

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

It has been noticed that relevant information in NC-CIS 2.0 software viz. age, mobile number and e-mail id's of parties, details of the advocates etc. are not being filled at the time of filing/registration of the case causing thereby hurdle in implementation of upcoming/running projects like sending SMS alert and e-mails to lawyers and litigants, sending of e-summons/notices in proper manner and most importantly to obtain desired reports through CIS Software/data base.

In view of the above and to ensure effective implementation of NC-CIS 2.0 software in desired manner, a "CASE INFORMATION FORMAT" has been prepared to be filled by the advocates/litigants at the time of filing of fresh case.

The format sheet is annexed herewith and also available at the Facilitation Centre/Filing Counter and website of Delhi District Courts (www.delhidistrictcourts.nic.in).

This issues with the prior approval of learned District & Sessions Judge (HQs), Delhi.

(Sandeep Yadav)
Spt. Judge CBI-PC Act/
Officer In-charge (Computers)
Tis Hazari Courts, Delhi

79798 - 79998

Ref. No. _____ /CIS/Comp./2017

Dated 18/12/17

Copy forwarded for information and necessary action to:

1. Id. District & Sessions Judge (North West/South/South-West/North/South-East/East/New Delhi/Shahdara/North-East/West-officiating), Delhi/New Delhi with request to convey the above information to the concerned office/officials of respective district and members of the bar.
2. Id. Principal Judge-Family Courts-HQs, Dwarka Courts Complex, New Delhi with request to circular the above information amongst all the officers/officials of family courts.
3. Id. Officer In-charge, Facilitation Centre/Filing Counter, Central District and West District with request to issue necessary directions to the concerned officials to comply with the directions.
4. All the Judicial Officers posted within the Central and West District, Tis Hazari Courts, Delhi with request to direct staff to take immediate steps to complete relevant fields requires in Case Information System so that the desired real time and authentic reports be obtained from the data base.
5. Sh. Ravinder Dudeja, Judge-Family Court/Chairman, Centralized Computer Committee, Room No.-109, Tis Hazari Court, Delhi.
6. PS to the Id. District & Sessions Judge (HQs) to place before Id. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
7. PS to the Id. District & Sessions Judge (West-Officiating) to place before Id. District & Sessions Judge (West-Officiating), Tis Hazari Courts, Delhi.
8. Secretary, Bar Association, Tis Hazari Courts, Delhi with request to circulate the annexed format amongst the lawyers.
9. Dealing official, Website Committee, Tis Hazari Court, Delhi to upload the circular and case information sheet/format on the Website of Delhi District Courts.

(Sandeep Yadav)
Spt. Judge CBI-PC Act/
Officer In-charge (Computers)
Tis Hazari Courts, Delhi

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

No. 1179 /Judl./N.E./KKD/Delhi/2017

Dated: 19/12/2017

Copy of ibid circular be forwarded to :-

1. All the Judicial Officers posted in this district with the request to direct the concerned staff to take immediate steps to complete relevant fields requires in Case Information System so that the desired real time and authentic reports be obtained from the data base.
2. The Administrative Officer (Judl.), Facilitation Centre/Filing Counter, North East District, for information and necessary compliance.
3. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi with the request to circulate the annexed format amongst the lawyers.
4. Website Committee, KKD Courts, Delhi to upload the circular and case information sheet/format on the website.

(DEEPAK JAGOTRA)
District & Sessions Judge,
North-East District,
Karkardooma Courts, Delhi.

EXTRA PARTY INFORMATION

1.	*Name of Extra Party					
2.	*S/o, W/o, D/o					
3.	*Address					
4.	Aadhar Card No.		Gender	Male	Female	Others
5.	Date of Birth / *Age	Date of Birth	Age	Nationality		
6.	*Mobile No. / *E-mail	Mobile No.	E-MAIL IN CAPITAL LETTERS			

1.	*Name of Extra Party					
2.	*S/o, W/o, D/o					
3.	*Address					
4.	Aadhar Card No.	Aadhar Card No.	Gender	Male	Female	Others
5.	Date of Birth / *Age	Date of Birth	Age	Nationality		
6.	*Mobile No. / *E-mail	Mobile No.	E-MAIL IN CAPITAL LETTERS			

1.	*Name of Extra Party					
2.	*S/o, W/o, D/o					
3.	*Address					
4.	Aadhar Card No.	Aadhar Card No.	Gender	Male	Female	Others
5.	Date of Birth / *Age	Date of Birth	Age	Nationality		
6.	*Mobile No. / *E-mail	Mobile No.	E-MAIL IN CAPITAL LETTERS			

1.	*Name of Extra Party					
2.	*S/o, W/o, D/o					
3.	*Address					
4.	Aadhar Card No.	Aadhar Card No.	Gender	Male	Female	Others
5.	Date of Birth / *Age	Date of Birth	Age	Nationality		
6.	*Mobile No. / *E-mail	Mobile No.	E-MAIL IN CAPITAL LETTERS			

Submitted by :- _____
(Plaintiff/Petitioner/Defendant/Accused/Others/Advocate)

CASE INFORMATION FORMAT

DISTRICT	
PLEASE TICK	
CIVIL	<input type="checkbox"/>
CRIMINAL	<input type="checkbox"/>

S.NO	PLAINTIFF / PETITIONER / COMPLAINANT / APPELLANT / DECREE HOLDER ETC. (PLEASE FILL UP ALL THE RELEVANT FIELDS & (*) FIELDS ARE MANDATORY)				
1.	*Name of Plaintiff / Complainant etc.				
2.	*S/o, W/o, D/o				
3.	*Address				
4.	Aadhar Card No.	Aadhar Card No.		Pin Code	
5.	*Gender	Male	Female	Others	Nationality
6.	Date of Birth	DD	MM	YY	*Age
8.	*Mobile No./ *E-mail	MOBILE NO.		E-MAIL ID IN CAPITAL LETTERS	
9.	*Act / Section				
10.	Valuation of Suit			Court Fee ascertained :	
				Court Fee paid /deposited :	
11.	*Police Station			(In Criminal Matters Only)	
12.	*F.I.R. No. & Year			(In Criminal Matters Only)	

S.NO	DEFENDANT / ACCUSED / RESPONDENT / JUDGEMENT DEBTOR ETC. (PLEASE FILL UP THE RELEVANT FIELDS)				
1.	*Name of Defendant / Accused etc.				
2.	*S/o, W/o, D/o				
3.	*Address				
4.	Aadhar Card No.	Aadhar Card No.		Pin Code	
5.	*Gender	Male	Female	Others	Nationality
6.	Date of Birth	DD	MM	YY	Age
7.	*Mobile No. / E-mail	MOBILE NO.		E-MAIL ID IN CAPITAL LETTERS	

S.NO.	ADVOCATE FOR PLAINTIFF/ COMPLAINANT/ PETITIONER/ DECREE HOLDER ETC.		
1.	*Name of Advocate	*Bar Regn. No.	
2.	*Address		
3.	*Mobile No / E-mail	MOBILE NO.	E-MAIL ID IN CAPITAL LETTERS

Submitted by :- _____
(Plaintiff/Petitioner/Defendant/Accused/Others/Advocate)