

ORDER

This office has already issued Guidelines on the aspect of conducting Court hearings in urgent matters through Video Conferencing. The Hon'ble High Court *vide* its letter No. R-113/RG/DHC/2020, dated 18.04.2020 has mandated that during the suspended functioning of the District Courts, all kinds of urgent matters shall be heard and, therefore, no '*urgent matter*' shall be refused to be entertained on the ground that it is not '*extremely/very urgent*'.

In view of the same, in order to streamline the process of hearing of applications/matters exhibiting '*urgency*', through video conferencing, the following supplementary guidelines are hereby issued, for necessary compliance by all the concerned at South West District, Dwarka Courts. These shall be to in addition to previously issued guidelines.

1. In order to avail the facility of video conferencing for hearing of urgent applications, the Litigants/Lawyers may file applications for bail/other applications through the official e-mail ID of the Facilitation Center i.e. facilitationsw.ddc@gov.in. Detailed Guidelines in this respect have already been issued, by this office *vide* Circular No.6824-6887/DJ/NK/DWK/2020, dated 15-04-2020, uploaded on the website of South West District on 16-04-2020 and can be accessed by clicking on this link ([Remote Hearing Guidelines](#)).
2. The official email account i.e facilitationsw.ddc@gov.in shall be monitored/checked on regular basis by the concerned officer/official of Facilitation Center, who is rostered for duty on any given day.
3. As soon as any bail application/other misc. application/matter of urgent nature is received on aforesaid email, the AO(J)/Staff concerned shall inform about receipt of such email to the Ld. Judicial Officer on duty. The final decision on the aspect of urgency shall be taken only by the officer concerned.

Detailed guidelines with respect to filing/registration of the petition/application/plaint, and the process of conduct of hearings, Dictation, Signing and Pronouncement of Order/Judgment have already been stated in the above mentioned Guidelines i.e. [Remote Hearing Guidelines](#).

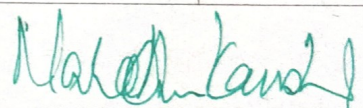
4. Once it has been decided that the matter is of '*urgent*' nature, the concerned Judicial Officer shall fix the date/time of hearing of the matter. Video link of '*CISCO WEBEX*' shall be created by the Reader/Ahlmad/Stenographer attached with the concerned Judicial Officer for the date and time fixed. The link and time of hearing shall be intimated to the concerned advocate/s.
 - (a) In criminal matters, the Staff attached with the Judicial Officer, shall immediately forward a copy of the application/matter received from the Lawyer/Litigant to the Chief Public Prosecutor on the provided e-mail id i.e. gv.rao8@gmail.com. The Prosecution Branch shall further forward the same to the investigating officer or the SHO concerned for report/reply.
 - (b) In Civil matters, the Staff attached with the Judicial Officer, shall immediately forward over e-mail, a copy of the application/matter to the non-applicant side, as advance copy . It will

be for the applicant to furnish the e-mail ID of the non-applicant(s) on affidavit.

(c) The reply/report shall be submitted by the non-applicant/IO over e-mail to the applicant, and a copy of the same shall be endorsed to the designated email address i.e. facilitationsw.ddc@gov.in at least 1(one) hour before the virtual/video-conference hearing.

5. After receiving the order passed in matter, from the court concerned, the Court Staff shall forward the same to the litigant/lawyer concerned. A copy of the bail order whether allowed or dismissed shall be sent to the Concerned Jail Suptd., on his official email daksection.tihar@gov.in for reference in case where the bail bonds are furnished directly before the Metropolitan Magistrate concerned discharging duties through jail sittings or informing the UTP status of his application.
6. The reader or *Ahlmad* of the court on duty, or any other official of the court concerned, in discretion of the concerned Ld. Judge or Ld. Judicial Officer on duty, shall be the overall coordinator to facilitate hearing through video conferencing.
7. All the Ld. Judicial Officers shall ensure that their Court Staff submits a weekly report in the following manner regarding the number of matters heard during the week to the Facilitation Center and the Judicial Branch at facilitationsw.ddc@gov.in and judicialbrsw.ddc@gov.in.

S. No.	Date	Name of Judicial Officer	Court Room Hearing	Video Conferencing Hearing	Remarks

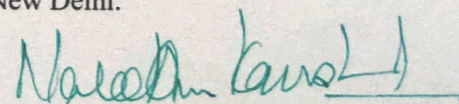

(NAROTTAM KAUSHAL)
District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.

No. 6975-7058 /DJ/NK/DWK/2020.

Dated 21st April, 2020

Copy forwarded for information and necessary action to :

- 1) The Registrar General, High Court of Delhi, New Delhi.
- 2) The District & Sessions Judge (HQs), Delhi.
- 3) All the Judicial Officers posted at District Courts, Dwarka (With the request to bring these guidelines to the notice of concerned staff members of their respective Courts)
- 4) The Officer Incharge, General/Judicial/Computer Branch, Dwarka Courts, New Delhi.
- 5) The Officer Incharge, Facilitation Center/Pool Car Section, Dwarka Courts, New Delhi.
- 6) The Secretary, DLSA (S-W), Dwarka Courts, N. Delhi.
- 7) The Chief Public Prosecutor, South West, Dwarka Courts, New Delhi.
- 8) The Incharge, Lock Up, Dwarka Courts Complex.
- 9) The Sr. A.O.(J)/A.O./Branch I/Cs of all the Branches existing at Dwarka Courts, New Delhi.
- 10) The District & Sessions Judges' Secretariat, Dwarka Courts, New Delhi.
- 11) The R&I Branch/Computer Branch for uploading on Layers.


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