

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

[Case type] No. [] of [Year] | CNR No. []

Party	Name and particulars
Petitioner / Plaintiff / Complainant	[Name of Petitioner / Plaintiff / Complainant] [age], [son/daughter/wife of _____], [complete address with PIN]
Respondent / Defendant / Accused	[Name of Respondent / Defendant / Accused] [age], [son/daughter/wife of _____], [complete address with PIN]

VAKALATNAMA

Affix court fee / Advocates' Welfare Fund stamp as required by the rules applicable to the court.

I / We, [name(s) of the party], the [plaintiff / defendant / petitioner / respondent / accused / complainant] in the above case, do hereby appoint and retain [Name of Advocate], Advocate, Enrolment No. [], to appear, plead and act for me / us in the above case and in all proceedings connected with it, including applications, appeals, execution, review or revision arising from it, in this Court or any other court to which it may be transferred.

I / We authorise the said Advocate to file and receive documents, to deposit and withdraw money, to take out certified copies, and to do all acts necessary for the conduct of the case. I / We agree to ratify all acts done by the Advocate in pursuance of this authority. I / We will attend court whenever required, and the Advocate will not be responsible if the case is decided against me / us in my / our absence or for want of instructions or fees.

Accepted:

[Name of Advocate], Advocate

Enrolment No. []

[Address] | [Mobile] | [Email]

Signature / thumb impression of the party

[Name], [address]

Identified by: []

Place: [] Date: [DD.MM.YYYY]

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MEMO OF APPEARANCE

To

The [Presiding Officer], [Court], [Place]

Sir / Madam, kindly record my appearance on behalf of [name of party], the [accused / respondent / complainant] in the above case. The vakalatnama / authority is filed herewith / will be filed on the next date.

[Name of Advocate], Advocate

Enrolment No. []

[Chamber / office address]

[Email] | [Mobile]

Date: [DD.MM.YYYY]

AUTHORITY AND FILING CHECKS

Insert the exact court, case title, number, client, advocate and enrolment details. Obtain the signature of every represented party or a duly authorised signatory; attach the company/other representative's authority where required.

Check local acceptance signatures, welfare stamps, identification and filing rules. A memo of appearance and a vakalatnama serve different procedural purposes; choose the forum's required instrument.

Authority to settle, withdraw, admit liability or receive funds must reflect the client's actual instructions and applicable law. Do not treat broad printed language as a substitute for specific informed instructions.