OFFICE OF THE DISTRICT & SESSIONS JUDGE : PATIALA HOUSE COURT : NEW DELHI DISTRICT : NEW DELHI

ORDER

Pursuant to directions of the Hon'ble High Court of Delhi vide order No.24/DHC/2020 dated 13.07.2020, whereby physical filing of non-urgent/ordinary matters have been permitted, the following Standard Operating Protocol (SOP) has been issued by District & Sessions Judge (HQs) and the same is adopted for implementation in Patiala House Court, New Delhi District.

1. This SOP deals with filing and processing of the physically filed non-urgent/ordinary matters, for example fresh suits/appeals/revisions *(with no urgent application)* and non-urgent applications/documents/admission-denial affidavits/evidence affidavits, etc., in pending cases. Such physically filed cases shall, wherever hearing is required, be taken up for hearing only after the normal functioning of courts is resumed. Additionally, this SOP also deals with physical filing of already e-filed cases.

2. The physical filing of cases shall be permitted at the Filing Counter on every working day from 10.00 AM to 04.00 PM, with lunch break from 01.30 PM to 02.00 PM.

3. In every case filed physically, the Filing Counsel shall mention, in the Memo of Parties or on the covering page/index, her/his e-mail ID and/or WhatsApp number for being informed about defects, if any. The Filing Counsel shall also, preferably, mention in the Memo of Parties or on the covering page/index, the e-mail ID and/or WhatsApp number of the opposite party/counsel for issuance of summons/notices in electronic form. The Filing Counsel shall also mention on the covering page/index the date and time of physically filing the case.

4. The Filing Counter in Patiala House Courts Complex shall maintain three Filing Boxes of sufficient sizes, labelled I to III, to be used for filings and retention of physically filed cases for at least three days each. At 05.00 PM daily, the Filing Box in use on the particular day shall be sealed at its insertion slot with tape and paper slip bearing Date of Filings. The said sealed Filing Box

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shall be kept in sealed condition by the Incharge Filing Counter in safe custody for at least three days, so as to ensure that the physically filed papers become completely virus-free.

5. Every sealed Filing Box shall be opened by the Incharge Filing Counter at sharp 10.00 AM on third working day after sealing. For example, the Filing Box sealed at 05.00 PM on 01.01.2021 shall be opened at 10.00 AM on 03.01.2021.

6. The counsel/parties visiting the Filing Counter for physical filing of a case shall maintain social distancing and shall ensure to wear masks.

7. The cases to be physically filed shall be inserted through the insertion slot into the Filing Box personally by the concerned counsel/party. Officials at the Filing Counter shall not be asked by the counsel/party to insert the papers into the Filing Box.

8. At the time of opening the Filing Box, the official concerned of the Filing Counter shall take full precautions like wearing gloves and masks and/or face shield.

9. The physically filed cases, immediately after being taken out of the Filing Box, shall be scrutinised by the concerned Filing Clerk, who shall inform the Filing Counsel by e-mail and/or WhatsApp the defects, if any, to be rectified within specified period. After rectification of defects, the case shall be again filed in the Filing Box, to be taken out after three days, to ensure destruction of virus.

10. In case no defect is found by the Filing Clerk in the case physically filed, the same shall be got randomly allocated *(where applicable)* through computer software and delivered by the Filing Counter to the Ahlmad of the concerned court, who shall prepare the file or place the same in the concerned file immediately or within next three days.

11. As directed by the Hon'ble High Court, the non-urgent/ordinary matters shall be taken up for hearing only after the normal functioning of courts is resumed.

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12. This Order be uploaded on the website of the Court immediately.

[Dinesh Kumar Sharma]
District & Sessions Judge
Patiala House Court,
New Delhi District, New Delhi

No. 8583-8660 Filing/D&SJ/NDD/2020 Dated : 17.07.2020

Copy forwarded for information & necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Principal Judge, Family Court, New Delhi District, New Delhi.
4. The Judge In-charge, Mediation Centre, New Delhi District, PHC, ND.
5. All the Judicial Officers, New Delhi District, New Delhi.
6. The Chief Metropolitan Magistrate, New Delhi District, PHC, ND.
7. The Officer Incharge, Bail & Filing Section, New Delhi District, PHC, ND.
8. The Hony. Secretary, NDBA.
9. The Chief Prosecutor, New Delhi District, PHC, ND.
10. In-charge, Lock-up, PHC, ND.
11. The Administrative Officer (Judicial), PHC. ND
12. The Superintendent, NDDLSA, New Delhi District, ND.
13. All the Branch Incharges, New Delhi District, PHC.
14. P.S. to the undersigned.
15. Website Committee (Hindi & English), THC, with the request to upload the same on the website of the Court.
16. The District System Administrator, NDD to upload the same on the website of this District.
17. The dealing Assistant, R&I Section, NDD to upload on LAYERS.
18. Guard file.

[District & Sessions Judge]
Patiala House Court,
New Delhi District, New Delhi

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