

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 FOR THE ISSUE OF CERTIFIED COPIES OF [DOCUMENTS /
ORDERS] [URGENT / ORDINARY]**

Respectfully sheweth:

1. That the applicant is [a party to / the counsel for __ in] the above-noted case [or: a non-party with interest, as stated in the accompanying affidavit].
2. That the applicant requires certified copies of the following: (1) [ORDER / JUDGMENT dated __]; (2) [DOCUMENT / DEPOSITION of __ recorded on __]; (3) [__].
3. That the copies are required for [PURPOSE — e.g. filing an appeal / production before another forum].
4. That the requisite copying fee / stamps have been affixed or deposited [and urgent charges, if applicable].
5. That the exact record required is [judgment / order / deposition / exhibit], dated [], in case [number, title and court]. Any exhibit or page identifier is [].
6. That the applicant's entitlement as [party / authorised counsel / permitted non-party] rests on [particulars]. Confidential, sealed, juvenile or otherwise restricted records are specifically identified and permission, if required, is sought.
7. That [ordinary / urgent] processing is requested for [purpose and deadline]. Copying fee, folios, identity/authority and delivery arrangements will comply with the applicable copying rules.
8. That for limitation purposes the application date, readiness date and collection date will be recorded from the copying office; this request does not presume an automatic extension of any filing deadline.

PRAYER

It is, therefore, respectfully prayed that certified copies of the documents listed above may kindly be issued to the applicant.

Place: [PLACE] Date: [DATE]

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

Note: Attach the copying fee as prescribed. An affidavit is usually needed only where the applicant is not a party or the rules require it.

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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. Use the court/copying-agency prescribed request where mandatory. Identify the exact document and urgency. A general judgment citation is ordinarily unnecessary; entitlement and local copying rules matter.

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.