Through e-mail/WhatsApp

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

No. 34829-34913 /Judl./DWK/2026 Dated: 25.08.2026

Sub: Practice Direction.

"Whenever records in the custody of Superior Court are required by the District Courts, the Presiding Officer of the concerned Court shall send a letter of request to the Head of Office of the Suprerior Court requesting for production of the records instead of sending summons."

Note: The format of 'letter of request' is attached herewith.

As directed by the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, a copy of letter No. 551/Vig.I/Comp./V-I/DHC/399&400/2026 dated 19.05.2026 alongwith a copy of **Practice Directions No. 141/Rules/DHC dated 02.06.2025**, on the above-mentioned subject, received from the Hon'ble High Court of Delhi, New Delhi, is **re-circulated herewith for kind information and strict compliance of the directions issued therein**, to:

1. All Ld. Judicial Officers posted at South-West District, Dwarka Courts.
2. The In-charge, General Branch, Dwarka Courts (*for information*).
3. The In-charge, Office of the Ld. CJM (S-W), Dwarka Courts (*for information*).
4. The In-charge, Computer Branch, Dwarka Courts (*for uploading the present communication on the website of District Courts, Dwarka*).
5. The In-charge, R&I Branch, Dwarka Courts (*for uploading the present communication on LAYERS*).
6. P.S & Reader to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts (*for information*).

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

THROUGH SPECIAL MESSENGER
CONFIDENTIAL

Dispatch No 3623 Date 24/8/26

HIGH COURT OF DELHI: NEW DELHI
(VIGILANCE-I BRANCH)

No. 955 /Vig.I/Comp./V-1/DHC/399&400/2026 Dated: 11.08.2026

From

The Registrar General,
Delhi High Court,
New Delhi

To

The Principal District & Sessions Judge (HQs.),
Central District,
Tis Hazari Courts,
Delhi.

Sub: Re-circulation of Practice Direction No.141/Rules/DHC dated 02.06.2025.

Sir,

I am directed to forward herewith a Practice Direction No.141/Rules/DHC dated 02.06.2025 issued by this Court for re-circulation amongst all the Officers of District Judiciary for strict compliance.

Yours truly,

Joint Registrar (Vigilance-I)
For Registrar General

Encl. as above

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs) : DELHI

No. 66554-674 /Rules/Gaz/2026 Dated 24 AUG 2026

Sub:- Re-circulation of Practice Direction No. 141/Rules/DHC, Dated 02.06.2025.
Copy along with its enclosures forwarded for information & strict compliance to:-

1. The Principal District & Sessions Judge, all court complexes, Delhi/New Delhi/Rouse Avenue.
2. All the Judicial Officers of DHJS & DJS (Central), Tis Hazari Courts, Delhi.
3. The AO(J)/Branch In-Charge, E-Sewa & Suvidha Kendra, Filing Section, General Branch, (Central), Library, Tis Hazari Courts, Delhi.
4. The office of CJM (Central), Tis Hazari Courts, Delhi.
5. The PS/Reader to Ld. Principal District & Sessions Judge (HQs), Delhi.
6. The Website Committee (Hindi/English) Tis Hazari Courts, Delhi (for uploading).
7. The R & I Branch (Central) for uploading on Layers.

Court / Branch
Judicial
for necessary action
Principal District & Sessions Judge
(SW), Dwarka Courts
Date 24/8/26

24/8/26
(RAJESH KUMAR GOEL)
District Judge (Commercial Court-02)
Officer In-Charge Judicial Branch, Central
For Principal District & Sessions Judge (HQs)
Delhi

HIGH COURT OF DELHI AT NEW DELHI

No. 141/Rules/DHC

Dated:02.06.2025

PRACTICE DIRECTION

Hon'ble the Chief Justice, on the recommendations of 'Rules Committee under section 123 of the CPC which also look into Delhi High Court (Original Side) Rules, 2018 and Anciliary Matters' has been pleased to issue following Practice Direction for information and compliance by all concerned:-

> **"Whenever records in the custody of superior Court are required by the District Courts, the presiding officer of the concerned court shall send a letter of request to the Head of Office of the Superior Court requesting for production of the records instead of sending summons."**
>
> **The format of 'letter of request' is attached herewith.**

This Practice Direction shall come into force with immediate effect.

By Order

Sd/-
(ARUN BHARDWAJ)
REGISTRAR GENERAL#

From: _____
_____
_____

To: The Head of Office
_____
_____

Subject:- Letter of Request for production of Records in Case No._____
Titled _____

Whereas the aforesaid matter is pending in this Court and is now listed on.... for the purpose of.....

And whereas it has been represented to the said Court that it is necessary for the purposes of justice and for the due determination of the matters in dispute between the parties that the records as mentioned in the Annexure be produced before this Court.

And whereas the said records are in the custody of the Hon'ble..... Court.

I have the honour to request, and do hereby request that for the reasons aforesaid and for the assistance of this Court, you as the Head of the Office may kindly direct the concerned official to bring or send to this court the record as per the Annexure.

