**Format of a Written Statement**

 Important points to remember-

Written Statement is the response given by the defendant/respondent in a Civil Suit.  
Format of a Written Statement is governed by Order VI (Pleading) and Order VIII (Written Statement) CPC.   
Heading/Title/Signature/Verification part is all same as in a Plaint.  
The content/matter of the WS is written in points that correspond to the points mentioned in the Plaint.   
Each point in WS should accept or refute the allegations given in the same point of the plaint.  
A WS may also contains new points, objections to jurisdiction, pre-emptory pleas, dialatory pleas, etc.  
A WS must also raise any set-off or counter-claim if any.

In the Court of Civil Judge at Delhi

Suit No. 1234 / 2009.  
A. B. s/o B. C.  
123, M G Road,  Delhi                           .........................................  Plaintiff

Vs.

M. N. s/o O. P.  
456, M G Road, Delhi                            .........................................  Respondent

Written Statement of the Respondent under Order 8 Rule 1   
(or Written Statement on behalf of all the Respondents)  
The respondent(s) respectfully state(s) as follows : -

(1) Para no. 1 of the plaint is admitted and needs no reply.  
(2) Para no. 2 of the plaint is admitted and needs no reply.

(Facts constituting cause of action)  
(3) Para no. 3 of the plaint is admitted and needs no reply.  
(4) Para no. 4 of the plaint is admitted and needs no reply.  
(5)  Para no. 5 of the plaint is denied and not admitted because the contract referred to by the plaintiff in Para no. 3 clearly specifies that the balance amount must be paid by 10/10/2008, failing which the agreement shall terminate and the buyer shall forfeit the initial deposit. However, the plaintiff never made the balance payment.  
...  
(Jurisdiction/Optional)  
(10) The market value of the plot is more than 5,00,000/- and so this court has no jurisdiction to try this case.  
(11) The plot is situated in Dewas, MP and so this court has no jurisdiction to try this case.

(12) The respondent therefore prays that the suit be dismissed with costs.

Place: ………………….                                                                            (Signature of the respondent)  
Date: …………………..

                                                                                                                    Advocate for Respondent

Verification  
    
 I, \_\_\_\_\_\_, do hereby verify that the contents from paras 1 to 12 are correct and true to the best of my knowledge and personal belief and no part of it is false and nothing material has been concealed therein. Affirmed at Indore this 4th Day of September 2014.

(Signature)   
Respondent