

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: NEW DELHI
DISTRICT
PATIALA HOUSE COURTS: NEW DELHI**

CIRCULAR

In terms of directions 6 (c) contained in Order dated 17.08.2023 passed by the Hon'ble High Court of Delhi, New Delhi in Writ Petition (Civil) No. 6082 / 2019 titled 'Karan S. Thukral vs. District & Sessions Judge & Ors and in consequent thereto letter No. 69061-69095/S.R (143)/Comp. Br/THC/2023 issued by Principal District and Sessions Judge (Hqs) for complying with the directions for creating Centralized Filing System for physical filing of Written Statement/Rejoinder/Misc. Application/Document, following directions are being issued which shall be effective from 22.09.2023:-

1. No Court of New Delhi District shall accept the filing of any Written Statement / Rejoinder / Misc. Application / Document or other Interim Application in ongoing and pending cases / decided cases directly in the court and the filing shall be made only through Centralized Filing Counter.
2. The filing of Written Statement/ Rejoinder / Misc. Application / Document and any other application shall be filed at the Filing Counter on every working day from 10:00 AM to 03:30 PM with lunch break from 01:30 PM to 02:00 PM.
3. While filing of Written Statement / Rejoinder / Misc. Application / Document or other Interim Application at the Filing Counter, the same shall contain the case information format, memo of parties on the covering page, index, court name, case number, next date of hearing (in pending matters) and the mobile number & email ID of the Advocates/ Litigants.
4. The Advocates/ Litigants filing the Written Statement / Rejoinder / Misc. Application / Document or any other Interim Application (urgent as well as non-urgent) in an ongoing case shall file a receipt to the effect that advance copy of the same has been supplied to the opposite party or proof of service. The filing party/Advocate shall preferably mention email ID and the mobile number of the opposite counsel on the covering page.
- 5(a). On receiving the Misc. Application or any other Interim Application (urgent as well as non-urgent) in an ongoing case, the Filing Counter shall register it in the "IA module of CIS" and allocate the same in the court concerned. They shall give the unique IA filing number to the Advocate/Litigant filing the application. Further proceedings in such application(s) shall be updated in CIS by the Ahlmad/Asstt. Ahlmad of the concerned court in regular manner.

Cont.....2/-


20/9/23

- 5(b). On receiving Written Statement / Rejoinder/ Document in an ongoing cases, the Filing Counter shall enter the details of the same in the establishment wise register mentioning the date, serial number and other details including the name of the concerned court and give a unique filing number & acknowledgement receipt to the Advocate/Litigant filing the aforesaid.
6. The Written Statement / Rejoinder / Misc. Application / Document or other Interim Application filed before 12:30 PM shall be timely sent to the concerned court by 02:00 PM and the application filed after 12:30 PM to 03:30 PM be sent to the concerned court on the next working day.
7. In exceptional circumstances of urgency, there would be no need to route the urgent applications through the Filing Counter provided the same is allowed to be filed by the concerned court on the ground of urgency.
8. The Ahlmad of the concerned court shall enter the Written Statement / Rejoinder / Misc. Application / Document or other Interim Application manually in the register maintained by him. The register shall contain date, serial number, case title, time of receiving and the subject matter of the document. The registration number generated manually or through CIS shall be provided to the parties if demanded.
9. It is clarified that the aforesaid directions shall not preclude the court from taking on record the Written Statement / Rejoinder / Misc. Application / Document or other Interim Application on the day when the matter is taken up for hearing.

Non-compliance of the same shall be viewed seriously


(Sanjay Garg-I)

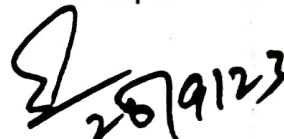
Principal District & Sessions Judge
New Delhi District, Patiala House Courts,
New Delhi

27731-790
No. _____ Bail & Filing/Pr.D&SJ/NDD/PHC/2023 Dated: 20.9.2023

Copy forwarded for information and necessary action to :

- 1) The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2) The Principal District & Sessions Judge, (HQ) Tis Hazari Courts, Delhi.
- 3) All the Judicial Officer, posted in New Delhi District, Patiala House Courts with the request to direct their staff members for compliance the directions.
- 4) The Officer-In-Charge, Computer Branch, New Delhi District, PHC.
- 5) The Administrative Officer(Judl.), NDD, PHC.
- 6) PS to the undersigned.

- 7) President/Hony Secretary, Bar Association of all District Courts, Delhi with the request to display the same on the Notice Boards.
- 8) Care Taker, PHC, NDD with the direction to display the same on the Notice Board.
- 9) All the dealing officials of Facilitation Centre, PHC, NDD to comply the directions.
- 10) Branch Incharge, Computer Branch, PHC, NDD, with the direction to provide necessary technical support & uploading on Website.



Principal District & Sessions Judge
New Delhi District, Patiala House Courts,
New Delhi