

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

ADVISORY FOR FILING OF CASES/APPLICATIONS

In terms of Order No. 798/RG/DHC/2021 dated 20.10.2021 of Hon'ble High Court of Delhi, the Advisory which is to be effective from 20.11.2021 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 in terms of Practice Directions issued by the Hon'ble High Court of Delhi, New Delhi vide No. 74/Rules/DHC dated 16.3.2021 (A-4 size paper) is annexed herewith as ANNEXURE A.

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

No.22786-866/FC/DWK/2021

Dated : 18.11.2021

Copy forwarded to:-

- 1) 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.
- 2) The Officer-In-Charge, Computer Branch, South West District, Dwarka Courts, New Delhi.
- 3) PS to the undersigned.
- 4) President/Hony Secretary Dwarka Court Bar Association, Dwarka, New Delhi with the request to display the same on the Notice Boards of DCBA.
- 5) Care Taker, Dwarka Courts, New Delhi with the direction to display the same on the Notice Board of this office.
- 6) 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.
- 7) 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

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	Civil Cases/Appeal/Execution/ Misc. Applications, etc. (including Commercial Court)	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.
2	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.
3	Criminal Appeal/ Criminal Revision	Physically/Hard Copy at the Counters of Facilitation Centre,	After checking of the same the case will be allocated to the court as per the	N.A.

		Dwarka Courts, New Delhi between 10.00 AM and 3.30 PM.	random allocation/directions of Ld. Principal District & Sessions Judge, South West District.	
4	Bail/Misc. Applications in pending for investigation cases (except the designated courts like NDPS, POCSO etc.)	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.	N.A.
5	Bail/Misc. Applications of designated courts or in cases where the charge sheet has been filed	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	N.A.

CHIEF METROPOLITAN MAGISTRATE ESTABLISHMENT

1	Criminal complaints, Bail Applications/Misc. Urgent Application (Except the complaint cases of 138 NI ACT)	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.	N.A.
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	Civil Cases/Appeal/Execution/ Misc. Applications, etc.	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. 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.
2	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.

NOTE : THE DETAILS OF THE ALLOCATION OF THE CASES WOULD BE AVAILABLE ON THE WEBSITE <http://districts.ecourts.gov.in/southwestdelhi/> ON DAILY BASIS BEFORE 6.00 P.M.