

PART K—FILLING UP OF FORMS OF PROCESS

1. With their applications for the issue of process, parties may, if they so desire, file printed forms of the same duly filled up in accordance with the rules of the High Court regarding the issue of the process. The date of appearance and the date of the process will be left blank.

Option of a party to fill up forms.

2. The parties or their pleaders shall sign the forms thus filed in the left bottom corner, and will be held responsible for the accuracy of the information entered in the forms.

Responsibility for accuracy of contents.

3. The forms must be filled up in a bold, clear and easily legible hand-writing.

Legible hand-writing.

4. When orders for the issue of process are passed by the Court, the date fixed for appearance will be inserted in the form and the process will be dated by an officer of the Court before the processes are signed.

Dates to be filled in by office.

5. The necessary number of printed forms of process will be supplied to the parties or their pleaders, free of cost, on application to such officer of the Court as the Presiding Judge shall direct.

Free supply of forms.

APPENDIX I

Affidavit of Process server to accompany Return of a Summons or Notice (O.5, R. 18).

The Affidavit of (Title) son of

I make oath ----- and say as follows :- Affirm

(1) I am a process server of this Court.

(2) On the summons day of 19 I received a ----- issued by the Court of in Suit No. of notice 19, in the said Court, dated the day of 19 for service on

(3) The said summons him was at the time personally known to me and I served the said ----- on ----- on the day of the notice her 19 at about o'clock on the him noon at by tendering a copy thereof to ----- and requiring ----- signature to the original ----- her her notice

(a)

(b)

(a) Here state whether the persons served signed or refused to sign the process and in whose presence.

(b) Signature of process server.

or

(3) The said not being personally known to me accompanied me to and pointed out to me a person whom he stated to be the said and I served the summons him said ----- on ----- on the day of 19 notice her at about o'clock in the noon at by tendering a copy thereof to ----- and requiring ----- signature to the original ----- her her notice

(a)

(b)

(a) Here state whether the person served signed or refused to sign the process and in whose presence.

(b) Signature of process server.

or

(3) The said and his house in which he ordinarily resides being ----- personally known to me ----- I went ----- pointed out to me by

APPENDIX I—concl'd

to said house in _____ and there on the _____ day
of _____ 19 _____ ; at _____ o'clock in the _____ fore _____ noon I did not
after

find the said _____ } (a)
I enquired from _____ } (b) } neighbours

I was told that _____ had gone to _____ and would not be
back till _____

Signature of process server,
or

If substituted service has been ordered, state fully and exactly the manner in which the
summons was served with special reference to the terms of order for substituted service.

Sworn _____ by the said _____ before me this _____ day
Affirmed _____
of _____ 19. _____

Empowered under section 139 of the Code of Civil
Procedure to administer the oath to deponents

APPENDIX II

List of Civil Courts in the Jammu and Kashmir State

Serial No.	Name of the Court	Territorial Jurisdiction
JAMMU PROVINCE		
1	District Judge, Jammu	.. Jammu excluding Tahsil R.S. Pura and Akhnoor.
2	Munsiff, Ranbir Singh Pura	Tahsil R.S. Pura.
3	Munsiff, Samba	.. Tahsil Samba.
4	Munsiff, Akhnoor	.. Tahsil Akhnoor.
5	Sub Judge, Udhampur	.. Udhampur District excluding Ramnagar and Reasi Tahsils.
6	Sub Judge, Reasi	.. Reasi.
7	Sub Judge, Ramnagar	.. Ramnagar.
8	Sub Judge, Bhaderwah	.. Doda District excluding Kishtwar, and Ramban.
9	Munsiff, Kishtwar	.. Kishtwar.
10	Munsiff, Ramban	.. Ramban.
11	Sub Judge, Poonch	.. Poonch District excluding Rajori.
12	Sub Judge, Rajouri	.. Rajouri.
13	Sub Judge, Kathua	.. Kathua District.
KASHMIR PROVINCE		
14	District Judge, Srinagar	.. Srinagar District.
15	Sub Judge, Anantnag	.. Anantnag District and excluding Shopian and Phulwama Tahsils.
16	Munsiff, Shopian	.. Shopian and Phulwama Tahsils.
17	Sub Judge, Baramulla	.. Baramulla District excluding Sopore and Handwara.
18	Munsiff, Sopore	.. Sopore.
19	Munsiff, Handwara	.. Handwara.
20	Deputy Commissioner, Leh	Ladakh District.