

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

CIRCULAR

It has been observed that many allottees of chambers at the Lawyers' Chambers Block Dwarka have not updated their contact details and other miscellaneous information with the Court Administration. This has led to significant difficulties in contacting allottees for various purposes, including Chamber Licence Fee reminders and other essential communications.

Additionally, the Court Administration is in the process of enabling an online licence fee payment facility, which requires the latest updated information for backend database creation.

To address this issue, all allottees of chamber slots at the Dwarka Courts Complex are required to fill out the attached Proforma to update the Court Administration's records. The completed Proformas must be submitted to the office of DCBA by **10-07-2024**. The DCBA will then attest the forms and submit the compiled Proformas to the General Branch, Dwarka Courts, by **15-07-2024**. Even if there are no changes to the information currently on file, the Proformas must still be filled out and submitted.

Note: This is a mandatory update, and compliance is required from all allottees to ensure smooth communication and operation within the Lawyers' Chambers Block.



(PRAVEEN KUMAR)

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

No. 20077-20080 /LCAC/Genl./DWK/2024.

Dated: 20/6/2024

1. The Ld. Officer Incharge (Computers), Dwarka Courts, New Delhi (With the request to get the circular uploaded on the official website of Dwarka Courts).
2. The Ld. Officer Incharge (General Branch), Dwarka Courts, New Delhi.
3. The President/Hony. Secretary, Dwarka Court Bar Association, Dwarka, New Delhi. (With the request to bring this circular to all the concerned members of the Bar, through all means of communication and to forward the duly compiled documents to this office, by the date fixed).
4. The Caretaker, Dwarka Courts, New Delhi (With the request to get the circular displayed on all the Notice Boards of Dwarka Courts Complex).



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

DATA UPDATE FORM

CHAMBER NO.: _____

(e.g. 101-A or 101-B)



NAME OF THE ADVOCATE/ALLOTTEE : _____

S/W/D of : _____

Date of Birth : _____

BCD ENROLLMENT NO. : _____

DCBA REGISTRATION NO. : _____

LATEST RESIDENTIAL ADDRESS : _____
(WITH ADDRESS PROOF) _____

ALTERNATE ADDRESS (IF ANY) : _____

PHONE NO. (RESIDENCE) : _____

MOBILE NO. : (i) _____
(ii) _____

E-MAIL ID. : (i) _____
(ii) _____

(Signatures of the Allottee, with Stamp.)

(Attested by: DCBA)