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# **Intra – College Moot Court Competition**



**School Of Law,  
ITM University, Naya Raipur (C.G)**



**Name of the Student: Mr. Rahul Sharma**

**Program: BBA.LL.B (5yrs.) Integrated Course**

**Semester: I<sup>st</sup> Semester**

**Session: 2014 - 2015**

**Memorandum on Behalf of Respondent**

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**[Title Page]**

**Before**

**THE HON'BLE DISTRICT COURT/HIGH COURT/SUPREME COURT OF INDIA**

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**APPLICATION No \_\_\_\_/2013**

**Athletica Ganges.....Petitioner**

**v.**

**Government of India.....Respondent**

**Memorandum on Behalf of Respondent**

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**TABLE OF CONTENTS**

Page nos

Table of contents	
Index of Abbreviations	
Index of Authorities	
- Statues	
- Rules/bylaws [If exists]	
- Case laws	
- Journal/article [If used]	
- Books	
- Websites [If used]	
- Legal software [If used]	
- Dictionaries	
- Miscellaneous	
Index of cases and regulation	
Statement of Jurisdiction	
Statement of facts	
Statement of issues	
Summary of Pleadings	
Pleadings and Authorities	
Prayer	
Bibliography	

## **Index of Abbreviations**

## **Index of Authorities**

- Statutes
- Rules/bylaws
- Case laws
- Journal/article agreements
- Books
- Websites
- Legal software
- Dictionaries
- Miscellaneous

Note: No Footnoting on this page

**Statement of Jurisdiction**

Note: No Footnoting on this page

**Statement of Facts**

**Statement of Issues**



**Summary of Pleadings**

**Pleadings and Authorities**

**Prayer**

Sd/-

(Counsel *for* the Petitioner/Appellant/Respondent)

## **Bibliography**

**Guidelines to be followed:**

**Format:**

- The impression on the typed copies should be black in color.
- Font style should be Times new roman, size 12
- 1.5 line spacing
- Headings -12pt and bold
- Sub-heading -12pt and underline
- Margin specifications 2.54cms all sides
- A4 document
- The memorandum should not exceed 30 pages
- Numbers are to be represented in words unless it is a date/year/page number etc
- The format of dates should be – February 26, 2010
- Dots should be used in every abbreviation, except in the case of citations
- Italics are to be used in the following instances Case names when used in the main text Non-English words
- All heading, sub-heading etc should be distinguished by making them bold, changing the fond size or by underlining them.

**Footnotes:**

- Footnotes are used to acknowledge the source of an argument as well as to provide support for a proposition. Footnotes can also be used to include information which is relevant but incongruous with the main text.
- The footnote reference number should always be after the relevant punctuation mark

- Multiple citations in the same footnote should be separated by a semicolon.

**Quotes :**

- the quote should be in double inverted commas and should be italicized
- For providing emphasis in a quote, underline the emphasized text

**Authors names:**

- When writing the names of authors/editors/speakers etc, the initials should be provided with a period after each initial, but no space between the initials.  
E.g. G.R. Sheeshan
- If there are two authors/editors, both names should be provided, using „and“
- If there are more than two authors/editors, only the first name should be provided, followed by “*et al*”.

**Books:**

Example: P.V. Ramakrishna, A TREATISE ON ANTI-CORRUPTION LAWS IN INDIA, 67 (4th edn., 1993).

Example: D. D. Basu, COMMENTARY ON THE CONSTITUTION OF INDIA, Vol. V, 5773 (C. K. Thakker J. et al eds., 8th edn., 2009).

**Book reviews:**

Example: Project, *Nineteenth Annual Review of Criminal Procedure: United States Supreme Court and Court of Appeals 1988-1989*, 78 Geo. L.J. 699 (1990).

**Bills:**

- The name of the bill is followed by a space and the legislature and date on which the bill was introduced within parentheses

**Articles:**

Cite the name of the author, instead of mentioning all the authors names if more than two use et.al instead after the name of the first author, the title of the article should appear in italics, volume number, issue number, name of the Journal, starting page no. of the article, the page no. on which the proposition is cited, year of publication in parentheses.

E.g: Steven G. Calabresi & Kevin H. Rhodes, *The Structural Constitution: Unitary Executive, Plural Judiciary*, 105 Harv. L. Rev. 1155, 1158 (1992).