Given under my hand and the seal of the Court, this _____

Seal of the Court (Signature of the Presiding Officer)

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

No. 22636-22715 /Judl./DWK/2025 Dated: 13.06.2025

Sub: Practice Direction.

"Whenever records in the custody of superior Court are required by the District Courts, the presiding officer of the concerned court shall send a letter of request to the Head of Office of the Suprerior Court requesting for production of the records instead of sending summons."

As directed by the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, a copy of letter no. 141/Rules/DHC dated 03.06.2025, on the above-mentioned subject, received from the Hon'ble High Court of Delhi, New Delhi, is forwarded herewith for kind information and necessary compliance, to:

1. All Ld. Judicial Officers posted at South-West District, Dwarka Courts.
2. The In-charge, Office of the Ld. CJM (S-W), Dwarka Courts (*for information*).
3. P.S and Reader to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts.

13/06/2025
In-charge (Judicial Branch),
Dwarka Courts, New Delhi.

HIGH COURT OF DELHI AT NEW DELHI

No. 141 /Rules/DHC Dated: 02/06/2025

PRACTICE DIRECTION

Hon'ble the Chief Justice, on the recommendations of 'Rules Committee under section 123 of the CPC which also look into Delhi High Court (Original Side) Rules, 2018 and Anciliary Matters' has been pleased to issue following Practice Direction for information and compliance by all concerned:-

> **"Whenever records in the custody of superior Court are required by the District Courts, the presiding officer of the concerned court shall send a letter of request to the Head of Office of the Superior Court requesting for production of the records instead of sending summons."**
>
> **The format of 'letter of request' is attached herewith.**

This Practice Direction shall come into force with immediate effect.

By Order

A Bhardwaj

(ARUN BHARDWAJ)
REGISTRAR GENERAL

Ld. OIC (Judl.)

PD dt 02.06.25
04-6-25

From:

To: The Head of Office

Subject:- Letter of Request for production of Records in Case No.
Titled

Whereas the aforesaid matter is pending in this Court and is now listed on.... for the purpose of.....

And whereas it has been represented to the said Court that it is necessary for the purposes of justice and for the due determination of the matters in dispute between the parties that the records as mentioned in the Annexure be produced before this Court.

And whereas the said records are in the custody of the Hon'ble..... Court.

I have the honour to request, and do hereby request that for the reasons aforesaid and for the assistance of this Court, you as the Head of the Office may kindly direct the concerned official to bring or send to this court the record as per the Annexure.

Given under my hand and the seal of the Court, this _____

Seal of the Court (Signature of the Presiding Officer)

Endst. No. 513 - 543/Rules/DHC/2025 Dated: 02/06/2025

Copy forwarded for information and necessary action to:-

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
3. The Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
5. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge,New Delhi District, Patiala House Courts,New Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi
12. The Principal District & Sessions Judge-cum-Special Judge, CBI (PC Act), Rouse Avenue District Court Complex, New Delhi
13. The Principal Judge, Family Courts (HQ), Dwarka Courts Complex, Dwarka, New Delhi
14. The Principal Secretary (Law, Justice & LA), Govt. of N.C.T. of Delhi, Delhi Secretariat, I.P.Estate, New Delhi.
15. The Secretary, Bar Council of India, 21, Rouse Avenue Institutional Area, New Delhi – 110002.
16. The Secretary, Bar Council of Delhi, 2/6, Siri Fort Institutional Area, Khel Gaon Marg, New Delhi – 110049.
17. The President/Secretary, Supreme Court Bar Association, Supreme Court, New Delhi.
18. The Secretary, Supreme Court Legal Services Committee.
19. The President/Secretary, Delhi High Court Bar Association, Delhi High Court, New Delhi.
20. The President/Secretary, Bar Association, Tis Hazari Courts/Patiala House Courts/ Karkardooma Courts/ Rohini Courts/Dwarka Courts/Saket Court Complex/Rouse Avenue Court Complex
21. The Member Secretary, Delhi State Legal Service Authority, Rouse Avenue Courts Complex, New Delhi with the request to forward a copy of the Practice Directions to the Secretaries of all the eleven District Legal Services Authorities.
22. The Secretary, Delhi High Court Legal Services Committee.
23. The Chairman, District Court Website Committee, Tis Hazari, Delhi for uploading the Notification/Practice Directions on the website of Delhi District Court.
24. Registrar-cum-Secretary to Hon'ble the Chief Justice.
25. All Registrars/OSDs/Joint Registrars (Judl) with the request to bring the content of circular to the notice of the staff working under them.
26. Joint Registrar-cum-P.A.to Registrar General, Delhi High Court.
27. Joint Director (IT) with the request to upload the Practice Directions on the Intranet of this Court.
28. Librarian, Delhi High Court.
29. Private Secretaries/Court Masters to Hon'ble Judges for kind perusal of Their Lordships.
30. Librarian, Judges Library, Tis Hazari Courts/ Patiala House Courts/ Karkardooma Courts/ Rohini Courts/ Dwarka Courts/ Saket Court Complex/Rouse Avenue Court Complex
31. Guard File.

(MEENAKSHI PANT)
DEPUTY REGISTRAR (RULES)