**Notice to Quit Premises Held by Monthly Tenancy by Landlord to Tenant**

Dear Sir,

Under instructions from any client A. B. of etc., your ‘landlord, you notice to quit deliver to him on the 16th day after expiry of 15 full days from the date of receipt of this notice by you and handover possession of (description of premises) situate at..........

held by you of him as a monthly tenant. Dated the ..............

 day of ................. 20 .........

Signed Advocate for .............................. To (Name and address of Tenant)

**Notice of determination of a tenancy-at-will on behalf of the landlord (Under section 106 of T.P. Act, 1882).**

 Dated ................ The ............20…. To The …..…………….. .........………………..

Dear Sir,

Under instructions from my client ............

 (name, description and address)

 I call upon you to deliver up possession of the premises, detailed below, within 30 days hereof which you now hold of my client as a tenant.

 2. In default of your compliance your occupation of the premises, after the period allowed hereinabove, will be wrongful and an act of trespass and you will be liable to pay damages to my client at the rate of Rs...............per each day of your wrongful occupation of the same till you are ejected therefrom and that my client will sue you for your eviction and for recovery of damages.

3. A copy of this notice is being kept in my office for future use, if necessary. Schedule of premises.

Yours faithfully

**Notice by Tenant to His Landlord to Determine the Tenancy**

Dear Sir, Under instructions from my client A. B. of etc., your tenant, I hereby give you notice that in pursuance of a power contained in the lease dated................. day of .................

made between you of the one part and the said A. B. of the other part, it is his intention to determine the said lease with the expiry of the 15th day from the date of receipt of the legal notice by you and that he shall deliver up to you the possession therein comprised on the next day after such 15th day.

Dated..............day of...................

Signed...................

Advocate for the said A.B. (C.D. landlord).

**Notice of suit under s. 80, C.P.C. for suing the State Government :**

 **Notice to the Collector of a district** (Simple Form)

**Notice under s. 80, C.P. Code**

Registered with A/D

Dated..................

The............

20...

To The Collector of the District of.....................

P.O.........................................

Dt..........................................

Sir, Under instructions from my client Sri..............................,

son of...........................

, by caste......................

by occupation..........,

residing at..................

P.O.....................

P.S....................

.Dt......

 I give you this notice under s. 80, C.P.C. and state that my aforesaid client intends to sue the Government of West Bengal (or, name the State) on expiry of two months, after service of this notice, on the cause of action and for reliefs appearing hereinbelow :

 (a) Cause of action (give in brief/acts giving rise to cause of action).

(b) Reliefs claimed (give here reliefs which the plaintiff would sue for).

Yours faithfully,

**Notice of suit under s. 80, C.P. Code against a Public Officer of a State Government or Central Government**

Registered with A/D

Dated ..................

 The...........

20.......

To ........………………………….

(Name & official designation)

P.O. .........................

 Dt. .........................

 Notice under s. 80 of the Code of Civil Procedure Dear Sir, Please take notice that my client.....................

son of........................

residing at..................

intends to bring a suit against the (state here the office the intended defendant holds), a public officer of the Government of (state the name of the province or simply, of the Government of India, as the case may be) in a competent court of law on the cause of action stated herein-under and for reliefs appearing below: Cause of action for the intended suit……………. Reliefs sought for....................... Yours faithfully, Advocate.

**Notice on behalf of the vendee to comply with terms of agreement for sale with threat of suit for specific performance of contract**

Dated …………...............

 The ………….. 20………

Registered with A/D

To Sri

 (Name and address of the vendor)

Sir, Under instructions from my client Sri.................................

son of ..............

 residing at.................

I hereby give you this notice as follows: You contracted by executing on........... .a Bainanama to sell to my client your property described in the Schedule below at a total consideration of Rs.........and took from my client a sum of `..... .as advance on the occasion of execution of the said Bainanama. You agreed therein to complete the sale on accepting from my client the balance of consideration money within................ My client had tendered to you the balance of the consideration on ...............and required you to complete the sale. You did not accept the money and have been avoiding compliance with the terms of the agreement. My client was always willing and is so even now to complete the purchase by payment of the balance of the consideration subject to performing your part of the said agreement (Bainanama). Take notice that you are requested to complete the sale of the said property by executing a proper deed in favour of my client after accepting from him the balance of the consideration money within................. and register the same. In default, my client shall sue you in a court of law for specific performance of the said contract. Schedule

Yours faithfully,

**Application under section 5 of the Limitation Act for condonation of delay in preferring an appeal**

 In the High Court at Calcutta (Civil Appellate Jurisdiction)

In the matter of No................of 20......

A.B.

Versus

 C.D.

