

No. 2A

WRIT (O.6, r.1)

(SUBORDINATE COURTS)

IN THE SESSIONS COURT AT [[district]]

Suit No. [[case\_no]]

BETWEEN

[[plaintiff\_name]]  
[[plaintiff\_ic]]  
[[plaintiff\_address]]

... PLAINTIFF

AND

[[defendant\_name]]  
[[defendant\_ic]]  
[[defendant\_address]]

... DEFENDANT

To: [[defendant\_name]]  
[[defendant\_ic]]  
[[defendant\_address]]

We command you that within fourteen days after the service of this writ on you, inclusive of the day of such service, you do cause and appearance to be entered for you in a cause at the suit of [[plaintiff\_name]] and take notice, that in default of your so doing the plaintiff may proceed therein to judgment and execution.

WITNESS ..... Registrar of the Court in [[district\_content]] the .....day of ....., 20.....

(Seal)

[[court\_sign]]

.....  
*Plaintiff's Solicitors*

.....  
*Registrar, Court*

**MEMORANDUM TO BE SUBSCRIBED ON THE WRIT**

This writ may not be served more than six calendar months after the above date unless renewed by order of court.

The defendant (or defendants) may appear hereto by entering an appearance (or appearances) either personally or by a solicitor at the Registry of the Court.

A defendant appearing personally may, if he desires, enter his appearance by post, and the appropriate forms may be obtained by sending a Postal Order for RM ..... with an addressed envelope to the Registrar, Court at [[district\_content]].

**ENDORSEMENTS TO BE MADE ON WRIT BEFORE ISSUE**

**ENDORSEMENT OF CLAIM**

The plaintiff's claim is for .....(if the plaintiff's claim is for a debt or liquidated demand only, the following endorsement must be added at the foot of that claim :)

And RM ..... (or such sum as may be allowed on taxation) for costs, and also, if the plaintiff obtains an order for substituted service, the further sum of RM ..... (or such sum as may be allowed on taxation). If the amount claimed and costs be paid to the plaintiff or his solicitor within 8 days after service hereof (inclusive of the day of service), further proceedings will be stayed, but if it appears from the endorsement on the writ that the plaintiff is resident outside the scheduled territories, as defined by the Exchange Control Act 1953, or is acting by order or on behalf of a person so resident, proceedings will only be stayed if the amount claimed and costs is paid into court within the said time and notice of such payment in is given to the plaintiff or his solicitor.

(If the plaintiff sues, or the defendant is sued, in a representative capacity, this must be stated in the endorsement of claim).

**ENDORSEMENT AS TO SOLICITOR AND ADDRESS**

This writ is issued by ..... of ..... solicitor for the said plaintiff whose address is ..... (or where the plaintiff sues in person). This writ is issued by the said plaintiff who resides at ..... and is (state occupation) and (if the plaintiff does not reside within the jurisdiction) whose address for service is .....

**ENDORSEMENT AS TO SERVICE**

This Writ was served by ..... by way of personal service (or as may) (state manner of service or in accordance with the terms of an order for substituted service) on the defendant (who is known to me) (or who was pointed out to me by ..... ) (or who admitted to me that he was ..... ) at (place) on ..... the .....day of ..... , 20.....

.....

Process Server