

OFFICE OF THE DISTRICT & SESSIONS JUDGE,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI.


OFFICE ORDER

Directions /Guidelines for Physical Filing of Non-Urgent/Ordinary Matters at North-East District, Karkardooma Courts, Delhi.

In continuation of this office earlier order No. 2677-2693/Power/Judl./N-E/KKD/Delhi/2020 dated 14.07.2020 and in pursuant of the order No. 24/DHC/2020 dated 13.07.2020 of the Hon'ble High Court of Delhi, permitting physical filing of non-urgent/ordinary matters, the following directions/guidelines being issued for physical filing of non-urgent/ordinary matters at North-East District, Karkardooma Courts, Delhi.

1. Physical (i.e. paper -based) filings of all categories of non-urgent/ordinary matters will be accepted with effect from 16.07.2020. Urgent matters shall continue to be filed as per procedure which is already existing/being followed. Advocates are also urged to make maximum use of the existing facility for e-filing of civil matters.
2. Physical filing can be done at the pre-existing/usual filing counters designated for the specified categories of cases of North-East District, Karkardooma Courts, Delhi.
3. The timings for physical filing shall be from 10:30am to 1:30pm.
4. The advocates/parties-in-person shall mention their mobile number, Email ID in the Vakalatnama/opening sheet/index for further correspondence with regard to status of the case.
5. The advocates/parties-in-person/advocate's clerks (duly authorized by the Advocate in writing) shall file case only during the timing allotted for filing i.e 10:30am to 1:30pm, at the designated filing counters by handing over the hard copies/file to the official present at such filing counters. No receipt/acknowledgement shall be given at the time of filing. It is advised that only copies of the documents (to be filed alongwith the plaint/appeal/plea /appeal/petition, etc.) be filed at the filing counter and the original documents may be filed later on in the concerned court at the time when the matter is heard.
6. All the matters filed as hard copies/in physical form shall be kept separately in isolation for 24 hours and only after the filing staff shall take up the matters for scrutiny and further processing. After scrutiny, intimation shall be sent to the concerned person on his/her mobile number/Email ID, for rectification of the objections/defects, if any. If there is no objections/defects, the matters will be assigned to the concerned Courts and the files will be sent to the concerned Courts. The matters will be taken up for hearing only when the normal functioning of the Courts resumes. All list of cases filed physically and which have been marked to the concerned Courts shall be uploaded on the Court website within 5 days (from the date of filing).
7. The advocates/parties-in-person/advocates' clerks (duly authorized by the Advocate in writing) visiting the Court Complex for physical filing shall maintain physical distancing norms, wear masks, sanitize their hand, take all necessary precautions and comply with all official guidelines regarding the Covid-19 pandemic.

8. The Caretaking branch shall take steps to deep clean and sanitize the area designated for physical filing at the Court Complex every day and shall also sanitize the same at regular intervals.
9. The advocates/parties-in-person are requested to keep file in a plastic folder for the safety purpose.
10. These directions/guidelines for the safety and scrutiny of all including lawyers, litigants, court staff and clerk of lawyers and strict adherence to it and cooperation of all is solicited.
11. Remaining conditions mentioned in the previous order of this office shall remain the same.
12. This order is issued by the undersigned and does not require signatures since the same is computer generated order.

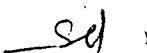

(DR. SUDHIR KUMAR JAIN)
 District & Sessions Judge,
 North-East District,
 Karkardooma Courts, Delhi

No. ²⁷³⁵₂₇₄₉ /Power/Judl./N-E/KKD/Delhi/2020

Dated: 16.07.2020

Copy forwarded for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judges of all the court complexes, Delhi/New Delhi.
3. All the Judicial Officers posted at North-East District, Karkardooma Courts, Delhi.
4. The Administrative Officer (Judl.) of all the branches of North-East District, Karkardooma Courts, Delhi.
5. The Chief Public Prosecutor, North-East District, Karkardooma Courts, Delhi.
6. Incharge, Lock-up, Karkardooma Courts, Delhi.
7. PRO/APRO, Tis Hazari Courts/Karkardooma Courts, Delhi.
8. The Secretary, Shahdara Bar Association, Karkardooma, Delhi.
9. The Website Committee, Tis Hazari Courts/Karkardooma Courts, Delhi.
10. Incharge, Computer Branch, Karkardooma Courts, Delhi is directed to upload the same on the website of District Court, North-East District, Karkardooma, Delhi.
11. Care Taking Branch, North-East District, Karkardooma Courts, Delhi.
12. For LAYERS.
13. PS/Reader to the undersigned.


 District & Sessions Judge,
 North-East District,
 Karkardooma Courts, Delhi