### CIVIL PROCEDURE FORMS

# Forms of Complaints

### Form 1

# GENERAL FORM OF COMPLAINTS OR 3.R. 1(1), R. 2

(hereby put the letter and number( see note (a) following this Form)  $In\ The\ National\ Industrial\ Court\ Of\ Nigeria$ 

Suit No :	, 20
In the	Judicial Division
Between A.B.	Claimant/Appellant
and	
C.D	Defendant/Respondent
Contact Information of Claimant/Appellant	Address:
Telephone Numbers	
E-mail Address	
Part 2	
Names of Defendant/ Respondent (1)	
(2)	
(3)	
(4)	
(5)	
(6)	
Contact Information of Defendant/Respond	lent Address
Telephone Numbers	
E-mail Address	
111011 1 1001 COO	

By order of the Co	ourt	
DATED this	day of	20
You are hereby commyou, inclusive of the can action at the suit of	nanded that within fourteen d lay of such service, you do ca	ays after the service of this Complaint of use an appearance to be entered for you default of your so doing the Claimant ma
SCHEDULE OF DOCU	MENTS/ELECTRONIC RECOR	RDINGS TO BE USED AT TRIAL
RELIEFS CLAIMED:		
	•••••	

#### MEMORANDUM TO BE SUBSCRIBED ON THE COMPLAINT

N.B. ..... This Complaint is to be served within six calendar months from the date thereof, or, if renewed, within three calendar months from the date of the last renewal, including the day of such date, and not afterwards.

The Defendant may enter appearance personally or by legal practitioner either by handing in the appropriate forms, duly completed, at the Registry of the National industrial Court of the Judicial Division in which the action is brought or by sending them to the Registrar by registered post or as provided in Order 7, Rule 1 of these Rules;

provided in Order 7, Rule 1 or these Rules,
The Claimants claim is for, etc. (b)
The Complaint was issued by G.H. of
whose address for service (c) isagent for
ofLegal Practitioner for the said
Claimant who resides at ( <i>d</i> )
(mention the city, town or district and also the name of the street number of
the house of the Claimant's residence, if any)
Endorsement to be made on copy of Complaint forthwith after service. This
Complaint was served by me at on the Defendant (here
insert mode of service) on theday of
20
Endorsed theday of
Signed
Address
Notes:
(a) Heading and Title—
If the matter relates to any inter or intra Union dispute the Complaint must
be headed:
"In the Matter of the Trade Union Act" In the Matter of Inter (or Intra)
Union Dispute:
"In the matter of
Union dispute)
"Between
or (individual(s) and capacity in which
he/she is or they are suing, if intra Union)
And
or (individual(s) and capacity in which he/she
is or they are suing (if intra Union dispute)

(b) Endorsements of Claim.—If the claimant sues, or defendant/respondent is sued, in a representative capacity, the endorsement must state in what capacity the claimant sues or the defendant/respondent is sued. See Or.4 r.2. If the claim is for a debt or liquidated demand only, the Endorsement, even though not special, must strictly comply with the provisions of 0.4.r.3, including a claim for four day's costs. (c) Address for Service—see 0r.4.r.4.sr. (5) & (6) and Or.4.r.5. The address must be within the jurisdiction. (d) Address of Claimant.—In the case of company in liquidation the claimant's address should run "...... claimants, who are a company in liquidation. The liquidator is (name of liquidator"). In the case of a foreign corporation within the meaning of part 10 of the Companies and Allied Matters Act the claimant's address should run thus: "..... Claimants, who are a foreign corporation within the meaning of the Companies and Allied Matter Act. The registered name and address of the person to be served are..... ...... (here add registered name and address"). (e) Endorsement of Service.—See 0r.7: r.1 sr.7, 14; r. 2 sr.14, 15, and 16. Before the Complaint is issued the following certificate must be indorsed on it: The Registry, National Industrial Court of Nigeria. In the......Judicial Division A sufficient affidavit in verification of the endorsement on this Complaint to 

FORM 1A
SCHEDULE OF DOCUMENTS: ADMISSIBLE/NON-ADMISSIBLE

(Signature of Registrar)

S/No	Description of Documents	Admissible	Non-admissible
			<u> </u>