And In the matter of an application under s. 5 of the Limitation Act for condoning delay in filing the appealAnd In the matter of

A.B. .........Appellant-Petitioner

Versus

C.D. ................. .Opposite-Respondents

E.F. Valued at Rs...................

To The Hon’ble Mr....................

Chief Justice and His companion Justices of the said Hon’ble Court The humble petition of the petitioner above-named Most respectfully showeth:

1. ............... (State the facts of the case and subject-matter leading upto filing of the appeal on ..................)

2. ...............

3. The appeal is out of time by ............... days. Your petitioner has filed a petition under Or. 43, r. 3A(1), C.P.C. along with memo of appeal.

4. That your petitioner could not prefer the appeal because of......... Your petitioner submits that there was sufficient cause namely,............ for which the appeal could not be preferred in time. In the premises aforesaid it is humbly prayed that Your Lordships would be pleased to issue a Rule on the Respondent to show cause why the delay in filing the appeal should not be condoned. And, on hearing the cause shown, if any, to make the Rule absolute.

**Petition for grant of probate of a will (Under s. 276 of the Indian Succession Act 1925)**

In the Court of the District Judge/District Delegate at.................. Act 39 of 1925 Case (Or. Misc. Judicial Case) No. ............of 20.......

A.B. son of C.D. (State here description and address) ...................... Petitioner. In the matter of grant of a probate of the will of E.F.,

deceased, under s. 276 of the Indian Succession Act. The above-named petitioner states as follows:

1. That E.F., since deceased of ...............P.S. .................... Dist.............died at his residence at................... on.....................(date of death) and the writing annexed, in sealed cover, is his last will, duly executed by the deceased on............

2. That the petitioner was named as the executor in the said will.

3. That the amount of assets which is likely to come to the petitioner’s hand is estimated at Rs................as described in Schedule ‘A’ below (when necessary – and the amount of debts are shown in Schedule ‘B’ below).

4. That the said deceased left behind the following relations, besides the petitioner : (i) G............... Son of ............... (State residence) Brother (ii) H......... widow of of the deceased. (State residence) Widow (iii) M............Daughter of (State residence) Daughter

5. That at the time of his death the deceased had his fixed abode at............ (or the deceased had his immovable properties at village – P.S. – Dist.-) within the jurisdiction of this court.

6. That to the best of the petitioner’s belief no application has been made to any other court for a probate of the said will (see s. 279 of the Indian Succession Act).

7. (Where necessary) That the petitioner has paid off Estate Duty on the estate of E.F. – deceased. The petitioner, therefore, prays that the court may be pleased to grant to the petitioner probate of the said will of the deceased.

**Verification**

I, (A.B.), the petitioner in the above petition, declare that statements made in paras 1 to 7 hereinabove are true to my knowledge and belief and I sign this verification this the ......................day of ............ 20....... at the Bar Library, ....................... .(place) (see s. 280 of the Indian Succession Act). A.B. I, Sri.....................one of the witnesses to the last will of E.F. deceased, declare that I was present and saw the said testator affixing his signature in the said will. (See s. 281 of the Indian Succession Act). Schedule ‘A’ (State here assets likely to come to the hand of the executor). Schedule ‘B’ (State here liabilities, debts, if any – where necessary).

**Petition for Letters of Administration (without will annexed) (Under s. 278 of the Indian Succession Act 1925).**

In the Court of the District Judge/District Delegate at............... Act 39, 1925 Case No.............of 20....... In the matter of grant of Letters of Administration to the estate of A.B.– deceased.

1. That A.B., lately of............P.S. ......................Dist. ............died on...............at............ within the jurisdiction ofthis court.

2. That the deceased left behind him the following near relations or next of kin besides the petitioner. (a) (b) (Name and residence) ............ (State relationship with the deceased).

3. That the petitioner being the only son is entitled to grant of letters of administration to the estate of the said A.B. – deceased.

 4. That the amount of assets which are likely to come to the petitioner’s hand is Rs. ...............as shown in Schedule A below and the amount of (on the property) liabilities of the deceased is shown in Schedule B below.

5. That the deceased had his fixed place of abode at...............

within the jurisdiction of this court.

 6. That the deceased died intestate and to the best of the petitioner’s belief no application has been made for letters of administration to the estate of the deceased. Your petitioner, therefore, prays that letters of administration to the estate of A.B. may be granted to the petitioner.

Schedule ‘A’

(State here particular of property)

Schedule ‘A’

(State here particular of assets) Petition for Letters of Administration (with will annexed)

 (Under s. 278 of the Indian Succession Act 1925).

 In the Court of the District Delegate/Munsiff (Sadar) at........ Act 39. Case No. ............20....... Applicants :

 (1) A.B. son of E.F. of...........................

