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

CIRCULAR

Sub: Updation of entries regarding next date of hearing on CIS by 04:45 p.m.

It has been observed that due to delay in updation of the next dates of hearing in the matters on the Computer Information System (CIS) by the Readers posted in Courts, the SMS containing the information regarding case details and the next date of hearing are not being delivered to the concerned parties, in time.

In view of the above, all Ld. Judicial Officers posted in South-West District, Dwarka Courts, New Delhi are hereby requested to direct the Readers/concerned staff posted in their respective Courts to ensure that entries regarding the next date of hearing in all the matters listed for hearing in the daily cause list be updated on the Computer Information System (CIS), latest by 04:45 p.m positively on each working day.

All Ld. Judicial Officers posted in South-West District, Dwarka Courts, New Delhi are also requested to direct the Readers/concerned staff posted in their respective Courts to ensure that there should not remain any undated case on the Computer Information System (CIS).

This issues with the prior approval of the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, New Delhi.

(Balwant Rai Bansal)
District Judge (Commercial Court)-02/
Officer In-charge (Judicial Branch),
Dwarka Courts, New Delhi.

No. 43201-43285/Judl./DWK/2025 Dated: 13.11.2025

Copy forwarded for information and necessary action to:

1. All Ld. Judicial Officers posted at South-West District, Dwarka Courts.
2. The Chief Judicial Magistrate (S-W), Dwarka Courts (***with request to ensure compliance of the directions by all JMFCs posted at South-West District, Dwarka Courts***).
3. The In-charge, Computer Branch, Dwarka Courts (***for uploading this Circular on the web page of District Courts, Dwarka***).
4. The In-charge, R & I Branch, Dwarka Courts (***for uploading this Circular on LAYERS***).
5. PS and Reader to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts.

District Judge (Commercial Court)-02/
Officer In-charge (Judicial Branch),
Dwarka Courts, New Delhi.