

*Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.*

*Witnesses*

1. \_\_\_\_\_

2. \_\_\_\_\_

*Signature*

**MEMORANDUM OF APPEARANCE OF ADVOCATE**

*In the Court of* \_\_\_\_\_ *In*

*Re* \_\_\_\_\_

**VERSUS**

\_\_\_\_\_

*The undersigned is appearing in the above case on behalf of*

\_\_\_\_\_

\_\_\_\_\_

*He has been authorized to appear by* \_\_\_\_\_.

*Dated:*

**ADVOCATE**

*Place:*

**VAKALATNAMA**

*In the Court of .....  
Suit /Appeal No. ....of  
20..... In re ..... Plaintiff /Appellant /Petitioner /Complainant*

**VERSUS**

*..... Defendant /Respondent /Accused*

*KNOW ALL to whom these present shall come that I/we .....  
..... the above named ..... do hereby  
appoint (Herein after called the advocate /s) to be my /our Advocate in the  
above noted case authorize him:-*

- 1. To act, appear and plead in the above noted case in this Court or in any other Court in which the same may be heard and also in the appellate Court including High Court subject to payment of fee separately for Court by me /us.*
- 2. To sign file, verify and present pleadings, appeals, cross objections or petitions for executions review revisions, withdrawal, compromise or other petitions or affidavit or other documents as may be deemed necessary or proper for the prosecution of the said case in all its stages subject to payment of fee for each stage.*
- 3. To file and take back documents, to admit and or deny the documents of opposite party.*
- 4. To withdraw or compromise the said case or submit to arbitration any difference or disputes that may arise touching or in any manner relating to the said case.*
- 5. To take execution proceedings.*
- 6. To deposit, draw and receive monthly cheques, cash and grant receipt thereof and to do all other acts and things which may be necessary to be done for the progress and in the course of the prosecution of the said case.*
- 7. To appoint and instruct any other Legal Practitioner authorize him to exercise the power and authority hereby conferred upon the Advocate whenever he may think fit to do so and to sign the power of attorney on our behalf.*
- 8. And I/we, the undersigned do hereby agree to rectify and confirm all acts done by the Advocate or his substitute in the matter as my /our own acts, as if done by me /us to all intense and proposes.*
- 9. And I/we undertake that I/we or my /our duly authorized agent would appear in Court on all hearings and will inform the Advocate for appearance when the case is called.*
- 10. And I/we, the undersigned do hereby agree not to hold the Advocate or his substitute responsible for the result of the said case.*

11. *The adjournment costs whenever ordered by the Court shall be or the Advocate which he shall receive and retain for himself.*

12. *And I/we, the undersigned do hereby agree that in the event of the whole or part of the fee agreed by me/us to be paid to the Advocate remaining unpaid he shall be entitled to withdraw from the prosecution of the said case until the same is paid up. The fee settled is only for the above case and above Court. I/we hereby agree that once fee is paid, I/we will not be entitled for the refund of the same in any case whatsoever and if the case prolongs for more than 3 years the original fee shall be paid again by me/us.*

*IN WITNESS WHEREOF I/we do herein to set my/our hand to these presents the contents of which have been understood by me/us of this .  
..... day of ..... 20.....*

*ADVOCATE  
CLIENT*

*CLIENT*

**OPENING SHEET OF APPEALS IN COURTS****SUBORDINATE TO THE HIGH COURT**

IN THE COURT OF \_\_\_\_\_

Civil Appeal No. \_\_\_\_\_ of \_\_\_\_\_.

<i>Number &amp; date of the original Suit</i>	<i>Date of Institution in first Court</i>	<i>Date of decision in first Court</i>	<i>Date of Institution of Appeal</i>	<i>Value of sum and appeal for purpose of jurisdiction</i>	<i>Value of Appeal for purpose Court fee</i>	<i>Amount of fee on Appeal</i>

Suit \_\_\_\_\_

Appeal \_\_\_\_\_

\_\_\_\_\_  
*Appellant**Against*\_\_\_\_\_  
*Respondent**Appeal filed by:-**Name of party, agent or pleader filing the appeal* \_\_\_\_\_*Appeal from the order of* \_\_\_\_\_ *dated* \_\_\_\_\_ *day of*\_\_\_\_\_ *20* \_\_\_\_\_.

**ADDRESS FORM**

IN THE COURT OF \_\_\_\_\_

\_\_\_\_\_

VERSUS

\_\_\_\_\_

Suit for \_\_\_\_\_ Date of Hearing \_\_\_\_\_

*The address of Plaintiff/Defendant/Applicant is as under:-*

<b><i>Name with Father's Name</i></b>	<b><i>Caste</i></b>	<b><i>Resident of</i></b>	<b><i>Post Office</i></b>	<b><i>Tehsil</i></b>	<b><i>District</i></b>	<b><i>Remarks</i></b>

Sir,

*All the summons, notices, orders etc. in connection with the above suit be sent to me at the address given above.*

*In case of any change in address the same shall be communicated you with full particulars and details.*

(Signature)

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