

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

CIRCULAR

Sub : Writ Petition (Civil) No. 6082/2019 titled "Karan S.Thukral Vs. District & sessions Judge & Ors.

In compliance of directions contained in the order dated 04.01.2024 passed by the Hon'ble High Court of Delhi in **Writ Petition (Civil) No. 6082/2019 titled "Karan S.Thukral Vs. District & sessions Judge & Ors**, Centralized Filing System for Physical/online filing of Written Statement/Rejoinder/Misc. Application/Documents etc., following directions are issued with immediate effect :

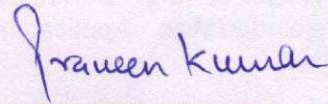
1. No court of South West District shall accept the filing of any Written Statement/Rejoinder/Misc.Application/Document or other Interim Application in ongoing and pending cases/decided cases.
2. The filing of Written Statement/Rejoinder/Misc. Application/Documents shall be entertained at Centralized Filing Counters of Facilitation Centre during all the working days from 10.00 AM to 4.00 PM precluding lunch break from 01.30 PM to 2.00 PM. All the said Written Statement/Rejoinder/Misc. Application/Document shall be sent to the Ahlmad of Court concerned on the immediate next working day till 2.00 PM.
3. While filing of Written Statement/Rejoinder/Misc.Application/Document or other Interim Application etc. at Filing Counters, it will be ensured by the concerned official/s at Filing Counter that it shall contain all the relevant information about the case such as Case Information Format, Party Names, Pagination, Index, Name of the Court, Case Number, Next Date of Hearing/Date of Decision (as the case may be) with mobile number and email ID of the Advocate/Litigant along with the proof of advance service of the same to the other party/parties, wherever it is applicable. It shall be mandatorily to file index along with the documents.
4. On receiving the Misc. Application or any other Interim Application (urgent as well as non-urgent) in pending/decided cases, the Filing Counter shall allocate the same to the court concerned after making relevant entries in the "IA module of CIS".
5. Advocate/Litigant be provided IA number generated through CIS by the officials of Facilitation Centre in respect of matters mentioned at Sr. No. 3 and 4. However, in case of Written Statement/Rejoinder/Document, the acknowledgement can be given in the manner by providing the entry number of the relevant register on copy of the application.
6. On receiving Written Statement/Rejoinder/Document in pending case, the Filing Counter shall enter the relevant details i.e. Serial Number, Case Title, Case Number, Next Date of Hearing etc in the establishment wise Register.
7. On receipt of Interlocutory Application/Misc. Application in a decided cases, it should be checked and ensured whether the court, which had disposed of the main case has been abolished or not. In case of abolished court, IA should not be entered in CIS and shall be

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sent the Successor Court after making relevant entries i.e. Serial Number, Case Title, Case Number, Next Date of Hearing etc in the establishment wise Register.

8. The officials posted at Filing Counters of Facilitation Centre shall send all the Written Statement/IA/Reply/Bail Application/Misc. Application etc. endorsing thereon the acknowledgement number to the Ahlmad of the court concerned.

NOTE : However, in the case of exceptional circumstances of urgency, the concerned court shall have the power to allow the party to file Written Statement/Rejoinder/IA/Reply to application in the court itself provided in such case the matter be preponed by advancing the hearing using the feature "Taken on Board" so that order is uploaded in CIS.



(PRAVEEN KUMAR)

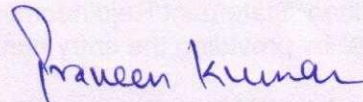
Principal District & Sessions Judge
South West District; Dwarka Courts

No.4715-4800/PDSJ/DWK/Filing/Lit./2024

Dated ; 01.02.2024

Copy forwarded to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi for information please.
2. Ld. Principal Judge, Family Courts (HQ), Dwarka Court Complex for information and necessary action.
3. All the Judicial officers posted in South West District, Dwarka Courts, New Delhi with the request to direct the concerned staff for compliance of the directions.
4. Ld. Officer Incharge, Facilitation Centre with the request to direct the staff members of Facilitation Centre for strict compliance.
5. Ld. Officer Incharge, Computer Branch, Dwarka Courts, New Delhi for information and with the request to direct the Computer Branch for providing necessary technical assistance.
6. The Officer Incharge, Litigation Branch, Tis Hazari Courts, Delhi for information please.
7. The President/Hony. Secretary, Dwarka Court Bar Association, Dwarka Courts, New Delhi.
8. The P.S. to the undersigned.
9. The Branch Incharge, Computer Branch, Dwarka Courts, New Delhi for uploading the same on the website of this office.
10. The Branch Incharge, R & I Branch, Dwarka Courts, New Delhi for uploading the same on the LAYERS.
11. The Care Taker with the direction to upload the same on the display boards.



Principal District & Sessions Judge
South West District; Dwarka Courts