

**SCRUTINY SHEET FOR A CONSUMER COMPLAINT FILED BEFORE THE DISTRICT CONSUMER
DISPUTES REDRESSAL FORUM**

- | | | |
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| 1. | Whether a complaint is presented by | |
| | (i) The Complainant in person | YES/NO |
| | (ii) through an advocate | YES/NO |
| | (iii) through an authorized representative or power-of-attorney holder | YES/NO |
| | (iv) (a) received through post by RPAD | YES/NO |
| | (b) If 'Yes'. Date:- | YES/NO |
| 2. | Whether the complaint is typed on a Ledger paper? | YES/NO |
| 3. | Whether the Complainant has left 1/4 th Margin on left hand side? | YES/NO |
| 4. | Whether the Complainant has left 1/8 th Margin on right hand side? | YES/NO |
| 5. | Whether the complaint is typed in double-space? | YES/NO |
| 6. | Whether the first half top page of the complaint is left blank for official endorsement? | YES/NO |
| 7. | Whether the Complainant has left space for Stamp Number and Complaint Number? | YES/NO |
| 8. | Whether the Complainant has stated Category & Sub-Category of consumer dispute? | YES/NO |
| 9. | Whether the complaint is addressed – | |
| | 'Before the District Consumer Disputes Redressal Forum _____'? | YES/NO |
| 10. | Whether the full name of the Complainant with father's and/or husband's name is given? | YES/NO |
| 11. | Whether the Complainant has mentioned his | |
| | (i) Age | YES/NO |
| | (ii) Occupation | YES/NO |
| | (iii) Detailed postal address for Correspondence with Tel. No, Mobile No. & E-mail I.D. | YES/NO |
| 12. | In case of a complaint presented or filed by a power-of-attorney holder and/or Authorized representative, whether the full name of the power-of-attorney holder and/or authorized representative is given in the cause-title alongwith the Complainant? | YES/NO |
| 13. | Whether the documents relating to Power-of-attorney and/or authorized representation are annexed with the complaint? | YES/NO |
| 14. | Whether the name of the Opponent in full with father's and/or husband's name and surname is given? | YES/NO |
| 15. | Whether the Complainant has furnished the Opponent's | |
| | (i) Age | YES/NO |
| | (ii) Occupation | YES/NO |
| | (iii) Detailed postal address for Correspondence with Tel. No., Mobile No. & E-mail I.D. | YES/NO |
| 16. | In case of a juristic person or legal person whether proper description of the said juristic person or legal body alongwith name of the person in management is shown in the cause-title? | YES/NO |
| 17. | Whether a resolution of the Managing Body of the juristic person authorizing him to sign the complaint and other documents is filed? | YES/NO |
| 18. | In case of juristic person being an Opponent whether the person responsible in the past-management for deficiency alongwith present persons in the management are shown in the cause-title? | YES/NO |
| 19. | Whether pecuniary value is shown below ₹20,00,000/-? | YES/NO |
| 20. | Whether all Opponents are residing within territorial jurisdiction of District Forum? | YES/NO |
| 21. | In case of juristic person, whether Opponent is carrying on business within territorial jurisdiction of District Forum? | YES/NO |
| 22. | In case, Opponent being branch office, whether it is located in territorial area of District Forum? | YES/NO |
| 23. | If Opponents are more than one, and one of the Opponents is not residing and/or carrying on business in territorial area of District Forum, then whether Complainant has filed application seeking permission of the District Forum to file such complaint? | YES/NO |
| 24. | Whether the cause of action, in whole or partly arisen within territorial jurisdiction of District Forum? | YES/NO |
| 25. | Whether details of fees/deposits proportionate to the claim are given in the complaint alongwith Demand Draft and/or postal orders? | YES/NO |
| 26. | Whether every paragraph of the complaint is consecutively numbered? | YES/NO |
| 27. | Whether concise statement of cause of action is stated? | YES/NO |
| 28. | Whether a paragraph showing as to how the complaint is within limitation is incorporated? | YES/NO |
| 29. | Whether the Complainant has made a statement that except for this complaint no other legal proceeding is pending before Civil Court and/or any other quasi-judicial authority and/or High Court and/or Supreme Court | YES/NO |
| | (a) If the proceedings are pending whether the particulars of the proceeding have been disclosed? | YES/NO |
| 30. | Whether specific and distinct prayers as per Section-14 of the Consumer Protection Act, 1986 have been made? | YES/NO |
| 31. | Whether the complaint is signed by the Complainant? | YES/NO |
| 32. | Whether the complaint is signed by the Complainant and his advocate if the | YES/NO |

34. In case of representative complaint whether an application for seeking permission of the Consumer Forum under Section-12(1)(c) of the Consumer Protection Act, 1986 is annexed? YES/NO
35. In case of a representative complaint whether alongwith an application under Section-12(1)(c) of the Act seeking permission a further application under Order-I, Rule-10 of Code of Civil Procedure is submitted alongwith the complaint or not? YES/NO
36. In case of delayed complaint whether a separate delay condonation application is filed supported by an affidavit of the Complainant? YES/NO
37. In case the complaint is filed through an advocate – YES/NO
- (a) Whether there is Vakalatnama in prescribed form? YES/NO
- (b) Whether the Advocate has affixed ₹10/- Court Fee Stamp on the Vakalatnama? YES/NO
- (c) Whether the Advocate is a member of Welfare Fund? YES/NO
- If – 'Yes', whether he has affixed Welfare Stamp? YES/NO
- (d) Whether the advocate has furnished his detailed postal address for correspondence with telephone number, mobile number and e-mail I.D.? YES/NO
- (e) In case of more than one advocate whether all other advocates have signed the Vakalatnama incorporating their names in the Vakalatnama? YES/NO
- (f) In case of Vakalatnama containing more than one name of the advocates and only one advocate appears whether other names are scored out or not? YES/NO
38. In case of an authorized representative and Power-of-attorney holder whether detailed address, telephone number, mobile number, e-mail I.D. is given or not for communication? YES/NO
39. Whether the complaint is annexed with gist of the complaint? YES/NO
40. Whether every document which is not in original is attested by the Complainant and/or by an advocate and/or by an authorized representative and/or power-of-attorney holder as 'true copy'? YES/NO
41. Whether the documents and copies are legible and readable? YES/NO
42. Whether the complaint is annexed with index as shown below:- YES/NO

Sr. No.	Description of documents	No. of documents	Remark Original/copy	Page

43. Is there any interim application in the complain? YES/NO
- If – 'Yes', whether the said interim application is properly verified and supported by an affidavit? YES/NO
44. Whether the Complainant has given each document in quadruple as required under Rule-6(2) of the Maharashtra Consumer Protection Rules, 2000? YES/NO
45. Whether the 03 sets and sets to be provided to the Opponents are having same continuous pagination? YES/NO

Scrutinized there are no objections consumer complaint be numbered and registered

OR

There are following objections and the Complainant is directed to comply with those objections within a period of 15 days

Seen, I undertake to comply

Sd/-xxx

Signature of the Complainant }

Advocate and/or authorized }

Representative or power of }

Attorney holder }

REGISTRAR

All the objections raised are complied with on _____

Signature of the Complainant }

Advocate and/or authorized }

Representative or power of Attorney holder }

Signature of person before whom complied

In view of compliance of objection complaint be numbered and registered.

REGISTRAR

OR

Objections raised are not complied within a period of 15 days and, therefore, place the matter before the District Forum.

REGISTRAR

Objections stands complied with in view of order of District Forum. Office is directed to Register and Number the complaint