

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SOUTH-EAST DISTRICT, SAKET COURTS COMPLEX, NEW DELHI.**

CIRCULAR

Pursuant to E-Mail received from Hon'ble High Court of Delhi, dated 21.04.2021 and In continuation of this office Circular No. Judl./Circular./2021/ SED/5211-5267 dated 12.04.2021, in respect of Hon'ble High Court of Delhi, letter no. 256/RG/DHC/2021 dated 08.04.2021, regarding system of hearing of matters before Delhi District Courts and in view of the surging cases of COVID - 19, in Delhi-NCR, the following standard Operating Procedure (SOP) shall be in place in South East District till further orders :-

1. Criminal matters pertaining to Sessions Courts and Bail Applications of Sessions Court shall be filed through e-mail at "bailfilingse.ddc@nic.in".
2. The Bail applications received till 2:00 PM shall be listed for next day and applications received thereafter shall be listed day after next day. The listing of Bail Applications shall be subject to filing of Hard Copies at Filing Counter.
3. Matters including bail applications pertaining to Magisterial Courts shall be filed through e-mail at "cmmofficese.ddc@nic.in".
4. Civil Cases shall be filed through e-filing. Hard Copy of the same has also to be filed between 10:30 to 1:30 PM on working days. Such cases shall be listed for hearing on 3rd day of the filing of the hard copies.
5. The Court staff is hereby directed to maintain bail folders in soft copy as well as hard copy till its disposal.
6. The Court staff shall ensure the daily *Kharja* of the Bail Matters in CIS.

Further, Advocates/Govt. Counsels/APP are requested to get registered in CIS to avail e filing facility and send their details including Name, Enrolment Number, Phone Number, and E-Mail ID to the Computer Branch at "efiling.regs.ddc@gmail.com" to initiate the process of registration.

Sd/-
(NEENA BANSAL KRISHNA)
Principal District & Sessions Judge (SE)
Saket Courts Complex, New Delhi

No.Judl./Circular./2021/SED/ 5515-5572

Dated, 22/04/2021

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. All the Judicial Officers of South East District, Saket Courts, New Delhi
4. The Secretary, Bar Association, Saket Court, New Delhi.
5. The PRO, South East District, Saket Courts Complex, New Delhi,
6. The R&I Branch, South East District, Saket Courts, New Delhi, for uploading in **LAYERS**,
7. Branch In-Charge Care Taking Branch, Saket Courts, New Delhi, to Display the Circular on **NOTICE BOARD**
8. Guard File.

Sd/-
Principal District & Sessions Judge (SE)
Saket Courts Complex, New Delhi