

OFFICE OF THE DISTRICT & SESSIONS JUDGE (WEST), TIS HAZARI COURTS, DELHI

ORDER

Keeping in mind the difficulties being faced by the lawyers and the litigants on account of the ongoing Covid19 pandemic, in complete modification of earlier Advisory Protocols on filing of fresh cases *on line by email* issued in the month of April, 2020, after detailed discussion with the learned District & Sessions Judge (HQ) as well as President and Secretary, Delhi Bar Association, following directions are being issued for bringing about uniformity in the **filing of civil & criminal cases on line on email & hearing thorough vidoe conferencing** to ensuring smooth functioning in the West District Courts in Tis Hazari w.e.f 6<sup>th</sup> May, 2020 till further orders:

1. The Judicial Officers posted on duty during the lockdown period shall hear not only “very urgent matters” but all kinds of “urgent matters”. No urgent matter shall be refused to be heard on the ground that the same is not “extremely urgent or very urgent matter”. It is the Judicial Officer on duty, who shall decide whether the matter in question is “urgent matter” or not, giving the word “urgent” liberal interpretation.
2. Urgent matters pertaining to the Courts held by the Ld. Additional District Judges and Additional Sessions Judges can be filed by counsel or litigant concerned physically at the Filing Counter or through e-mail at [judicialbrwt.ddc@gov.in](mailto:judicialbrwt.ddc@gov.in) which mail shall be under control of Shri Dinesh Sapra, In Charge/Sr. J.A., Judicial Branch, West (Mobile No. 9650392299), the Co-Ordinator-I who shall be assisted by Shri Neeraj Antwal, JA (Mobile no. 9958076283). The urgent matters pertaining to the Magisterial Courts and Courts of Civil Judges can be filed by the counsel or the litigant physically at the Filing Counter or through e-mail at [djwest.ddc@gov.in](mailto:djwest.ddc@gov.in) which shall be under control of Shri Raj Kumar Arora, Sr. J.A., posted at Office of Ld. CMM, West (Mobile No.9013227739), the Co-Ordinator-II who shall be assisted by Shri Dharam Raj, JA (Mobile No.9953274794). The e-mails of urgent matters shall be sent to the concerned Co-Ordinator concerned only between 09:00 am and 05:00 pm on a working day.
3. All urgent matters, sought to be filed by e-mail shall be mailed in the form of a single file attachment of scanned copy of complete paperbook, including originally signed pleadings, documents, duly sworn affidavits, vakalatnama etc. In cases, where the accused is in Jail, the vakalatnama shall be signed by spouse/parent/immediate family member of the accused; shall bear photograph with Identity Card of the vakalatnama signatory; and shall disclose complete Bar Enrolment Number and Office Address of the Counsel.  
**IMPORTANT NOTE:** Original paperbook shall be physically filed by the counsel/litigant concerned at the Facilitation Centre, West District within 15 days of reopening of Courts after the lockdown ends.
4. On receipt of the e-mail of any matter described or claimed as ‘urgent’, the Co-Ordinator concerned shall forward the e-mail to the In Charge/Filing Clerk, Filing Section, West at e-mail [officefilingwest@gmail.com](mailto:officefilingwest@gmail.com) . The Filing Clerk shall take printout of complete paperbook and register the same after checking it. In case of any deficiency in the paperbook, the same shall be informed by the Filing Clerk to the Co-Ordinator by reply e-mail for rectification. The Co-Ordinator shall forward the deficiency mail of Filing Clerk to the counsel/litigant concerned for rectification. The exercise of registration or deficiency and rectification shall be recorded by the Filing Clerk in a separately maintained register.



