OFFICE OF THE JUDGE IN-CHARGE, SAKET MEDIATION CENTRE, NEW DELHI

No.1027 | 23575-23675 /SMC/Saket/New Delhi Dated 15.7.25

CIRCULAR

The best efforts of all the Ld. Judicial officers of South and South-East district along with their staff members is required so as to make the **Mediation 'For the Nation' Campaign** a success.

In continuation of Circular No.1021/SMC/ Saket/New Delhi dated 11.07.2025 regarding **Mediation 'For the Nation' Campaign** , all the Ld. Judicial Officers are requested **that matters listed in their Courts after 31.07.2025 having elements of settlement be identified at the earliest and be taken up suo motu and referred to the Saket Mediation Centre on or before 31.07.2025** (the last date for referral as per the Campaign).

In the aforesaid matters, notice be issued to the parties as per **Annexure D** (same may be modified as per Court jurisdiction) and **any working day after approximately 7-10 days** as per discretion of the Court be fixed for parties to appear before the Mediation Centre. The time for appearance may be spread out in the cases referred for **11am/12 noon/2pm/3pm** so that the footfall in the Mediation Centre is uniform through the day and walk-in referrals can be managed appropriately.

The Special Referral Forms especially prepared for Campaign shall be filled up by the Ahlmed as per available details in the judicial file and signed by the Ld. Presiding Officer as per **Annexure-E**. Please note that this Form does not have any column for signatures of the parties, as they would not be present before the Ld. Referral Court at time of referral. Phone number of parties is desirable, however, if not available on record, phone number of counsel may be mentioned, so that parties can be contacted by the Mediation Centre, if so required. A proposed format of ordersheet (same may be modified as per Court jurisdiction) in matters which are listed after 31.07.2025 and suo moto taken up by the Referral Court is **Annexure -F.**

Ld. Judicial officers are also requested that in case **two parties/ counsels move a joint application seeking referral** for mediation, same be taken up on an urgent basis, and matter be referred, if there are elements of settlement in the case.

It is also brought to your kind notice that as desired by the Delhi High Court, the **data of referral has to be submitted every day** and therefore, every Court may do the referral work **latest by 2 pm**, so that their Ahlmed sends the **referral report latest by 2.30 p.m. It be ensured by the Ld.judicial officers that Time lines are strictly adhered to bythe Court staff for sending daily data .**

It is further impressed upon all judicial officers that they may direct their Ahlmed that the

special referral form along with requisite annexures i.e. Photocopy of the First page of the Plaint alongwith memo of the parties including amended memo of parties & Prayer Clause of the Plaint be sent **at least a day prior to the first date before the Mediation Centre, so that the litigants in walk-in matters can be dealt with expeditiously.**

As already discussed in the meetings , it is once again impressed upon all the Ld. Referral Courts **that non-compoundable criminal cases, matters pertaining to sexual offences, matters in which one of the necessary parties is ex-parte and matters wherein opposite side is yet to be summoned are NOT FIT CASES for referral and hence, may not be sent for mediation.**

In case of any queries of the Ld judicial officers, the undersigned may be contacted. The staff officials may contact Sh. D.P. Singh (Nodal Officer, South) / Ms. Santosh Chhabra (Nodal Officer, South-East) for queries with regard to referral.

This is issued with the approval of Ld. Principal District & Sessions Judge, South and Ld. Principal District & Sessions South-East.

15/7/25

(**Surya Malik Grover**)
Judge In-charge, Saket Mediation Centre,
New Delhi.

Copy forwarded for information and necessary action to:

1. PS to the Ld. Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
2. PS to the Ld. Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
3. Ld. Principal Judge, Family Courts, South District, Saket Courts, New Delhi
4. Ld. Principal Judge, Family Courts, South-East District, Saket Courts, New Delhi.
5. All the Ld. Judicial Officers of South and South-East District, Saket Courts, New Delhi.
6. Member Secretary, DLSA (South), Saket Courts, New Delhi.
7. Member Secretary, DLSA (South-East), Saket Courts, New Delhi.
8. The Officer In-charge, Computer Branch, South District, Saket Courts, New Delhi.
9. The Website Committee, South District to upload this circular.
10. President / Secretary of Bar Association of Saket Courts, New Delhi.
11. Office file.

15/7/25

(**Surya Malik Grover**)
Judge In-charge, Saket Mediation Centre,
New Delhi.

