OFFICE OF THE DISTRICT & SESSIONS JUDGE
EAST & SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

PHYSICAL FILING STANDARD OPERATING PROTOCOL

In pursuance of the Order No. 24/DHC/2020 dated 13.07.2020 of the Hon'ble High Court of Delhi, and in continuation of office order No. 4503-23/Judl.Br./East/KKD/Delhi dated 15.07.2020 and 3483-3504/Judl/SHD/2020 dated 15.07.2020 issued by the Office of East & Shahdara District regarding permitting of physical filing of non-urgent/ordinary matters, the following Standard Operating Protocol (SOP) is laid down for physical filing of non-urgent/ordinary matters at East and Shahdara District, Karkardooma Courts, Delhi:

1. This Standard Operating Protocol deals with the physical filing of non-urgent/ordinary matters (with no urgent application), which have already been permitted in East & Shahdara District, Karkardooma Courts Complex vide the above said office orders. The existing procedure will also continue with regard to the filing of Urgent matters. However, Advocates are also requested to make maximum use of the existing facility for e-filing.

2. Physical filing of non-urgent/ordinary matters (with no urgent application) can be done at the filing counters designated for the specified categories of cases, at the filing counters of East & Shahdara District, Karkardooma Courts Complex. Additionally, this SOP also deals with physical filing of already e-filed cases.

3. The physical filing of cases shall be permitted by dropping the file in the Filing Box kept at the Filing Counters on every working day from 10.00 A.M. to 4.00 p.m., with lunch break from 01.30 p.m. to 2.00 p.m.

4. The Advocates/Litigants shall mention their mobile number, Email ID in the vakalatnama / opening sheet/ index so that further correspondence can be made with regard to status of the case. The Advocates/Litigants shall mention the date and time of filing the cases on the index.

5. All the boxes contained hard copies/in physical form shall be kept separately in isolation for three days, so as to ensure that the physically filed papers become completely virus-free. The filing staff shall then take up the matters for scrutiny and further processing on the third working day. For example, the Filing Box, sealed on 01.01.2020 shall be opened on 03.01.2020 at 10.00 a.m. At the time of scrutinizing the matters, the official concerned at Filing Section shall take full precautions like wearing masks, gloves etc. After scrutiny, intimation shall be sent to the concerned person on his/her mobile number / Email ID, for rectification of the objections/ defects, if any. After rectification of defects, the case shall be again filed in the filing box and would be taken out on three days.

6. If, no defect is found by the Filing Clerk in the case physically filed, the same shall be got randomly allocated (wherever applicable) through computer software and delivered by the Filing Clerk to the Ahlmad of the concerned court, who shall prepare the file or place the same in the concerned file immediately or within next three days.

7. A List of cases filed physically and which have been marked to the concerned Courts shall be uploaded on the court website within 5 days (from the date of filing).

Contd.2..

8. The Advocates/Litigants/ Advocates' Clerks (duly authorised by the Advocate in writing) visiting the Court Complex for physical filing shall maintain social distancing norms, wear masks, sanitize their hands, take all necessary precautions and comply with all official guidelines regarding the Covid-19 pandemic.

9. The Caretaking Branch shall take steps to deep clean and sanitize the area designated for physical filing at the Court complex every day and shall also sanitize the same at regular intervals.

10. The directions/guidelines/advices are for the safety and security of all including lawyers, litigants, court staff and clerks of lawyers and strict adherence to it and cooperation of all is solicited.

11. As directed by the Hon'ble High Court, the non-urgent/ordinary matters shall be taken up for hearing only after the normal functioning of courts is resumed.

Sd/
(**YASHWANT KUMAR**)
District & Sessions Judge
Shahdara District,
Karkardooma Court, Delhi.

Sd/-
(DEEPAK JAGOTRA)
District & Sessions Judge
East District
Karkardooma Courts, Delhi.

No. 3645-3660/D&SJ (SHD & East)/Sectt./KKD/2020 Dated : 23.07.2020

Copy forwarded for information and necessary action to :-

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers of East & Shahdara District, KKD, Delhi.
4. The OIC Computer Branch, Karkardooma Courts, Delhi.
5. The Chief Metropolitan Magistrate, East & Shahdara District, KKD Courts, Delhi.
6. The Officer In-Charge, Bail/Filing Section, East & Shahdara District, KKD Courts, Delhi.
7. The Secretary, DLSA, East& Shahdara District.
8. The Judge Incharge, Mediation Cell, Karkardooma courts, Delhi.
9. The Chief Public Prosecutor, East & Shahdara District, Karkardooma Courts, Delhi.
10. The Secretary, Shahdara Bar Association, KKD Courts, Delhi.
11. Ms. Renu Sharma, Administrative Officer (Judicial), East & Shahdara District, Karkardooma Courts, Delhi.
12. The A.O. (Judl.)/Incharge, all Branches of East & Shahdara District, Karkardooma Courts, Delhi.
13. The In-charge, Care Taking Branch, East & Shahdara District, with the direction to provide the boxes having sufficient space to Bail/Filing Section/CMM Office.
14. PS to the undersigned.
15. The PRO/APRO, KKD Courts, Delhi.
16. The Website Committee, Karkardooma Courts/Tis Hazari Courts, Delhi.

Sd/-
District & Sessions Judge
Shahdara District,
Karkardooma Court, Delhi.

Sd/-
District & Sessions Judge
East District
Karkardooma Courts, Delhi.