5. Once an urgent matter is registered, the Filing Clerk shall immediately forward by e-mail the complete paperbook to the concerned Co-Ordinator, who shall forward the e-mail to the Judicial Officer, posted for duty on the next day (*if the original e-mail of the paperbook was sent to the Co-Ordinator concerned between 09:00am to 1:00pm*), or on the next to next working day (*if the original e-mail of the paperbook was sent to the Co-Ordinator between 01:00pm to 05:00pm*).
6. On receipt of the paperbook over e-mail, if satisfied that it is an 'urgent' matter, the Judicial Officer shall immediately direct the Co-Ordinator concerned to get the matter listed on the next or next to next working day before the Judicial Officer. If the concerned Judicial Officer is not satisfied about urgency, the matter shall be adjourned to an appropriate date for hearing with an intimation by reply e-mail to the Co-Ordinator concerned, who shall convey the order to the counsel/litigant concerned over forwarded e-mail, and in such case the matter shall be assigned to the Court concerned on the basis of FIFO principle, that is to say that the first case going to the senior most court concerned and then the second case to the next and so on subject wise. .
7. If the matter is directed to be listed for hearing on the next or the next to next working day, the Co-Ordinator shall, immediately thereafter forward over e-mail a copy of the paperbook to the Prosecution Branch and the Nodal Officer of police, who shall further forward the same to the Investigating Officer or the SHO concerned for report/reply. In the said e-mail, the Co-Ordinator shall also inform that the matter shall be heard on the next or the next to next working day. Such intimation shall also be sent by reply e-mail to the applicant or his counsel. The Delhi Police Nodal Officers for this purpose for West District are as follows:

Sl. No.	District	Name of the Nodal Officer	Mobile No.	E-mail ID
1.	DCP Office, West District	Inspector Legal Inspector Inder Lal	8178563850	<a href="mailto:legalcellwest303@gmail.com">legalcellwest303@gmail.com</a>
2.	DCP Office, Central District	Inspector Arun Tyagi	8851948668	<a href="mailto:arunktyd12304@gmail.com">arunktyd12304@gmail.com</a>
3.	DCP Office, Outer District	Sh. Subhash Vats, ACP /OPS /Outer District	7065036110	<a href="mailto:acp-ops-outer-dl@delhipolice.gov.in">acp-ops-outer-dl@delhipolice.gov.in</a>

8. If the applicant side, by way of written application requests and the prosecution side does not object, hearing of the registered urgent matter can be held on the specified day and time by videoconference over Cisco Webex.
9. In case of Civil Matters, once informed about the decision of the Judicial Officer that the matter is an urgent matter, the Co-Ordinator shall immediately get the matter listed on the next or the next to next day, and shall forward over e-mail the complete copy of the paperbook to the non-applicant side as advance copy. In the said e-mail, the Co-Ordinator shall also inform that the matter shall be heard on the next or the next to next working day



in Court or on specified day and time through videoconference over Cisco Webex. The e-mail ID of the non-applicant(s) shall be furnished by the applicant on affidavit alongwith the scanned paperbook. Such intimation shall also be sent by reply e-mail to the applicant or his counsel.

10. **On the day fixed for hearing the matter, the Court concerned shall make its own arrangement for a hearing through Cisco Webex and send the URL and Meeting Number over e-mail and/or WhatsApp to the concerned counsel, litigants and prosecutors** through its staff. It is only in case of any extreme difficulty that the services of the Co-Ordinator may be utilized for co-ordinating with the computer branch. Shri Kuldeep Singh from the Computer Branch or any other authorised official from the Computer Branch be approached for any technical assistance.
11. All parties to the hearing through videoconference, their counsel and anyone watching the videoconference proceedings are strictly prohibited from making audio-visual recording and/or taking screenshots with the help of any internal or external device. The URL and/or Meeting Number received by the counsel and/or the litigants shall not be shared with anyone. Breach of this direction of confidentiality shall entail strict action in accordance with law.
12. No recording of the proceedings shall be preserved unless it is so directed by the Court concerned. However, the Court shall record the details of such proceedings conducted through video conferencing, particularly the email id of the parties and counsel and time duration of the VC etc. so as to make the order sheet complete in all relevant details.
13. The stenographer shall typewrite the order and send the same over e-mail to the Judicial Officer, who shall sign the order digitally or printout thereof after carrying out necessary corrections. Thereafter, the Judicial Officer shall send the digitally signed order or a scanned copy of the manually signed order to the Co-Ordinator over e-mail. The original manually signed order in its physical form shall be preserved by the Judicial Officer, to be sent to the concerned branch on reopening of courts after the lockdown ends.
14. The Co-Ordinator shall transmit a copy of the scanned signed order to all parties concerned as well as the Jail Authorities (if required) and shall get the same uploaded on the website (if permissible) forthwith.
15. It is clarified that these directions are in addition to and not in derogation of the existing system of filing of hard copies of pleadings and addressing arguments in person before the Judicial Officers.
16. Preferably, the hearings of all urgent matters should be by videoconference. The lawyers, who are unable to address arguments through videoconference from their office/residence due to lack of infrastructure, may avail videoconference facility provided by the concerned District & Sessions Judges of every District and of the Rouse Avenue Courts Complex. In Tis Hazari Courts, such facility is available in Vats Seminar Hall (near circular canteen), Rathi Block Library and Western Wing Library, for which the Nodal Officer appointed by the Delhi Bar Association is Vice President Shri Nikhil Bhardwaj, Advocate (Phone No.9871302406).



