IN THE COURT OF _____ AT _____

Case No. _____ of 20____

_____ … Petitioner / Plaintiff / Appellant / Complainant

VERSUS

_____ … Respondent / Defendant / Accused

VAKALATNAMA

I / We, _____,
son / daughter / wife of _____,
resident of _____,
the _____ in the above matter, do hereby appoint and retain
_____, Advocate(s), Enrolment No. _____,
to appear, act and plead for me / us in the above matter.

The said Advocate(s) may conduct, prosecute or defend the matter and every proceeding connected with it, including applications, review, execution and appeal; file, verify and take back pleadings, applications, affidavits and documents; and take inspection and certified copies of the record.

The said Advocate(s) may withdraw or compromise the matter, refer it to arbitration or mediation, and receive money or documents on my / our behalf **only with my / our express written consent**.

I / We agree to ratify everything the said Advocate(s) lawfully do under this authority. I / We undertake to keep the Advocate(s) informed of every date, to attend the court when required, and to pay the agreed fees. If the fees are not paid, the Advocate(s) may withdraw from the matter after notice to me / us.

Signed at _____ on this _____ day of _____ 20____.

Executant(s): signature / thumb

_____
Name: _____
Phone: _____

Accepted

_____
Advocate: _____
Enrolment No.: _____
Address: _____
Phone / Email: _____

Identified by: _____ (where the court requires identification)

Before filing: many courts require an Advocates' Welfare Fund stamp and, in some states, a court-fee stamp on the vakalatnama; check your court's rules. Filed under Order III Rule 4 of the Code of Civil Procedure, 1908 in civil matters. Format by Vakilpedia (www.vakilpedia.com/vakalatnama-format). Free to use; adapt it to your court.