P.S. ......................

 Dist. ......

In the matter of grant of Letters of Administration with the will annexed, of the estate of G.H. – deceased, under s. 276 of the Indian Succession Act. The above-named applicants beg to state as follows :

1. That G.H. died at her residence at...............Town on the ...... day of ................ 20..... and that the writing annexed is her last will and testament, which was duly executed by her.

2. That by the said will, G.H. made a scheme for worship of an idol “Sree Sree Radha Govinda Vigraha” and bequeathed properties in Schedule A below to the deity and by the said will constituted the applicants as joint shebaits of the said deity. The applicants since after death of the said G.H. have been discharging their duties as shebaits.

3. That by the said will the said G.H. bequeathed her dues, from the State of West Bengal, as compensation for vesting of her intermediary rights in equal shares to her three daughters, P.W. and R.

4. That the amount of assets, which are likely to come to the applicants’ hands is Rs. 14,157 as shown in Schedule B below. PRACTICAL EXE

5. That the deceased left no debts.

6. That the applicants are sons of the deceased. That no executor having been appointed by the said will, the applicants apply for letters of administration with the will annexed.

7. That the testatrix left behind her the following near relations, besides the applicants: (1) M (2) N Sons. (3) O (State here description and address). (4) P (5) Q Daughters and Legatees. (6) R (State individual description and respective address).

8. That the deceased, at the time of her death, had her fixed residence at...... within the jurisdiction of this court.

9. That to the best of the applicants’ belief, no application has been made to any other court for letters of administration of the said estate.

10. (Where necessary) That the Estate Duty on the estate of the late G.H. has been duly paid. The applicants, therefore, pray that the court may be pleased to grant to them letters of administration with the will annexed to the estate of the said deceased.

 **Verification**

I, A.B., applicant No. 1, declare that the above statements contained in paras 1 to 9 are true to my knowledge and I sign this verification this the day of May, 1981, at............ Dated............... The.....................20....... Sd/-

I, Sri..................one of the witnesses to the last will and testament of the testatrix mentioned in the above application, declare that I was present and saw the said testatrix affixed her signature thereto. Sd/Application for appointment of a Receiver

 (in a partition suit)

 (Under Or. 40, r. 1 of the Code of Civil Procedure). In the Court of the Asst. District Judge............

Title Suit No.............of 20… A.B. ............ ............ ............ Plaintiff.

Versus

C.D. and 10 others ............ ............ Defendants.

 Petition under Or. 40, r. 1 of C.P. Code The above-named plaintiff states as follows:

1. That the plaintiff is the owner of .66 acres of land (vide Schedule “C” of the plaint) by purchase by a registered Kobala from Defendant No. 2, a co-sharer of the holding.

2. That the said land in Schedule C is separated from the rest of the holding by clear and defined boundaries and is so mentioned in the plaintiff-petitioner’s title deed.

3. That the plaintiff has been in possession thereof. All the defendants excepting Defendants No. 5 to 8 have submitted a joint written statement confirming plaintiffs possession over the “C” Schedule land.

4. That Defendants No. 5 to 7 are denying the plaintiff’s possession. The plaintiff has sought for relief of partition in the above suit.

 5. That for undue interference by Defendants No. 5 to 7, the plaintiff apprehends breach of peace and molestation if cultivation by the plaintiff is resorted to. On the contrary, the plaintiff would lose crops if the land is not cultivated and tilled immediately.

6. That in the circumstances of the case, a Receiver should be appointed for bringing the land in Schedule C under cultivation and to reap and harvest the future crop under the court’s orders, even if the said Defendants No. 5 to 7 claim falsely possession over the land in Schedule C.

**Affidavit**

I, A.B. ............aged............years, son of late............by caste Hindu, by occupation – agriculturist, residing at village ............................ P.S. ............ Dist. ........... .solemnly declare and affirm as follows : (a) That I am the plaintiff of the above numbered title suit. I know facts of the case and I am competent to swear this affidavit. This is true to my knowledge. (b) That the contents in paras 1 to 6 herein above are true to my knowledge. Declared by Sri A.B., before the Commissioner of Affidavits. Declarant is identified by me: Petition for appointment of a guardian of a minor In the Court of the District..................... Misc. (Guardianship) Case No. ..................of................ (Or. Act VIII Case No. ............... of 20......).

 In the matter of appointment of Guardian of (A) (B) Minors. (C) Under s. 10 of the Guardians and Wards Act And In the matter of ‘X’, widow of late......... by caste Muslim, residing at village.................. P.S................ Dt.................... ............Petitioner. The humble petition of the aforesaid petitioner respectfully sheweth:

1. That A.B. and C, sons of late “D”, ordinarily residing at VIII................ P.S. ............... District ............within the jurisdiction of this court, were born respectively in............ B.S................... B.S............. B.S. and by religion are ............ and by sex are............

