

**ADVISORY FOR FILING (URGENT/NON URGENT) CIVIL/CRIMINAL  
CASES/MISC. APPLICATIONS/BAIL APPLICATIONS/MISC.  
DOCUMENTS ETC. IN SOUTH- WEST DISTRICT COURTS;  
DWARKA COURT COMPLEX; NEW DELHI**

It has been observed that the Lawyers and litigants are dropping petitions, papers, application, process fee and other documents in the petition boxes, which had been placed only for the purpose of filing of non-urgent cases. This practice is causing unnecessary hardship to the Facilitation Center and is also resulting in cases being numbered and registered twice. Therefore, the following advisory is issued:-

**ADVISORY FOR URGENT MATTERS CIVIL/CRIMINAL**

- Urgent Civil Cases/Misc. Applications are to be filed online through e-portal at <https://efiling-dl.ecourts.gov.in/>

*(Hard copies of the cases which are filed through e-portal shall be received by the concerned court staff after getting the same verified by the Facilitation Centre, with regard to validity of Court Fee Certificate) (Ahlmad of the court is directed to put up the same before Ld. Presiding Officer after three days, if required)*

- All the Bail Applications/Misc. Urgent Applications for the Establishment of Sessions Courts shall be filed through eMail at [facilitationsw.ddc@gov.in](mailto:facilitationsw.ddc@gov.in)

*(Hard copies of the Misc. urgent applications/Bail applications in which charge sheet has been filed be dropped in the Box kept in the concerned court, hard copies of the bail applications/Misc. urgent applications of the designated courts be dropped in the box kept in the concerned court and the remaining bail applications/Misc. urgent applications be dropped in the box kept in the Facilitation Centre)*

- All the Bail Applications/Misc. Urgent Applications for the Establishment of CMM shall be filed through eMail at [cmmoffsw.ddc@gov.in](mailto:cmmoffsw.ddc@gov.in)

*(Hard copies of Bail Matters/Misc. Urgent Applications be dropped in the box kept in concerned courts)*

**ADVISORY FOR PHYSICAL FILING OF NON-URGENT  
CIVIL/CRIMINAL MATTERS**

In terms of directions given by the Hon'ble High Court of Delhi, New Delhi, vide order No. 24/DHC/2020 dated 13.7.2020, physical filing of Non-urgent cases can be done as follows:

- i) Paper books/Petitions be dropped in the dedicated petition boxes at the Facilitation Centre. Advocates shall mention their e-mail ID and mobile number in the petition.
- ii) Paper Books/Petitions shall be taken up by Facilitation Centre after a safe time to ward off possibility of infection. Petition boxes shall be opened each day at 4.00 P.M. in the presence of a nominee of DCBA.
- iii) Facilitation Centre shall check and prepare the file for allocation.
- iv) The same be allocated to the court concerned as per the directions given by the Ld.

Principal District & Sessions Judge (S-W)/Senior Civil judge (S-W)/Chief Metropolitan Magistrate (S-W).

- v) Physical files shall be sent to the court concerned to which the case has been allocated and the Ahlmad shall make all necessary entries of the parties/Advocates/Contact number/e-mail ID in the CIS without any delay.
- vi) The Reader/Ahlmad shall make appropriate Kharja on the CIS on regular basis so that the Advocate(s)/Litigants may have the knowledge of daily proceedings.

**ADVISORY FOR PHYSICAL FILING OF MISC. DOCUMENTS  
(VAKALATNAMA/ PF/CA APPLICATION/INSPECTION APPLICATION  
ETC.) IN CIVIL/CRIMINAL MATTERS WHICH ARE PENDING  
BEFORE THE COURTS**

Physical filing of Misc. Documents (Vakalatnama/PF/CA Application/Inspection Application etc.) in Civil/Criminal Matters pending before the courts be dropped in the box kept in each court and the same shall be taken out by the Reader/Ahlmad, who shall place the same before Ld. Presiding Officer after three days, if required.

**NOTE :**

- **IT IS MADE CLEAR THAT MISC. DOCUMENTS/ APPLICATIONS IF DROPPED IN THE BOX, OTHER THAN AS DIRECTED ABOVE, WILL NOT BE ENTERTAINED.**
- **IN THE EVENT OF CASE HAVING BEEN PREFERRED IN BOTH MODES i.e.. PHYSICAL FILING AND ELECTRONIC MODE, THE CASE REGISTERED PRIOR IN TIME SHALL BE TAKEN TO BE THE VALID CASE.**

-sd/-

( **NAROTTAM KAUSHAL** )  
Principal District & Sessions Judge  
South West District, Dwarka Courts,  
New Delhi

**No.15839-15887/FC/Dwk/2020**

**Date:25.09.2020.**

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

1. All the Judicial officers, posted in South West District,Dwarka court Complex, New Delhi with the request to direct their staff to comply with the procedure mentioned above,
2. The President/Hony. Secretary, DCBA with the request to display the same on the Notice Boards of DCBA
3. District & Sessions Judge Secretariate, Dwarka Court Complex, New Delhi.
4. Branch Incharge, Computer Branch, Dwarka Court Complex, New Delhi with the direction to upload the same on the Website of Dwarka District Court
5. Branch Incharge, Facilitation Centre, Dwarka Complex, New Delhi with the direction to display the same on the notice board of Facilitation Centre, Dwarka Courts, New Delhi

-sd/-

( **NAROTTAM KAUSHAL** )  
Principal District & Sessions Judge  
South West District, Dwarka Courts,  
New Delhi