Comp. By

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

CIRCULAR

It has been brought to notice that a huge number of C.A applications are being received for supply of certified copies of COMPLETE FILES without mentioning exact number of pages and a large number of applicants do not turn up when they come to know the huge fees/charge to be paid.

In this context, it is directed that no C.A application for certified copies of COMPLETE FILE shall be entertained without having mentioned exact number of pages and specifying the documents required. If the applicant also requires the certified copies of Vakalatnamas, Inspection Applications, P.F, Summons/Notices etc., the same may also be mentioned specifically. If requires, applicants may inspect the court file prior to applying the certified copies.

To utilize the resources effectively, hence forth applicant shall be required to deposit 70% of chargeable fee/charges in advance for the certified copies, **if they apply for full/substantial portion of the file.**

Reader/Ahlmad/Asstt. Ahlmad/Applicants to ensure compliance.

24/9/2025

(PAWAN KUMAR JAIN)
Principal District & Sessions Judge
South West District, Dwarka Courts
New Delhi

No. 34871-35001/Dwk/circular/order/CA Dated 24.09.25 Delhi, DT.

Copy forwarded for information and necessary action to:

1. The Reader, Ld. Principal District & Sessions Judge (HQ), Tis Hazari, Delhi.
2. The Officer In-Charge, Coping Agency, Dwarka Court, Delhi.
3. The Officer In-Charge, Record Room, Dwarka Court, Delhi.
4. All the Judicial Officers posted at South West District, Dwarka Court, Delhi.
5. The Administrative Officers (Judl.)/Branch in Charge, Copying Agency at Dwarka Court, Delhi.
6. Website Committee, Tis Hazari Court/Dwarka Court, Delhi.
7. Reader to the Court of undersigned.
8. The Secretary, Ld. Principal District & Sessions Judge (SW), Dwarka Court Delhi.
9. The Secretary, Bar Association Dwarka Court, Delhi.

24/9/2025

Principal District & Sessions Judge,
South West District, Dwarka Court,
New Delhi