

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE; SOUTH WEST
DISTRICT; DWARKA COURTS; NEW DELHI**

ADVISORY FOR FILING OF CASES/APPLICATIONS

In terms of Office Order issued by the Hon'ble High Court of Delhi, New Delhi towards Revised System of hearing of cases in Delhi District Courts w.e.f. 14.2.2022 to 28.2.2022 vide No. 67/RG/DHC/2022 dated 11.02.2022, the Advisory issued earlier has been revised as Annexure 'A' which is to be effective from 14th February 2022 onwards for filing (Urgent/Non Urgent) Civil/Criminal/138 NI Act (Digital Courts) Cases/Caveat/Misc. applications/Bail Applications/Misc. Documents etc. in South West District, Dwarka Courts, New Delhi.

- Sd/-
(NAROTTAM KAUSHAL)
Principal District & Sessions Judge;
South West District; Dwarka Courts

No. 3399-3483/FC/DWK/2022

Dated : 11.02.2022

Copy forwarded to :

- 1) The Registrar General, High Court of Delhi, New Delhi.
- 2) The Principal District & Sessions Judge, (HQ) Tis Hazari Courts, Delhi.
- 3) All the Judicial Officer, posted in South West District, Dwarka Courts with the request to direct their staff members for compliance the directions issued from time to time w.r.t. Registration/uploading of judgements/updating CIS, information to be sent Advocates and Dasti Copies etc.
- 4) The Officer-In-Charge, Computer Branch, South West District, Dwarka Courts, New Delhi.
- 5) PS to the undersigned.
- 6) President/Hony Secretary Dwarka Court Bar Association, Dwarka, New Delhi with the request to display the same on the Notice Boards of DCBA.
- 7) Care Taker, Dwarka Courts, New Delhi with the direction to display the same on the Notice Board of this office.
- 8) All the dealing officials of Facilitation Centre, Dwarka Courts to comply the directions.
- 9) Branch Incharge, Computer Branch, South West District, Dwarka Courts, with the direction to provide necessary technical support to the Advocates/Staff Members, in case they approach to the Computer Branch and upload the details of allocated cases on the Website of this office before 6.00 PM daily.

- Sd/-
(NAROTTAM KAUSHAL)
Principal District & Sessions Judge;
South West District; Dwarka Courts

ANNEXURE - A

ADVISORY FOR FILING (URGENT/NON URGENT/) CIVIL/CRIMINAL/138 NI ACT (DIGITAL COURTS) CASES/CAVEAT/MISC. APPLICATIONS/BAIL APPLICATIONS/MISC. DOCUMENTS ETC. IN SOUTH WEST DISTRICT COURTS; DWARKA COURT COMPLEX; NEW DELHI w.e.f 14.02.2022

Sl. No.	Particular/Type of Case/ Application etc.	Mode of submission	Process of Allocation of Cases	Hard copy in case of submission through eportal/email
DISTRICT & SESSIONS JUDGE ESTABLISHMENT				
1.	Fresh Civil petitions/appeals and revisions to be filed by the Central Government, State Government, Local Government/Bodies, all instrumentalities of the State, all PSUs.	Online through eportal at https://efiling-dl.ecourts.gov.in/	After checking of the same the case will be allocated to the court as per the random allocation/directions of Ld. Principal District & Sessions Judge, South West District	Hard copies of the cases shall be received by the concerned court staff after getting the same verified with regard to validity of Court Fee by the Facilitation Centre.
2	Civil Cases/Appeal/Execution/ Misc. Applications, etc. (including Commercial Court) (Except cases mentioned at Sr. No, 1) Note : In case of physical filing of misc. Application/s & documents in a case pending in the court, the same is to be submitted in the court concerned.	1. Online through eportal at https://efiling-dl.ecourts.gov.in/ or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the random allocation/directions of Ld. Principal District & Sessions Judge, South West District.	Hard copies of the cases shall be received by the concerned court staff after getting the same verified with regard to validity of Court Fee by the Facilitation Centre.
3	Caveat	1. online through email at caveat-southwest.ddc@delhi.gov.in or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same necessary entries shall be made in the relevant registers and registration number will be allotted.	Hard copies of the Caveat shall be received at the counter of Facilitation Centre.

4	Criminal Appeal/ Criminal Revision	1. Online through email at facilitationsw.ddc@gov.in or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the random allocation/directions of Ld. Principal District & Sessions Judge, South West District.	Hard copies of the cases shall be received by the concerned court staff.
5	Bail/Misc. Applications in pending for investigation cases (except the designated courts like NDPS, POCSO etc.)	1. Online through email at facilitationsw.ddc@gov.in or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the directions of Ld. Principal District & Sessions Judge, South West District.	Hard copies of the cases shall be received by the court staff of the concerned Ld. Metropolitan Magistrate/Facilitation Centre.
6	Bail/Misc. Applications of designated courts or in cases where the charge sheet has been filed	1. Online through email at facilitationsw.ddc@gov.in or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the directions of Ld. Principal District & Sessions Judge, South West District	Hard copies of the cases shall be received by the concerned court staff.

CHIEF METROPOLITAN MAGISTRATE ESTABLISHMENT

1	Criminal complaints, Bail Applications/Misc. Urgent Application (Except the complaint cases of 138 NI ACT)	1. Online through email at cmmoffsw.ddc@gov.in or 2. Physically/Hard Copy at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the directions of Ld. Chief Metropolitan Magistrate, South West District as per past practice.	Hard copies of the cases shall be received by the concerned court staff.
2	Complaints u/s 138 NI Act	All Complaints shall be e-filed via e-Filing module at https://efiling-dl.ecourts.gov.in/	After checking of the same the case will be allocated to the court as per the directions of Ld. Chief Metropolitan Magistrate, South West District	After the allocation of the case to a Digital Court, Complainant shall deposit the original signed complaint with supporting affidavit, affidavit of pre-summoning evidence alongwith original documents with the

				designated court official of the purpose for safe keeping, against a receipt for proof of submission.
SENIOR CIVIL JUDGE ESTABLISHMENT				
1.	Fresh petitions/appeals and revisions to be filed by the Central Government, State Government, Local Government/Bodies, all instrumentalities of the State, all PSUs.	1. Online through eportal at https://efiling-dl.ecourts.gov.in/ or 2. Physically at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the random allocation/directions of Ld. Principal District & Sessions Judge, South West District	Hard copies of the cases shall be received by the concerned court staff after getting the same verified with regard to validity of Court Fee by the Facilitation Centre.
2	Civil Cases/Appeal/Execution/ Misc. Applications, etc. (Except cases mentioned at Sr. No, 1) Note : In case of physical filing of misc. Application/s & documents in a case pending in the court, the same is to be submitted in the court concerned.	1. Online through eportal at https://efiling-dl.ecourts.gov.in/ or 2. Physically at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same the case will be allocated to the court as per the random allocation/directions of Ld. Senior Civil Judge, South West District.	Hard copies of the cases shall be received by the concerned court staff after getting the same verified with regard to validity of Court Fee by the Facilitation Centre.
3	Caveat	1. Online through email at caveat-southwest.ddc@delhi.gov.in or 2. Physically at the Counters of Facilitation Centre, Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	After checking of the same necessary entries shall be made in the relevant registers and registration number will be allotted.	Hard copies of the Caveat shall be received at the counter of Facilitation Centre.

NOTE : THE DETAILS OF THE ALLOCATION OF THE CASES WOULD BE AVAILABLE ON THE WEBSITE <http://districts.ecourts.gov.in/southwestdelhi/> ON DAILY BASIS AFTER 06.00 P.M.