

IN THE COURT OF [DESIGNATION OF THE PRESIDING OFFICER], [PLACE]

[CASE TYPE] No. ____ of 20__

[NAME OF PLAINTIFF / PETITIONER / COMPLAINANT]... Plaintiff / Petitioner /
Complainant

Versus

[NAME OF DEFENDANT / RESPONDENT / ACCUSED]... Defendant / Respondent /
Accused

Next date of hearing: [DATE]

**APPLICATION UNDER [ORDER VII RULE 14(3) / ORDER VIII RULE 1A(3)]
READ WITH SECTION 151 CPC FOR LEAVE TO PLACE ON RECORD
ADDITIONAL DOCUMENTS**

Respectfully sheweth:

1. That the case is at the stage of [STAGE].
2. That the applicant seeks to place on record the following documents: (1) [DOCUMENT, DATE]; (2) [DOCUMENT, DATE]; (3) [____].
3. That these documents could not be filed earlier with the [plaint / written statement] because [REASON — e.g. they were not in the applicant's possession / were traced later / came into existence afterwards].
4. That each document is relevant to [IDENTIFIED ISSUE]. Any prejudice arising from its late production can be addressed by [INSPECTION, RESPONSE, EVIDENCE OPPORTUNITY AND COSTS].
5. That the applicant is [plaintiff / defendant], and leave is sought under [Order VII Rule 14(3) / Order VIII Rule 1A(3)] for the following specifically indexed documents: [description, date, source, original/copy and proposition proved].
6. That each document was obtained on [date] from [custodian]. Earlier searches and requests were [dates]; non-production with the original pleading is explained by [document-specific impediment and evidence].
7. That the case stage and evidence already recorded are [details]. Admission on file is distinguished from proof and admissibility; authenticity, original-record production and electronic certification will be addressed by [method].
8. That the proposed documents concern pleaded issues [numbers], and the opponent can respond through [inspection, reply, cross-examination or limited evidence]. Any necessary reopening is sought expressly and justified separately.
9. That if the matter is a commercial suit, the stricter applicable Order XI disclosure and reasonable-cause requirements are addressed as [facts], rather than relying only on the ordinary-suit form.
10. That [OPTIONAL: retain only after verifying the cited rule and these facts] the document-specific steps taken earlier were [dates and records]. Applying Salem Advocate Bar Association (II), late production is justified by [actual impediment], and fair response/proof opportunities are [terms], without seeking a general licence to fill omissions after evidence.

PRAYER

It is, therefore, respectfully prayed that the applicant may kindly be granted leave to produce the above documents, and the same may be taken on record.

Place: [PLACE] Date: [DATE]

APPLICANT Through [NAME OF ADVOCATE] Advocate Enrolment No. [__]

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AFFIDAVIT

Affidavit of [NAME OF DEPONENT], [S/o / D/o / W/o] [NAME], aged about [____] years,
resident of [FULL ADDRESS WITH PIN CODE].

I, the above-named deponent, do hereby solemnly affirm and declare as under:

1. That the deponent is competent to swear this affidavit and the accompanying [suit /
petition / application] has been drafted by counsel on the deponent's instructions. Its
contents have been read over and explained in [LANGUAGE], understood by the
deponent, and are incorporated as part and parcel of this affidavit; the factual statements
are true to the deponent's knowledge or identified records, and legal submissions are
based on advice believed to be true.
2. That [no same or similar suit / petition / application on the same cause of action has been
filed / the following prior or pending proceedings, outcomes and orders are fully
disclosed: ____]. Nothing material has been concealed.

DEPONENT

VERIFICATION

Verified at [PLACE] on [DATE] that paragraphs 1 and 2 above are true and correct to my knowledge and
identified records, with legal submissions based on advice believed true. Nothing material has been concealed.

DEPONENT

Note: To be sworn before an Oath Commissioner / Notary Public and stamped as required by the applicable
rules.

PREPARATION AND JUDGMENT APPLICATION

Updated 11 October 2026. Complete every material fact, retain only supported alternatives, and renumber before filing. These notes support professional adaptation; they do not supply missing evidence or guarantee relief.

Filing and relief checks. Attach an indexed set and a reason for each omission. Leave to place a document on file does not prove its contents. Do not cite a deleted Order XVIII Rule 17A as an operative rule.

Fact-specific authority. Salem Advocate Bar Association (II) v. Union of India, (2005) 6 SCC 344; 2 August 2005, discussion headed “Additional Evidence”. Explain what diligent steps could not secure the evidence earlier and propose fair terms. The decision does not confer unrestricted permission to fill an evidentiary gap after trial. Read the judgment

Source: <https://indiankanoon.org/doc/342197/>

Before relying on any authority, compare the material facts, procedural stage, statutory version and precise relief; check subsequent treatment and applicable local practice. Keep the authority note separate from the signed pleading. For criminal procedure, determine Section 531 BNSS savings rather than select the code solely from the alleged offence date.