

CHAPTER III
Form of Pleadings

1. Proceedings how written—(a) Every plaint, written statement, application petition and like presented to the Court:—

(i) shall be in English;

(ii) shall be fairly and legibly written, type written, lithographed or printed in double spacing on one side of standard petition paper with an inner margin of about four centimeters width on top and on the left side;

(iii) *cause title* shall be instituted “in the High Court of Delhi” and shall state the jurisdiction (whether Original, Civil, Testamentary or intestate or Matrimonial etc.) in which it is presented;

(iv) *paragraphs* shall be divided into paragraphs numbered consecutively, each paragraph containing as nearly as may be, a separate allegation.

(b) *Dates*—Where Saka or other dates are used, corresponding dates of Gregorian Calendar shall also be given.

(c) *Names etc. of parties*—Full name and parentage, description of each party and address and if such is the case the fact that a party sues or is sued in a representative character, shall also be set out at the beginning of the plaint, petition or application and need not be repeated in the subsequent proceedings in the same suit or matter.

(d) The names of parties shall bear consecutive numbers and a separate line should be allotted to the name and description of each party. These numbers shall not be changed and in the event of the death of a party during the pendency of the suit or matter, his heirs or representative, if more than one shall be shown by sub-numbers. Where fresh parties are brought in, they may be numbered consecutively in the particular category, in which they are brought in.

(e) Every proceeding shall state immediately after the cause title the provision of law under which it purports to be made.

2. Endorsements and verification—At the foot of every pleading there shall appear the name and signature of the Advocate, if any, who has drawn it and also the name of a Senior Advocate, who may have settled it. Every pleading shall be signed and verified by the party concerned in the manner provided by the Code.

3. Particular to be stated in address for service—The address for service shall be filed with every initial pleading, petition or application on behalf of a party and shall as far as possible containing the following—

- (i) The name of the road, street, lane or Municipal or other number of the house;
- (ii) The name of the town or village;
- (iii) The post office or postal district; and
- (iv) Any other particulars necessary to identify the addressee.

4. Initialling alteration etc.—Every interlineation, erasure or correction in any pleading, petition or application or like document shall be initialled by the party or his recognised agent or advocate presenting it.

5. Translation of documents—(1) No document in a language other than English intended to be used in any proceeding before the Court shall be received by the Registry unless it is accompanied by a translation in English,

- (i) Agreed to by both the parties; or
 - (ii) Certified to be a true translation
 - (a) by a counsel engaged, in the case; or
 - (b) by any other counsel whether engaged in the case or not, provided a counsel engaged in the case authenticates such certificate; or
 - (iii) Prepared by an official translator of the Court on payment of the prescribed charges; or
 - (iv) Prepared by a translator specially appointed or approved for the purpose by the Registrar on payment of such charges as he may order.
- (2) A suit or other proceeding will not be set down for hearing until and unless all parties confirm that all the documents filed on which they intend to rely are in English or have been translated into English.