

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: SOUTH WEST DISTRICT:
DWAKA COURTS: NEW DELHI**

**SUB : REVISED ADVISORY FOR FILING OF 138 NI ACT (DIGITAL COURTS) CASES/
MISC. DOCUMENTS/PF ETC.**

In continuation of this office Order No. 9561-9641/FC/DWK/2021 dated 09.04.2021 in view of present scenario of COVID-19, the advisory at Sr. No. 4, 5 & 6 for filing of 138 NI Act Cases has been revised as per details given below :

- 1- All Complaints of 138 NI Act shall be e-filed via e-Filing module at <https://efiling-dl.ecourts.gov.in/>
- 2- After submission of file on e-Filing Module, the FC will check the same and after checking the FC official will Accept/Reject/mark objection in the case.
- 3- After final submission of the same the case will be allocated to the court as per the directions of Ld. CMM, South West District, New Delhi.
- 4- *After the allocation of the case to a Digital Court, Complainant shall drop the original signed complaint with supporting affidavit, affidavit of pre-summoning evidence alongwith original documents in the box kept in Facilitation Centre (Lawyers Chambers Side), Dwarka Courts, New Delhi which will be taken out from the box after two working days and sent to the court concerned.*
- 5- *Process Fee and other misc. documents shall also be dropped in the above said boxes at Facilitation Centre (Lawyers Chambers Side), Dwarka Courts, New Delhi.*
- 6- *Original Signed Complaint/case file/Process Fee/misc. Documents shall be taken up by the Facilitation Centre (Lawyers Chambers Side) after two working days to ward off possibility of infection on each day at 4.00 PM in the presence of a nominee of DCBA.*

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

No.10195-10275/FC/DWK/2021

Dated : 15.04.2021

Copy forwarded to :

1. All the Judicial Officer, posted in South West District, Dwarka Courts.
2. The Officer-In-Charge, Computer Branch, South West District, Dwarka Courts, New Delhi.
2. PS to District & Sessions Judge; South West District, Dwarka Courts, New Delhi.
3. President/Hony Secretary Dwarka Court Bar Association, Dwarka, New Delhi with the request to display the same on the Notice Boards of DCBA.
4. Care Taker, Dwarka Courts, New Delhi with the direction to display the same on the Notice board of this office.
5. All the dealing officials of Facilitation Centre, Dwarka Courts to allocate the cases strictly as per the orders issued by Ld. Principal District & Sessions Judge; South West District, Ld. Chief Metropolitan Magistrate, South West District and Ld. Senior Civil Judge, South West District.
6. 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 same on the Website of this office.

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