

DISTRICT COURTS

ROHINI

NEW DELHI

:CITIZEN CHARTER:



ORGANIZATION

District Courts is an organization which provides justice and ancillary facilities to the justice delivery system. The Districts Courts in Delhi are located at five places from where nine districts courts are functioning.

HOW TO REACH

The District Courts of Outer and North-West District is located at Rohini, Outer Ring Road, Madhuban Chowk. One can access to the District Courts - by public mode of transports like metro and buses and other general mode of transport like auto, taxi, etc.

BUILT UP STRUCTURE

The district court is built in the area measuring 75,000 sq. yards upto fifth storey. It consists of 56 courts and various branches which include one library, Delhi Legal Aid Services (DLAS) office, Mediation Centre, one copying agency, record room, office of bar association, nazarat branch, conference hall, administration branch, bail section, RTI Cell, computer branch, ACMM office, account branch, ACJ office.

Services *in relation to court work.*

The District Courts provides ancillary services to the justice delivery system like :

Copying Agency : The copying agency is situated at Room No.303, 3rd Floor, inside the court complex. It provides all the certified copies related to Judicial Case File. In order to obtain certified copy, one is required to apply the same through prescribed proforma and to submit the same at Facilitation Centre, Ground Floor, Near Entry Gate from where after completion of the certified copy it were delivered. If the copy is applied in URGENT, the process fee of Rs.25/- will be charged and if applied in ORDINARY mode the process fee will be charged as Rs.10/- apart from Rs.5/- for each copy. *The certified copies are prepared under the Delhi High Court Rules.*

File Inspection : The judicial file can be inspected on the payment of court fees of Rs.2/- on the same day, if the case is not listed. If the same is listed then

court fees of Rs.5/- is required. The party or authorized lawyer can inspect the same. The inspection of decided file can be done by all public persons.

Transport allowance to witness : The witnesses are paid traveling allowance when they come to court for evidence.

Legal Aid Services : There is office of legal aid at Room No.405, 04th Floor where free legal services are provided to the needy, poor, woman, scheduled casts, children

Mediation Centre : There is free mediation centre at Room No. 408, 4th Floor, in the complex.



Family Court : There is family court on the ground floor, in the complex



Services in relation to independent.

There are following services which can be availed by the general public

Oath Commissioners: For the purpose of attestation of the documents to be filed in the court, Oath Commissioners are available at Lawyer Chambers Block, inside the district court complex.

Notary Public : For the purpose of attestation of all documents, Notary Public is also available at Lawyer Chambers Block, inside the district court complex for verifying and attestation for the normal documents and for others documents they charge as per the Notary Act 1952 and rules made thereunder.

Photostate copier and Typist : Private typists who types on the fixed rates on the manual machines as well as on the computer and private photostate copier for photocopy purposes are also available near SBI ATM in the Central Hall, Ground Floor inside the district court complex.

Bar Association : There is office of bar association at Lawyer Chambers Block, inside the district court complex where one can contact the lawyers.

Bank and ATMs : There is branch of State Bank of India, its ATM apart from the ATM of UCO bank at Ground Floor inside the district courts complex for easy withdrawal of money.

Delhi Govt. Dispensary : Delhi Govt. Dispensary is situated on the Ground Floor, inside the district court complex. This dispensary is equipped with Ambulance facility to cater emergency services. It provides free medicines.

Canteen & Cafeteria : There is hygienic canteen cafeteria on the 2nd Floor, inside the district court complex which provides foods, beverage, tea etc.

Mother Dairy : There is outlet of Mother Dairy on the ground floor which provides milk, lassi, ice cream etc.

Books & Stationery shops : There are shops of books and stationary on the Ground Floor, Centre Hall.

Tihar Jail Shop : There is outlet of Tihar Jail on the ground floor, inside the district court complex which sell various eatables of good quality and other product prepared by prisoners.

Security : The district court is fully secured. There are guards on each exist/entry gate who after checking, allowed people to come. On each floor fire fight system is also installed to combat the alarming situation.

OTHER FACILITIES AVAILABLE TO THE PUBLIC

Keeping in view that the district court is visited by number of litigants, lawyers and general public following facility are made available to the public :

Public Convenience : On each floor there is separate neat and clean public toilet for men and women.

Water facility : On each floor there are water coolers which provide hygienic drinkable water.

Underground parking : *The parking facility for two wheeler and four wheeler is available meant for Court Officials and Advocates.*

Parks : There is small park on the ground floor where people sits to rest themselves.

Sitting arrangement : There is proper sitting arrangement for the litigants and lawyers inside and outside of each court.

Lift and Ramp for physically challenged and differently abled : Apart from lift facility, ramp facility is also available for the handicap by which they can easily reach to their desire place in the complex.

Police Post : There is Police Post, Rohini Police Station inside the court complex, which can be contacted in case of any mis-happening.

Post Office : There is post office on the ground floor, inside the court complex.

PUBLIC GRIEVANCE REDRESSAL SYSTEM

Public grievance redressal system is put into place to resolve the grievances of the public.

The administration of Courts : *The administration of Courts* are looked after by the presiding officer of the respective courts. In case of difficulty regarding court specific, the same can be brought to the notice of the presiding officer of the respective courts.

Branches : *Branches* are headed by Branch Incharge who can be contacted in case of difficulty. In case the grievance not redressed, one can approach to the Superintendent of the respective branches. Still if the same does not get redressed one can approach the Officer-Incharge of respective branches.

