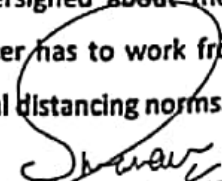


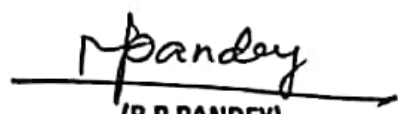
**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH & NORTH-WEST DISTRICT :: ROHINI COURT: DELHI**

ORDER

All the Ld. Judicial Officers of North and North-West District(s), Rohini Courts are directed to follow the following directions while hearing their daily cause-list:

1. All the Ld. Judicial Officers will deal with their entire cause-list and will take up urgent matters for hearing as per order no. 16/DHC/2020 dated 13.06.2020 and 17/DHC/2020 dated 14.06.2020 of Hon'ble High Court of Delhi.
2. All the Ld. Judicial Officers shall ensure that urgent matter(s) are separately marked and indicated in the causelist by using NC CIS 3.2 (procedure as received from Hon'ble High Court of Delhi is annexed for ready reference). These matters will be heard by Ld. Judicial Officer as per Video Conferencing Rules of Hon'ble High Court of Delhi.
3. All the Ld. Judicial Officers shall take up urgent cases (except where evidence is to be recorded) of their respective courts through Video Conferencing mode.
4. The date in each case will be given as per register of each court so that on regular functioning of the court, no inconvenience is caused to the court or other stakeholder(s).
5. The Judicial Officers who have his/her digital signature card shall digitally sign the ordersheets. The ordersheets for the cases be uploaded on the very same day on the server by the staff of the court concerned.
6. All the Ld. Judicial Officers shall have to submit their daily work done statement in the prescribed proforma received from Hon'ble High Court which has already been circulated.
7. The detailed procedure to be followed by Ld. Metropolitan Magistrate has already been circulated by the Ld. CMM (North & North-West) which will be followed in addition to the present guidelines.
8. All the Ld. Judicial Officers are also directed to work preferably from their homes through Video Conferencing and to comply with the directions contained in the aforementioned order(s) of Hon'ble High Court of Delhi in its letter and spirit. In case any Ld. Judicial Officer do not have technical devices to work from their residences they will inform the undersigned about the same and in case in exceptional circumstances, if any Judicial Officer has to work from the court they will strictly follow all the safety measures and social distancing norms.


(SWABANA KANTA SHARMA)
District & Sessions Judge
North District, Rohini Courts, Delhi


(R.P. PANDEY)
District & Sessions Judge
North-West District, Rohini Courts, Delhi

No. D&SJ/Sectt. (N&NW)/RC/2020 22389-522
Copy forwarded for Information & necessary action to :-

Dated, Delhi the 17.06.202

1. The Ld. Registrar General, Hon'ble High Court of Delhi.
2. Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi,
3. All the Ld. Judicial Officers (North & North-West) with request to bring the circular into the knowledge of their court staff.
4. Branch Incharge(s), North & North-West District to bring the same into the knowledge of their subordinate staff.
5. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the Web-Site of North District Rohini Courts Delhi.
6. The Branch In-charge, R&I Branch for uploading on LAYERS.
7. Record Officer, North & North-West District, Rohini Courts.
8. The Personal Office of the undersigned.
9. The Guard file.


(SWARANA KANTA SHARMA)

District & Sessions Judge
North District, Rohini Courts, Delhi


(R.P. PANDEY)

District & Sessions Judge
North-West District, Rohini Courts, Delhi

URGENT CASE MARKING IN NC CIS 3.2

NC CIS 3.2 software provides facility to sort out the urgent matters and reflecting thereof in the Cause List of the court

The procedure for marking of Urgent Case in the CIS 3.2 and to access the Urgent Case screen through following steps is as under:

1. On the Navigation panel, click the Court Proceeding menu.
2. Then, click the Urgent Case sub menu.
3. When you click Urgent Case sub menu, the "Urgent Case" screen is displayed.

Procedure

1. Select the case type from the Case Type select box.
2. Enter the case number of the selected case in Case Number field.
3. Enter the year of registration in the Year field.
4. Click- Go button.
5. Then details of Petitioner and Respondent of the selected case will be displayed.
6. Check the "Urgent" box/field to mark the matter as urgent
7. Click on "Save" button to save the information in the system.
8. The system will display the message "Modification successful"

The screen shots of the aforesaid procedure are as under:

1. Normal Cause list without Urgent Matter

Case No.	Case Type	Case Date	Case Description
1	CIVIL	3/23/19	PETITIONER: V C MARKETING PVT LTD vs. PRAN TRADING TESTING PLANT/PT IN TESTING DEPENDANT
2	CIVIL	3/23/19	PETITIONER: V C MARKETING PVT LTD vs. PRAN TRADING TESTING PLANT/PT IN TESTING DEPENDANT

2. In Court Proceedings/Urgent Case, details of selected case has to be filled to mark as Urgent Case under the field- Urgent and then click on Save Button

eCourts [Dashboard]

Dashboard and Summary Judge / Control / TMC
 District and Sessions Judge, Control, TMC
 District and Sessions Judge, Control, TMC

Urgent Cases

Case Type: AND A (CIVIL) 101
 Case No: 101/2019
 Date of Registration: 10/10/2019

Showing 1 to 1 of 1 entries

Sl. No.	Case No.	Main Party	Date of Registration	Urgent
1	AND A (CIVIL) 101/2019	TESTING PLAINTIFF VS TESTING DEFENDANT	10/10/2019	<input checked="" type="checkbox"/>

Buttons: Previous, Next, Save

3. Cause List reflecting- Urgent Cases

eCourts [Dashboard]

Dashboard and Summary Judge / Control / TMC
 District and Sessions Judge, Control, TMC
 District and Sessions Judge, Control, TMC

Cause List

Showing 1 to 2 of 2 entries

Sl. No.	Case No.	Main Party	Date of Registration	Urgent
1	AND A (CIVIL) 101/2019	TESTING PLAINTIFF VS TESTING DEFENDANT	10/10/2019	<input checked="" type="checkbox"/>
2	TESTING PLAINTIFF VS TESTING DEFENDANT	TESTING PLAINTIFF VS TESTING DEFENDANT	10/10/2019	<input checked="" type="checkbox"/>