

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (S-W)  
DWARKA COURTS: NEW DELHI**

**CIRCULAR**

In order to streamline the process of filing and hearing matters the following three modules of filing and hearing urgent matters are put in place w.e.f. **04.05.2020**.

**1) Counter/Physical Filing-Court Hearing:**

In this module the filing and hearing of the urgent matters shall be conducted in the same manner, as was prevalent in pre-COVID-19 situation. The filing of a petition/application by an Advocate/Litigant in person shall be made in physical form with the filing section of Facilitation Centre, which shall check all the settled parameters for filing of a case and accordingly list the same before the Court for a hearing.

**2) e-Filing-Video Conference Hearing:**

Under this module, a petition/application shall be filed by e-mail at the address [facilitationsw.ddc@gov.in](mailto:facilitationsw.ddc@gov.in). The Facilitation Centre shall ensure that the petition/application filed by e-mail meets all the parameters which have been prescribed in [Protocol Regarding Remote Hearings by use of Video/Visual Conferencing](#) – Office Order No.6824-6887/DJ/NK/DWK/2020 dated 15.04.2020 and [Supplementary Video Conferencing Guidelines](#) – Office Order No.6975-7058/DJ/NK/DWK/2020 dated 21.04.2020 issued by this Office and duly published on the website of South West District, Delhi.

In case the filing done through e-mail does not meet requirements, the Facilitation Centre shall ensure that objections are intimated to the Advocate/Litigant in Person and accordingly removed within 7 days. On an application/petition, in case of criminal legal proceedings, being found in order, copy of the same shall be forwarded to the Prosecution at e-mail address [Prosecution.dwk@gmail.com](mailto:Prosecution.dwk@gmail.com) by the Facilitation Centre through the designated email address i.e. [facilitationsw.ddc@gov.in](mailto:facilitationsw.ddc@gov.in). A reply through email shall be filed by the Prosecution by the next day and copy endorsed to Advocate/litigant in person. The Facilitation Centre shall ensure that copy of the application/petition and also of the reply, is immediately forwarded to the rostered Judicial Officer through email. Thereafter, the matter shall be listed for hearing. The proceedings shall be conducted by the Judicial Officer from his/her residence through video conference and the stakeholders must join the video conference.

**3) Counter Filing-Video Conference Hearing:**

This module shall apply to those cases, where the concerned Advocate/Litigant in Person intends to seek a hearing through Video Conferencing Facility, where physical filing has already been made with the Facilitation Centre. The concerned Advocate/Litigant in Person must file an application, not exceeding one page, making a request for a hearing through video conference. Such application shall be sent through email to the designated email address of Facilitation Centre. The proceedings shall in such cases be conducted by the Judicial Officer through video conference.

In addition to the above and the [Protocol Regarding Remote Hearings by use of Video/Visual Conferencing](#) – Office Order No.6824-6887/DJ/NK/DWK/2020 dated 15.04.2020 and [Supplementary Video Conferencing Guidelines](#) – Office Order No.6975-7058/DJ/NK/DWK/2020 dated 21.04.2020 the following guidelines shall apply for modules at Serial Nos. 2 & 3 i.e. e-filing-Video Conference Hearing and Counter filing – Video Conference Hearing:

As the petitioner/applicant/plaintiff has to file the petition/application/plaint along with supporting documents, in soft copy by way of scanning in Portable Document Format (PDF); it shall be incumbent on the part of the concerned Advocate and petitioner/applicant/plaintiff to vouch for the authenticity of the same by submitting prescribed undertakings. An undertaking would also be filed stating that a duly signed and attested petition/application along with supporting affidavit(s), in original, and deficient court fee shall be filed not later than two weeks of withdrawal of lockdown. The said undertakings shall be as per the formats in the enclosed **Annexure ‘A’ & Annexure ‘B’**.

The orders passed in case of hearing conducted by video conference facility or otherwise, shall be mailed in PDF format by concerned SPA/PA to Computer Branch, Dwarka Courts, which shall upload the same under a separate heading/tab on the website of the South West District, Delhi by same day itself.

The date of hearing shall not be before two days of filing and shall be uploaded on the website of the South West District Court, Delhi and also intimated to the Advocate by email/sms (text message).

*Signed*

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

**No. 7230-7284/DJ/SW/DWK/2020**

**Dated: 02.05.2020**

**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 South West District, Dwarka Courts, Delhi
3. The Sr. A.O.(J) Judl Branch, South West District, Dwarka Courts, Delhi
4. Dealing Official, Computer Branch, District Dwarka Court to upload this Order on the website of South West District, Dwarka Courts, Delhi
5. Dealing Official, Layers with directions to upload this Circular on the website
6. The President/Hony. Secy, Dwarka Court Bar Association, Delhi
7. The Caretaker, South West District, Dwarka Courts, Delhi
8. The Chief Prosecutor, South West District, Dwarka Courts, Delhi

*Signed*

**District & Sessions Judge (S-W)**  
**Dwarka Courts, Delhi**

**ANNEXURE - 'A'**

**UNDERTAKING / CERTIFICATE**

I, \_\_\_\_\_, Advocate, Enrolment No. \_\_\_\_\_ (copy attached) do hereby certify that I have personally verified the copies of the documents of the petitioner/applicant/plaintiff enclosed with the petition/application/plaint with the originals and that the same are true copies of their respective originals. I also undertake to submit the duly signed, verified and attested petition/application/plaint, in original in the Court and to make up the deficiency, if any, in the court fee, not later than two weeks of withdrawal of lockdown.

*Signed*  
Advocate  
Enrol. No. \_\_\_\_\_  
Enrolment Number  
(Address with email and mobile number)

**ANNEXURE – ‘B’**

*(To be filed by the petitioner/applicant/plaintiff(s) along with the petition/application/plaint filed through electronic mode - email)*

**CERTIFICATE**

I, \_\_\_\_\_, the petitioner/applicant/plaintiff, do hereby certify that the documents annexed to the petition/application/plaint are true copies of their respective originals. The documents so annexed are self-attested and if the same are found to be false or fabricated, I shall make myself liable for civil and criminal legal action. I undertake to submit the duly signed and attested petition/application/plaint, in original in the Court and to make up the deficiency, if any, in the court fee.

*Signed*

(Name in Block letters)

(Address with email and mobile number)