

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (S-W), DWARKA COURTS,
NEW DELHI.**

STANDARD OPERATING PROCEDURE FOR RESUMPTION OF PHYSICAL HEARING

In terms of the directions of the Hon'ble High Court issued vide communication No. 417/RG/DHC/2020, dated 27-08-2020, physical hearing of cases shall be started by 1/4th of the Courts, existing at District Courts, Dwarka w.e.f. 01st September, 2020. In this respect, the following directions are hereby issued for information and strict compliance by all the concerned:

ROSTER OF COURTS

- A Roster of Judges who shall be holding courts 'Physically' w.e.f. 01st September, 2020 has already been issued vide Order No. 12079-13171/DJ/NK/DWK/ROSTER/2020 dated 28-08-2020 of this office (Copy attached as Annexure-'A'). The remaining Courts shall continue to be held 'Virtually' i.e. through video conferencing. Roster of Judges who shall hear Bail Applications during the period has also been issued separately.
- The timings of the physical hearings shall be from 10:30 AM to 3:30 PM (First session from 10:30 AM to 12:30PM and second session from 2:00 PM to 03:30 PM). During the break i.e. 12:30 PM to 02:00 PM there shall be deep cleaning of all the Court Rooms and the common areas.
- The cause list for the Courts conducting proceedings through physical mode shall not ordinarily exceed 25 cases. In case, the number of matters exceeds, preference shall be given to urgent cases and the remaining matter shall be adjourned as per the directions of the Court.
- It shall be the sole discretion of the Judge concerned to decide as to whether a matter shall be taken up through video conferencing or through physical hearing or to be adjourned depending upto the facts and circumstances of each case and the number of cases fixed for physical hearing on a given day.

ENTRY/ACCESS TO LAWYER'S CHAMBERS BLOCK

- The Lawyers' Chambers Block of Dwarka Court Complex shall be allowed to remain open on working days, between 9.00 AM to 6.00 PM only.
- At 6.00 PM, all the gates of the Court Complex shall be closed and no ingress and egress shall be the permitted to and from the Court complex. Electricity supply to the Lawyer's Chambers Block shall be disconnected at 6.00 PM.

- Persons displaying symptoms of I.L.I. (Influenza like illness) i.e. fever, cold, cough, sneezing etc. shall not be permitted entry inside the Court Complex.
- Only two Oath Commissioners, two Notary Public, four Photo-Copyists and six Typists, two stamp vendors shall be allowed to work from the Lawyers' Chambers Block, between 10.30 AM to 3.30 PM on every working day, on rotational basis, while maintaining norms of social distancing.

ENTRY/ACCESS TO COURT ROOMS BLOCK

- Entry to the Court Rooms Block for the purposes of attending physical hearings shall be permitted from Gates 'A' & 'C' only, and exit shall be allowed from Gates 'B' & 'D'.
- Entry to the Court Rooms Block shall stand restricted to :
 - (a) Only one advocate; and one person (party/clerk) per case.
 - (b) Party-in-person where such party is pursuing the case himself/herself without any legal assistance.
- No entry in the Court building shall be permitted to :-
 - (a) Juniors, Interns or Law students associated with the Advocate(s) concerned.
 - (b) Relative/s of any party-in-person/litigant.
- The Advocate(s), party-in-person and clerks above the age of 65 years and those suffering from co-morbidities may refrain from appearing in courts.
- Persons displaying symptoms of I.L.I. (Influenza like illness) i.e. fever, cold, cough, sneezing etc. shall not be permitted entry inside the Court Complex, in any case.
- The following shall be mandatory norms, applicable to all the concerned seeking entry to the Court Rooms Block :
 - (a) Wearing of masks all times.
 - (b) Undergoing thermal scanning at the designated entry points and random checking inside the Court Rooms Block.
 - (c) Sanitizing the hands before/at the time of entry to the block.
 - (d) Strict adherence to the norms of social distancing (minimum of six feet), within the Court Rooms Block.
 - (e) Adherence to all the directions/guidelines/SOPs/ advisories issued by the Government of India and the Govt. of NCT of Delhi in respect of Covid-19 pandemic.
 - (f) Scanning of AROGYA Setu app QR code.

- The following protocol shall be followed at the entry gates of the Court Rooms Block :
 - a) A register shall be maintained at each of the gates of the Court Rooms Block, regarding entry and exit timings of the persons seeking entry/exit.
 - b) The advocate/s seeking entry to the Court Rooms Block shall carry a print out of the cause list and point out the case for which entry is sought.
 - c) Advocates/parties should reach the entry gates at least half an hour before the desired entry and shall maintain discipline and social distancing at the entry points.

- Dwarka Courts Complex shall remain 'ZERO TOLERANCE' AND 'NO CONFORT ZONE' and therefore, every entrant shall leave the complex, immediately after his/her work is over.

GENERAL

- The Executive Committee of Dwarka Courts Bar Association shall render due assistance in ensuring adherence to this SOP by all the concerned including lawyers and litigants. DCBA shall depute advocate(s) on rotational basis to facilitate smooth and better management.

- The DCBA shall take every precaution and every step, necessary to mitigate the possibility of spread of COVID-19.

(Narottam Kaushal)
District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.

No. 13500-13587/Judl./D&SJ/DWK/2020.

Dated: 29.08.2020

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Principal Judge, Family Courts (HQs), Dwarka Courts, New Delhi.
4. All the Judicial Officers posted at District Courts, Dwarka, New Delhi (through e-mail).
5. The Secretary, DLSA (SWD), Dwarka Courts, New Delhi.
6. The President/Secretary, Dwarka Courts Bar Association, Dwarka.
7. The Chief Prosecutor/Incharge, Prosecution Branch, Dwarka Courts.
8. The all the Sr. A.O.(J)/A.O/Branch Incharges, of all the Branches, Dwarka Courts.
9. The AE/JE PWD (Civil/Electric), Dwarka Courts, New Delhi.
10. Incharge, Computer Branch/Server Room, Dwarka Courts with directions to display this SOP on the webpage of District Courts, Dwarka.
11. The Incharge (Security) Delhi Police, Dwarka Courts, New Delhi.
12. The Supervisors Security/Housekeeping (Outsourced), Dwarka Courts, New Delhi.
13. The Br. Incharge, R&I Branch, Dwarka Courts (for uploading the SOP on LAYERS).
14. The Caretaker, Caretaking Branch (to display the SOP on all the notice boards).

(Narottam Kaushal)

District & Sessions Judge (S-W)
Dwarka Courts, New Delhi.