

**FORMAT OF CIVIL COMPLAINT  
BEFORE THE HON'BLE CIVIL COURT**

**1. Details of the Complainant**

A. Full Name:

B. Full Address:

C. Mobile No.:

D. E-Mail:

If there is more than one complainant, then provide information of all complainants for Sr. No. (A to D) above.

V/s.

**2. Details of the Opponent**

A) Full Name:

B) Full Address (With PIN Code No.):

C) Phone / Mobile No.:

D) E-Mail Address:

If there is more than one opponent, then provide information of all opponents for Sr. No. (A to D) above.

I/We, the complainant(s), humbly request to the Hon'ble Authority that:

(1) Submit all the details of the complaint i.e. how, when, and where the cause of action arose. The events should be mentioned in chronological order, based strictly on the complainant's information.

A. If the complaint relates to goods or services, provide details of the nature of goods or services involved, if applicable.

B. If the complaint relates to any transaction, activity, conduct, or relationship, provide relevant details thereof, if applicable.

C. Provide details of any amount involved, if any, along with supporting documents, if available.

D. Provide details of documents relied upon, if any.

(2) A conditional instruction that applies only if the complaint relates to unfair trade practice.

A. State the type or nature of unfair trade practice, if applicable.

B. State details of any damage, loss, or inconvenience suffered, if any, along with supporting documents, if available.

(3) Details of efforts made by the complainant to resolve the matter, if any:

A. Verbal communication or attempts, if any.

B. Written correspondence, notice, or communication, if any.

C. For e-commerce related matters, token number, reference number, or complaint ID provided by the platform, if any.

D. Result or outcome of such efforts, if any, along with documentary evidence, if available.

(4) The District or State Commission has jurisdiction, if applicable:

A. State jurisdiction based on cause of action, residence of the complainant, or place of business or residence of the opponent, if applicable.

B. State pecuniary jurisdiction based on the claim amount, distinguishing between District and State Commission limits. For District Commission, claim amount up to Rs. 50 Lakhs; for State Commission, claim amount exceeding Rs. 50 Lakhs but not exceeding Rs. 2 Crores. Strike out whichever is not applicable.

(5) It is declared that no complaint regarding the present matter has been filed before any other Court, Tribunal, or Commission.

If any complaint has been filed earlier, provide details of such complaint, the outcome thereof, and documentary evidence, if any.

(6) Any other details which the complainant wishes to submit.

(7) The complaint is filed within the limitation period, where applicable.

OR

A delay condonation application for delay of \_\_\_\_\_ days is attached, if the complaint is time barred.

(8) If the complainant wishes to seek any relief, the same may be mentioned:

(A) Refund of price or charges paid, if applicable.

(B) Replacement of goods with new goods, if applicable.

(C) Removal of defects in goods, if applicable.

- (D) Compensation for deficiency in service or negligence, if applicable.
  - (E) Compensation for mental torture and cost of the complaint, if applicable.
  - (F) Payment of unpaid or less paid insurance claim amount with interest, if applicable.
  - (G) Any other relief deemed fit and proper.
- If compensation is claimed, the calculation of compensation sought should be provided.
- (9) Details of fees paid at the time of filing the complaint:
- Claim Amount (Rs.): Fees (Rs.):
  - Demand Draft Number: Date:
  - RTGS / NEFT:
- (10) If the complaint is filed through an authorized representative, advocate, or association, provide details:
- Name:  
Full Address:  
Mobile No.:  
E-Mail:
- (11) Declaration
- I, \_\_\_\_\_, hereby declare that the above mentioned information is true and correct to the best of my knowledge and belief.
- Place:  
Signature of Complainant  
Enclosures:
1. Proof of amount deposited, if any
  2. List of documentary evidences, if any
  3. Vakalatnama, if Advocate is engaged