

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 INSPECTION OF THE JUDICIAL FILE OF THE ABOVE-
NOTED CASE**

Respectfully showeth:

1. That the applicant is [a party to / counsel for ___ in] the above-noted case.
2. That the applicant needs to inspect the judicial file to [PURPOSE — e.g. verify the service report / note the particulars of a document / prepare for arguments].
3. That the requisite inspection fee has been [affixed / deposited], and the inspection will be carried out under the supervision of the court staff, as per the applicable rules.
4. That inspection is requested by [party / duly authorised counsel / permitted non-party], whose authority is [record], in case [number, title, court and pending/dispensed status].
5. That the specific records sought are [order sheets, service reports, pleadings, exhibits], for [identified purpose]. Any sealed, confidential or protected portion is disclosed and separate permission sought where necessary.
6. That the applicant will attend at the registry-approved time, pay the applicable fee and comply with supervision, note-taking and record-handling rules; copying or photographing is not presumed authorised by inspection permission.
7. That an urgent request, if made, is based on [deadline and record]. The requested inspection date and contact particulars are [].

PRAYER

It is, therefore, respectfully prayed that the applicant / counsel may kindly be permitted to inspect the judicial file on a date and at a time fixed by this Hon'ble Court.

Place: [PLACE] Date: [DATE]

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

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Accused

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. Check the forum's inspection rules and prescribed form. Inspection does not permit removal, alteration, publication or unrestricted copying of court records; a judgment citation is usually unnecessary.

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.