

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH-EAST DISTRICT, SAKET
COURTS COMPLEX, NEW DELHI.**

OFFICE ORDER

Pursuant to the Order No. R113/RG/DHC/2020 dated 18. 04. 2020 issued by the High Court of Delhi and having regard to the extraordinary situation of lockdown on account of Covid-19 pandemic a protocol to facilitate hearing of urgent matters through Video Conferencing, following revised protocol shall be in operation till further orders:

1. The urgent matters/bails and any other application of urgent nature may be filed before Judge on Duty as per roster (DHJS/DJS) (along with scanned copy of Vakalatnama, documents etc.) in a single PDF document along with reasons for the urgent hearing, may be filed through email at Bailfiling@gmail.com along with a request for hearing through Video Conferencing. Multiple emails shall not be accepted.
2. The Incharge - Filing Section shall register the same as per rules and shall transmit the complete set of application along with the documents, to the concerned court through email. The Ld. Judge, if satisfied that the matter requires urgent hearing, shall direct the Incharge, Filing Section Ms. Manju Kanojia (Mobile No. 8920812879 to list the matter for hearing on the next day or any other day as per the instructions received from the Ld. Judge.
3. The Incharge, Filing Section shall send the complete paperbook to the Ld. Prosecutor/SHO/IO/opposite party and seek their reply and also intimate the time and date of next hearing through Video Conferencing or otherwise before the Concerned Court to all the concerned parties. The Nodal Officer Computer Branch {Sh. Ravi Verma Mobile No. 9910115332} be also informed about the date to make necessary arrangements for Video Conferencing through CISCO WEBEX.
4. The IO/Public Prosecutor/opposite party shall send their reply through their respective emails to the Filing Section at email Bailfiling@gmail.com. After receipt of the reply, the Incharge, Filing Section shall forward the same to the parties at their respective emails as well as to the Incharge, Judicial Branch at email judicialbranch@yahoo.com under the subject 'reply/document for further transmission of the same to the concerned Judicial Officer. Parties may also submit their written arguments in the same way which shall also be forwarded to the other party at their respective emails in the aforesaid manner. In civil matters, the parties shall send their reply/written arguments to the other party as well. The advocates shall provide their email address & mobile number as well as of the parties to facilitate transmission of documents and also for the purpose of Video Conferencing.
5. The Video Conferencing may be conducted by the stakeholders from their own locations at the scheduled date and time. However, if the Advocate, litigant, Investigating Officer or the Public Prosecutor has any difficulty, they may contact Nodal Officer, Computer Branch who shall facilitate the Video Conferencing and make requisite arrangements..
6. The Ld. Presiding Officer shall after correction of order, put his/her

signatures on the order either digitally or may authenticate the same that would have the same effect. The signed copy of the order as stated above, shall be forwarded to the Incharge, Filing Section who shall forward the same to the concerned Jail Authority /concerned parties through their Whatsapp/email for information and compliance. The order shall also be immediately uploaded on the website by the Nodal Officer, Computer Branch from where the parties can obtain the copy of the orders.

7. The hearing of the matters shall generally be held during the court hours. The matters on filing, shall be taken up on the next working day.
8. The Reader/Ahlmad/Asst. Ahlmad of the concerned court shall be the overall coordinator to maintain the complete court record and also to facilitate the Video Conferencing.
9. These remote proceedings held through videoconferencing are court hearings and the parties shall observe all the required decorum as that of Court proceedings.
10. No person other than the counsel, litigants, prosecutor, investigating officer concerned shall be allowed to join the proceedings unless permitted by the Ld. Judicial Officer. No party shall record the proceeding so conducted through Video Conferencing.

These directions are in addition to the existing system of court hearing and are an interim measure for hearing through Video Conferencing till the guidelines are framed by High Court of Delhi.

S/d

(NEENA BANSAL KRISHNA)
District & Sessions Judge (SE)
Saket Courts Complex, New Delhi

No. Judl./Circular/F.43/SE/Saket/2020

New Delhi, Dated: 21.04.2020

Copy forwarded for information and necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in South East District, Saket Courts, New Delhi.
4. Officer In-Charge, Computer Branch, Saket Courts, New Delhi.
5. The Judge In-Charge, Mediation Centre, Saket Court Complex, New Delhi.
6. The Secretary, DLSA, South East District, Saket Courts, New Delhi.
7. Chief Public Prosecutor South East District, Saket Courts, New Delhi.
8. The Secretary Bar Association, Saket Courts, New Delhi.
9. The Director General (Prisons), Central Jail, Tihar, New Delhi.
10. The PRO, Saket Courts, New Delhi.
11. The Caretaking Branch, Saket Courts, New Delhi.
12. PA/Reader to the Ld. District & Sessions Judge South East.
13. R & I Branch for uploading on LAYERS.

S/d

District & Sessions Judge (SE)
Saket Courts Complex, New Delhi