17. But where the applicant side does not at all wish to address arguments through video conference, preferably written arguments, running into not more than 5 sheets of A4 size; Aerial/Times New Roman font of size 12 may be filed after serving advance copy to the opposite side.
18. Where the applicant side insists to address arguments in Court by way of physical presence, the counsel and/or the litigant shall not be allowed to enter the Courtroom till the matter concerned is called. While waiting for call of the matter outside the courtroom, social distancing norms shall be strictly adhered to. Only the parties and/or counsel of the matter being heard shall be allowed to remain inside the Courtroom and they also shall ensure strict adherence to the social distancing norms.

This is computer generated copy and does not require signatures as approved by Ld. District & Sessions Judge (West), THC, Delhi.

Sd/-  
(DHARMESH SHARMA)  
DISTRICT & SESSIONS JUDGE (WEST)  
TIS HAZARI COURTS, DELHI

No. \_\_\_\_\_/Misc./Gaz./DJ West/2020

Dated : 05.05.2020

Copy forwarded for information and necessary action to :-

- 1) The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2) The District & Sessions Judge (HQs), Delhi.
- 3) All the Judicial Officers of West District, Tis Hazari Courts, Delhi with the request to bring the same into the knowledge of their Court staff.
- 4) The Officer In charge, Pool Car and Facilitation Centre, Tis Hazari Courts, Delhi.
- 5) The Branch In charge, Computer Branch, Tis Hazari Courts, Delhi.
- 6) The Branch In charge, all Branches, West District, Tis Hazari Courts, Delhi.
- 7) For uploading on LAYERS.
- 8) For uploading on centralized website through LAYERS.
- 9) The PS to the undersigned.
- 10) The Reader to the undersigned.
- 11) The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.
- 12) Ms. Tripta Diwan, Sr. A.O. (J), THC, Delhi.
- 13) Sh. Kuldeep, The Nodal Officer, Computer Branch, Tis Hazari Courts, Delhi.
- 14) The Concerned Officials of Judicial Branch and CMM Office, West
- 15) The DOP, Prosecution Branch, THC, Delhi
- 16) The Superintendent, Tihar Jail, Delhi.
- 17) Inspector Legal Inspector Inder Pal, Nodal Officer of DCP Office, West District, Delhi.
- 18) Inspector Arun Tyagi, Nodal Officer of DCP Office, Central District, Delhi.
- 19) Sh. Subhash Vats, ACP/OPS/Outer District, Nodal Officer of DCP Office, Outer District, Delhi.
- 20) Ld. CMM, West, THC, Delhi is requested to deploy an official from his office, on daily basis between 10.00 a.m. to 5.00 p.m., to the Filing Section, West to assist the In Charge, Filing Section, West in taking print outs of the e-mails related to the Courts of DJS and to put up the same before the Court concerned.**

Sd/-  
DISTRICT & SESSIONS JUDGE (WEST)