Annexure D
(For cases taken up by the Court prior to regular date)

NOTICE FOR APPEARANCE

(Mediation for Nation Campaign)

Case No. & Case Title _____

To,

Party Name _____

Address _____

_____

Phone No. _____

Whereas the Hon'ble Supreme Court has launched **Mediation 'For the Nation'** Campaign (90 days Mediation drive to settle pending cases in all Taluka districts, District Courts and High Courts of India.

And whereas your file was found to be having elements of settlement, you/ your advocate may appear before the **Saket Mediation Centre,1st floor, Utility Block, Saket Courts Complex, New Delhi on.....** **at.....** for exploring possibilities of settlement

Signature of Referral Judge with date

For any clarifications, you may contact :

Nodal Officer (South) **: Sh. D.P. Singh**
Mobile No. **: 9811460002**

Note :
1. Please bring this notice when you visit the Saket Mediation Centre.
2. Mediation is a voluntary proces and non-appearance will not entail any penal consequences.
3. The present notice only indicates the date and time for the first mediation hearing and further dates, if required shall be fixed by the Mediation Centre after ascertaining the convenience of the parties
4. This notice only pertains to mediation proceedings and will not have any bearing on the regular date of hearing fixed by the Court, where the matter is listed.

Annexure D

(For cases taken up by the Court prior to regular date)

NOTICE FOR APPEARANCE

(Mediation for Nation Campaign)

Case No. & Case Title _____

To,

Party Name _____

Address _____

_____

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And whereas your file was found to be having elements of settlement, you/ your advocate may appear before the **Saket Mediation Centre,1st floor, Utility Block, Saket Courts Complex, New Delhi on…….. at……..** for exploring possibilities of settlement

Signature of Referral Judge with date

For any clarifications, you may contact :

Nodal Officer (South-East) **: Ms. Santosh Chhabra**
Mobile No. **: 9899726768**

Note :
1. Please bring this notice when you visit the Saket Mediation Centre.
2. Mediation is a voluntary proces and non-appearance will not entail any penal consequences.
3. The present notice only indicates the date and time for the first mediation hearing and further dates, if required shall be fixed by the Mediation Centre after ascertaining the convenience of the parties.
4. This notice only pertains to mediation proceedings and will not have any bearing on the regular date of hearing fixed by the Court, where the matter is listed.

Annexure E

SPECIAL REFERRAL ORDER

(Mediation - 'For the Nation' Campaign)

(for cases listed after 31.07.25 in urgent matters)

Court Case ID :_____

Name of the Referral Judge with stamp _____

Suit No./Case No. _____

NAME OF THE PARTIES

(Attach Photocopy of the First page of the Plaint alongwith memo of the parties including amended memo of parties & Prayer Clause of the Plaint.)

_____Vs. _____

DATE OF INSTITUTION OF THE CASE _____

NATURE OF SUIT _____

STAGE OF THE CASE AT TIME OF REFERRAL : _____

NO. OF HEARING AT TIME OF REFERRAL _____

This Court, having conferred with the parties and having determined that this matter could benefit from mediation, and pursuant to Section 89 of the CPC, Orders that the following persons shall attend mediation as provided by the court at no cost to the Parties:

The above parties and advocates will report **at Saket Mediation Centre, 1st Floor (Utility Block, Saket Courts Complex, Saket, New Delhi) on** _____**at** _____ **a.m/p.m**. If it is not possible to mediate this case on the date fixed, the Mediation Centre will arrange a future date for mediation convenient to the parties.

The Mediation will be conducted by a specially trained Mediator.

If a settlement agreeable to the parties is reached, the terms shall be recorded by the mediator and signed by the parties / their counsel and returned to this Court for further appropriate orders.

If no settlement is reached, neither the parties, the advocates, nor the mediator may disclose to this Court anything that was discussed at the mediation.

Signature of the Referral Judge with date:

_____

Signature of First Party/ Advocate

_____

Phone No. of Party/ Advocate

_____

Name of Second Party/ Advocate

_____

Phone No. of Party/ Advocate

_____

Annexure F

Proposed Ordersheet For Matters Listed After 31.07.2025 and Identified By the Court For Referral to the Mediation Centre

Case No._____

Case Title_____

File taken up today in view of 'Mediation For Nation' Camapaign to settle pending cases and found to be having elements of settlement.

Hence, let notice be issued to both sideand s to appear before the Saket Mediation Centre on .....

(Signature and date)