

ADVISORY FOR FILING URGENT/NON-URGENT CIVIL/CRIMINAL/138 NI ACT (DIGITAL COURTS) CASES/MISC. APPLICATIONS/BAIL APPLICATIONS/MISC. DOCUMENTS ETC. IN SOUTH-WEST DISTRICT COURTS; DWARKA COURT COMPLEX; NEW DELHI

It has been observed that the Lawyers and Litigants are dropping petitions, papers, application, process fee and other documents in the petition boxes, which had been placed only for the purpose of filing of non-urgent cases. This practice is causing unnecessary hardship to the Facilitation Centre and is also resulting in cases being numbered and registered twice. Therefore, the following advisory is issued:-

ADVISORY FOR URGENT MATTERS, CIVIL/CRIMINAL

- Urgent Civil Cases/Misc. Applications are to be filed online through e-portal at <https://efiling-dl.ecourts.gov.in/>

(Hard copies of the cases which are filed through e-portal shall be received by the concerned Court staff after getting the same verified from the Facilitation Centre, with regard to validity of Court Fee Certificate. Ahlmad of the court is directed to put up the same before the Ld. Presiding Officer after three days, if required)

- All Bail Applications/Misc. Urgent Applications for the Establishment of Sessions Courts shall e-filed through email at facilitationsw.ddc@gov.in

(Hard copies of the Misc. Urgent Applications/Bail Applications in which charge-sheet has been filed be dropped in the Box kept in the concerned court, hard copies of the Bail Applications/Misc. Urgent applications of the designated courts be dropped in the box kept in the concerned court and the remaining Bail Applications/Misc. Urgent Applications be dropped in the box kept in the Facilitation Centre)

- All the Bail Applications/Misc. Urgent Application for the establishment of CMM shall be filed through email at cmmoffsw.ddc@gov.in

(Hard copies of such Bail Matters/Misc. Urgent Applications be dropped in the box kept in the concerned courts)

ADVISORY FOR FILING CASES U/S 138 NI ACT (DIGITAL COURTS)

- All Complaints shall be e-filed via e-Filing module at <https://efiling-dl.ecourts.gov.in/>
- After submission of file on e-Filing Module, the FC will check the same and after checking, the FC official will Accept/Reject/Mark Objection in the case.
- After final submission of the same, the case will be allocated to the Court as per the directions of Ld. CMM, South-West District, New Delhi.

After the allocation of the case to a Digital Court, Complainant shall deposit the original signed complaint with supporting affidavit, affidavit of pre-summoning evidence alongwith original documents with the designated Court official for the purpose for safe keeping, against a receipt for proof of submission.

ADVISORY FOR PHYSICAL FILING OF NON-URGENT CIVIL/ CRIMINAL MATTERS (EXCEPT CASES U/S 138 NI ACT)

In terms of directions given by the Hon'ble High Court of Delhi, New Delhi vide Order No. 24/DHC/2020 dated 13.7.2020, physical filing of Non-urgent cases can be done as follows:

- Paper book/Petitions be dropped in the dedicated petition boxes at the Facilitation Centre. Advocates shall mention their e-mail ID and mobile number in the petition and in the absence of the same, the file would be kept pending and will not be allocated to the Court concerned.
- Paper Books/Petitions shall be taken up by Facilitation Centre after a safe time to ward off possibility of infection. Petition boxes shall be opened each day at 4.00 PM in the presence of a nominee of DCBA.

- iii) Facilitation Centre shall check and prepare the file for allocation.
- iv) The same will be allocated to the court concerned as per the directions given by the Ld. Principal District & Sessions Judge (SW), Ld. Chief Metropolitan Magistrate (SW) and Ld. Senior Civil Judge (SW).
- v) Physical files shall be sent to the Court concerned to which the case has been allocated and the *Ahlmad* shall make all necessary entries of the parties/Advocates/Contact number/e-mail ID in the CIS without any delay and inform the Advocate/Litigant about the date of hearing.
- vi) The Reader/*Ahlmad* shall make appropriate Kharja on the CIS on regular basis so that the Advocate(s)/Litigants may have the knowledge of daily proceedings.

**ADVISORY FOR PHYSICAL FILING OF MISC. DOCUMENTS
(VAKALATNAMA/PF/CA APPLICATION/INSPECTION APPLICATION ETC.)
IN CIVIL/CRIMINAL MATTERS WHICH ARE PENDING BEFORE THE
COURTS**

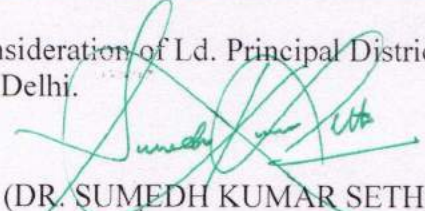
Physical filing of Misc. Documents (*Vakalatnama*/PF/CA Application/Inspection Application etc.) in Civil/Criminal Matters pending before the courts be dropped in the box kept in each court and the same shall be taken out by the Reader/*Ahlmad*, who shall place the same before Ld. Presiding Officer after three days, if required.

NOTE

IT IS MADE CLEAR THAT MISC. DOCUMENTS/APPLICATIONS IF DROPPED IN THE BOX, OTHER THAN AS DIRECTED ABOVE, WILL NOT BE ENTERTAINED.

IN THE EVENT OF CASE HAVING BEEN PREFERRED IN BOTH MODES i.e. PHYSICAL FILING AND ELECTRONIC MODE, THE CASE REGISTERED PRIOR IN TIME SHALL BE TAKEN TO BE THE VALID CASE.

This Advisory is issued with prior approval and consideration of Ld. Principal District & Sessions Judge, South West District, Dwarka Courts, New Delhi.

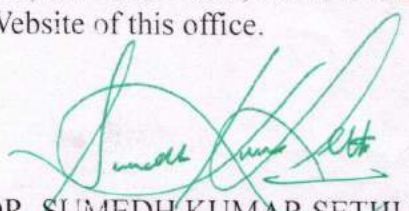

(DR. SUMEDH KUMAR SETHI)
Officer In-Charge, Facilitation Centre/
PO MACT; South West District; Dwk

No. 274-344 FC/DWK/2020

Dated : 7/1/21

Copy forwarded to :

1. All the Judicial Officer, posted in South West District, Dwarka Courts.
2. The Officer-In-Charge, Computer Branch, South West District, Dwarka Courts, New Delhi.
2. PS to District & Sessions Judge; South West District, Dwarka Courts, New Delhi.
3. President/Hony Secretary Dwarka Court Bar Association, Dwarka, New Delhi with the request to display the same on the Notice Boards of DCBA.
4. Care Taker, Dwarka Courts, New Delhi with the direction to display the same on the Notice board of this office.
5. Branch Incharge, Computer Branch, South West District, Dwarka Courts, with the direction to comply the directions and upload the same on the Website of this office.


(DR. SUMEDH KUMAR SETHI)
Officer In-Charge, Facilitation Centre/
PO MACT; South West District; Dwk