2. That the said minors are entitled to certain property; nature, situation and approximate value of which are: Locality Khatian No. Area Jama Approx. value Mouja............ Thak No............ J.L. No.................... P.S.................... District.................. .................. .................. .................. .................. Total Total Rs.

 3. That the said property is in the possession of one ‘X’, grandfather of minors, residing at Vill............. P.S.............. Dt. ...............

4. That............... mother of minors, has the custody of the person of the said minors.

5. That the minors have the following near relations: (i) P son of late Q. Grandfather of minors residing at Vill. .............................. P.S..............Dt. .................. (ii) S.S./of T. Maternal grandfather of minor, residing at Vill................. P.S..............Dt……….. (iii) E. (iv) F. Sons of Z—Maternal uncles of minors residing (v) G. at Vill.............P.S..............Dt.................

 6. That no application has at any time been made to this court, or to any other court, with respect to the guardianship of the persons and property of the said minors.

7. That no guardian of the person or property of the said minors has been appointed by any person entitled or claimed to be entitled by the law to which the minors are subject to make such appointment.

8. That this application is for the appointment of a guardian to the person and property of the said minors.

9. That your petitioner is the mother of minors. The minors were so long living in the same mess along with their mother with grandfather P. The said P was neglecting the welfare of the minors and appropriated to himself all the returns from minors’ properties. Of late he stopped payment of tuition fees of private tutor of minors A and B. In last..... .B.S. the said P managed to transfer minors’............ bighas of land in the name of his daughter............ by a fraudulent and forged kobala after the death of minors’ parents. Besides, he is selling the produce of the lands of the minors and appropriating proceeds to himself. He has kept the revenue in arrear for...............years for which minors’ properties are liable to be sold for threatened Certificate Proceedings. To recover possession of the land, to manage properties, for the welfare of minors the situation requires that the mother petitioner be appointed guardian for minors without further delay. (Or, that the appointment is necessary for sale of a portion of minors’ property for meeting debts left by the deceased father of minors). That your petitioner, therefore, prays that an order appointing the petitioner a guardian for the person and property of minors be issued under s. 7 of the Guardians and Wards Act 1890. And your petitioner, as in duty bound, shall ever pray. I, Achhimon Bewa, petitioner named in the above petition do solemnly affirm that what is stated therein is true to the best of my information and belief. L.T.I, of petitioner. Signed in the presence of (1) (2) I, Achhimon Bewa, the guardian proposed in the above application do hereby declare that I am willing to act as such. Signature of proposed guardian. Signed in presence of (1) (2)

Application to sue as an indigent-person In the Court of the Sub-Judge at............... Misc. Judicial Case No. ...................../20..... Title Suit No. ......................../20...... (New) A.B. ......... ......... .........Plaintiff. Versus C.D. ......... ......... .........Defendant. Suit for title and Khash possession Valued at Rs............. The above-named plaintiff states as follows: (Here insert the pleadings) Then add: The plaintiff petitioner is an indigent person. He is not possessed of sufficient means to enable him to pay the said court-fees of Rs................. prescribed by law for the plaint of the above suit. (Or, where no such fee is prescribed – The plaintiff petitioner is an indigent person. He is not entitled to property worth Rs. 1,000 other than the subject-matter of this suit). The petitioner has not entered into any agreement with anybody in respect of the subject-matter of the suit. He has not transferred any of his property within two months next before presentation of this application, either fraudulently or in order to be able to apply for permission to sue as an indigent person. The properties owned and possessed by the petitioner, with estimated value thereof, are specified below. List of properties with value thereof. (a) .................. Rs................... (b) .................. Rs................... (In words) Rs. ................... It is, therefore, prayed that the plaintiff petitioner may be permitted to sue as an indigent person. Memo of Appeal from a Decree of a lower court (Original Decree) In the Court of the District Judge, Allahabad. Title Appeal No.............of 20….. ............. ............. .............Plaintiff-Appellant. Versus ............. ............. .............Defendant-Respondent. The appellant appeals to the Court of the District Judge, Allahabad from the judgment and the decree passed by Mr............ Subordinate Judge............in Title Suit No............of 20....... dated the............day of............. 20...... dismissing the appellant’s suit on the following grounds of objection: 1. Because the findings of the lower Court. 2. Because............ 3. Because............ Value of the appeal – Rs. 5,000. Relief: To set aside the decree of the lower Court and to decree the plaintiff’s suit with costs of both Courts. .......................................... Advocate for the Appellant