

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH EAST DISTRICT
SAKET COURTS COMPLEX, NEW DELHI

ADVISORY PROTOCOL

In continuation of previous orders of the Office of the Undersigned, keeping in mind the extraordinary circumstances prevalent these days due to Covid19 pandemic, following **Advisory Protocol** is designed in order to minimize the scope of physical interaction between the Judicial Officers (ADJs/ASJs) on duty and other stakeholders, concerning the South East District, Saket Courts Complex :

- 1) As and when an Advocate/litigant call up to Ms. Vinod Bala, Sr. A.O.J (Contact No. 9968306663) and in absence of her Ms. Usha Arora, Link A.O.J (Contact No. 9211371434) to request for urgent listing of the matter, the A.O.J shall refer the matter to the concerned Judicial Officer on duty and then Concerned Judicial Officer shall decide whether the matter is of extreme urgency or not.
- 2) Once satisfied that the matter filed is of extreme exigency, the concerned Judicial Officer (ASJ) on duty may offer the Advocate/litigant to address arguments through videoconferencing via Zoom Cloud Meetings application, if convenient.
- 3) If the Advocate/litigant agrees to address arguments through videoconferencing, concerned Judicial Officer (ASJ) on duty shall fix the earliest possible time, and shall accordingly direct the matter to be listed before himself or the Judicial Officer on duty on the next day.
- 4) The Judicial Officer on duty shall direct the Advocate/ litigant concerned to mention her/ his email id on the paperbook itself. The email id of prosecution side shall be obtained by the filing section and conveyed to the Judicial Officers (ASJ's) on duty.
- 5) On the day and time fixed for hearing, the Judicial Officer shall log in Zoom application and shall by email send the URL to the Advocate/ litigant/Prosecutor through Zoom itself, on receipt whereof the Advocate/ litigant/ Prosecutor shall join the videoconferencing for arguments.
- 6) During the said videoconferencing Stenographer of the Judicial Officer on duty shall also be made to join from her/ his home.
- 7) Either in presence of both sides or soon after the argument, the Judicial Officer shall dictate the order to the stenographer over phonecall or videoconferencing.
- 8) The stenographer shall, after typewriting the order, send the same by email to the Judicial Officer, who shall sign the same after taking printout or shall append digital signatures on the same and shall send either the digitally signed order or scanned copy of the signed order by email to **saketcourts-dl@nic.in** the dedicated email of the computer Branch.
- 9) The computer Branch shall immediately get the digitally signed order or scanned copy of signed order uploaded on the website.
- 10) It is clarified that the above procedure shall be adopted only with consent of all stakeholder and hearings may be allowed only in cases of extreme urgency.

-S/d-

(NEENA BANSAL KRISHNA)
District & Sessions Judge
South-East District, Saket Courts Complex
New Delhi

No. Admn./2020/SED/ 4540-4555

Dated, New Delhi the 30/03/2020

Copy forwarded for information and necessary action to:-

- 1) The Registrar General, Hon'ble High Court of Delhi, New Delhi.
- 2) The Ld. District & Sessions Judge, HQs, THC, Delhi.
- 3) The PS/ Reader to the undersigned.
- 4) All Judicial Officer, South East District, Saket.
- 5) The Judge Incharge, Mediation Center, Saket Courts Complex.
- 6) The Branch Incharge, Filing Section, General Branch, Computer Branch, South East District, Saket.
- 7) The Chief Public Prosecutor, Saket Courts Complex, New Delhi
- 8) The Secretary, Bar Association, Saket Courts, New Delhi.
- 9) The Secretary, DLSA, South East District, Saket Courts Complex, New Delhi.
- 10) The PRO, South-East District, Saket Courts Complex, New Delhi.
- 11) The Caretaking Branch, South East District, Saket.
- 12) The Director General (Prisons), Central Jail, Tihar, New Delhi
- 13) The Incharge, Lock up, Saket Court Complex, New Delhi.
- 14) The R&I Branch, South-East District, Saket Courts, New Delhi for uploading in **LAYERS**.
- 15) For uploading on centralized website through **layers**.
- 16) Guard file.

-S/d-

(District & Sessions Judge)
South-East District, Saket Courts Comple
New Delhi