

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: SOUTH-WEST
DISTRICT, DWARKA COURTS, NEW DELHI.**

OFFICE ORDER

Standard Operating Procedure for Collection/Disposal of CA Applications and Preparation of Certified Copies in Copying Agency, Dwarka Courts, South West District, New Delhi.

It has been noticed that various Advocates/Litigants used to file CA Applications (Copying Agency Applications) in bulk which results into long queues and huge rush outside the filing counters thereby causing panic and hue & cry among the public at large in the complex. More so, inordinate delay is also being noticed in preparation of the Certified Copies.

In order to facilitate the filing of CA Applications, streamline/expedite the preparation of Certified Copies and to avoid long queues and rush outside the filing counters, save as otherwise prescribed by way of previous directives, the following instructions are being issued to be followed forthwith:

- a. Henceforth, the receipt of CA Applications from one person over the counter is being restricted to **Three only**. Hence, all the Advocates/Litigants are requested to cooperate and refrain from filing more than Three CA Applications at a time by single person. Further, all the advocates are advised to send their representatives for filing CA Applications during off-peak time in the morning session as there is much less rush over the counter as compared to the evening session.
Exception: It is open to the dealing assistant at the counter to receive more than the prescribed number of CA Applications depending upon the length of the queue.
- b. For applying/collecting the certified copies 'Advocates' and 'General Public' shall adhere to approach their respective dedicated counters only.
- c. Entry inside the delivery/filing counter is strictly prohibited. Neither the receipt of 'CA Applications' nor delivery of the 'Certified Copies' shall be entertained from inside the counter in any manner whatsoever.
- d. Before filing the CA Application, the advocates/litigants are advised to ensure filling up of complete particulars therein including the approx. number of pages of the required documents.
- e. The CA Applications for 'Complete File' or 'Bulk Pages' shall be entertained only if sufficient advance amount is deposited by the applicant.
- f. The applicants are requested to keep sufficient change (denominations) while applying for/collecting the 'Certified Copies' when visiting the 'apply / delivery counter'.

This issues with the prior approval of Ld Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.


22/10/24

(RAKESH PANDIT)

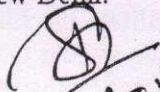
District Judge (Commercial Court)-4,
Officer In-charge, Copying Agency
Dwarka Courts, New Delhi.

CA/Misc/2024 3229-3314

Dated : 23/1/24

Copy forwarded for information and necessary action to :-

1. The President and Hony. Secretary, Bar Association of Dwarka Courts, with the request to circulate it among all the Advocates in Dwarka District Courts, New Delhi.
2. All the Judicial Officers posted in Dwarka Courts, New Delhi.
3. The Sr. Administrative Officer (Judl), Dwarka Courts, New Delhi.
4. The Care Taking Branch, Dwarka Courts, New Delhi to display on notice Board.
5. The In-charge, Computer Branch, Dwarka Courts (for uploading this Order on the webpage of District Courts, Dwarka, New Delhi.
6. The In-charge, R&I Branch, Dwarka Courts (for uploading this Order on LAYERS).
7. PS to the Ld Principal District & Sessions Judge(SW), Dwarka Courts, New Delhi.


23/1/24
District Judge (Commercial Court)-4,
Officer In-charge, Copying Agency
Dwarka Courts, New Delhi.