

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE  
(SOUTH WEST), DWARKA COURTS, NEW DELHI**

**PROTOCOL REGARDING REMOTE HEARINGS**

In compliance of Office Order No. 256/RG/DHC/2021 dated 08.04.2021 issued by Hon'ble High Court of Delhi, New Delhi, the following guidelines for holding courts through virtual mode are issued:

**FILING**

a) All the Civil Cases, Civil Appeal, Misc applications and Misc documents in such cases (Principal District & Sessions Judge Establishment and Senior Civil Judge Establishment) are to be filed online through eportal at <https://efiling-dl.ecourts.gov.in/>.

b) All Criminal, Appeal, Revision, Bail Applications/Misc. Urgent applications, Misc. documents for the establishment of Principal District & Sessions Judges in criminal cases shall be filed through email at [facilitationsw.ddc@gov.in](mailto:facilitationsw.ddc@gov.in).

c) All Criminal complaints, bail applications/Misc urgent application for the establishment of CMM shall be filed at [cmmoffsw.ddc@gov.in](mailto:cmmoffsw.ddc@gov.in).

d) **A detailed advisory in-respect of filing of cases/applications has been issued separately and the same is available at [https://districts.ecourts.gov.in/sites/default/files/Advisory\\_5.pdf](https://districts.ecourts.gov.in/sites/default/files/Advisory_5.pdf)**

1) In criminal matters, the request for exemption from personal appearance of the accused, be considered favourably.

2) Parties/advocates/witnesses seeking an adjournment be accommodated.

3) The President and Hony. Secretary of the Bar Association may issue necessary directions in order to ensure that there is no crowding in the court complex including the lawyers chambers.

4) All court staff members are directed to strictly adhere to the social distancing norms and download and install the Aarogya Setu App on their mobile phones.

5) All the under-trials prisoners (UTPs) be produced through video conferencing till 24.04.2021 or till further orders.

6) The Reader/Ahlmad of the courts are directed to upload the next date of hearing on the CIS.

7) The daily orders of judicial proceedings etc shall be the responsibility of the concerned court staff to be uploaded on CIS, as per the applicable Rules.

8) The cases in which the dasti copy is ordered by the Judicial officer(s), digitally signed copy of same be sent to the concerned advocate/litigant by the Reader of the Court on their respective email(s) and same would be treated as dasti copy.

9) The Judicial Officers presiding over the designated courts/special courts i.e. POCSO, SC/ST, TADA, POTA, MACOCA etc. shall be continue to deal with the remand work etc. of their concerned court by video conferencing.

The above-said directions shall remain in-force till **24.04.2021** or till further orders.

sd/-

**(NAROTTAM KAUSHAL)**  
Principal District & Sessions Judge (S-W)  
Dwarka Courts, New Delhi.

No.9401-9514/PD&SJ/NK/DWK/2021

Dated: 09.04.2021

**Copy forwarded for information and necessary compliance to:**

1. The Registrar General, High Court of Delhi, New Delhi.
2. All the Judicial Officers posted at District Court Dwarka, New Delhi
3. Office of CMM, (S-W), Dwarka Courts, New Delhi.
4. The Sr. A.O.(J)/ All the Branch In-charge(s), District Court Dwarka, New Delhi.
5. The Dealing Official, Computer Branch, Dwarka Court to upload the said advisory on the website of District Court Dwarka.
6. The President/Hony. Secy, Dwarka Court Bar Association, New Delhi.
9. The Caretaker, District Court Dwarka, New Delhi.
10. Chief Prosecutor, Dwarka Courts, New Delhi.
11. The In-charge, Pool Car, Dwarka Courts, SW, New Delhi.
12. The Commissioner of Police, New Delhi.
13. D.G./I. G. Prison, Tihar Jail, Delhi.
14. The Account Officer, Dwarka Courts, New Delhi.
14. Reader/PS to the undersigned.

sd/-

**(NAROTTAM KAUSHAL)**  
Principal District & Sessions Judge (S-W)  
Dwarka Courts, New Delhi.