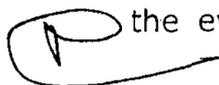


ORDER:-

In compliance of order of Hon'ble High Court as conveyed vide letter No. 24/RG/Special/Misc dated 10.06.2020 in order to regulate the filing of urgent or non-urgent cases, the following guidelines and roadmap is being notified for the information of all the stakeholders :-

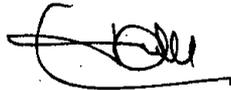
1. The filing of the non-urgent cases will be as per the schedule Annexure 'A' and Annexure 'B'.
2. All non-urgent cases shall be taken by the judicial branch by observing all Precautionary Measures of Covid-19 and additional staff is being deputed to help them to regulate and ensure that there shall be no over crowding.
3. A check list-cum- scrutiny form as per Annexure (C) shall prefixed with every petition in addition to the case entry detail form already prescribed.
4. All files will be collected by the additional staff and thereafter the same will be scrutinized and appropriate information will be given to the concerned Advocates for accepting it or for removing the objections.
5. Keeping in view the fact that "serving of summons by process servers personally is not being allowed for the time being due to Covid-19 in all the cases", the Advocates are requested to submit the requisite number of registered envelopes as per number of parties duly stamped as per requirement along-with requisite number of the copies of the plaint/petition etc. for the service to the other parties through registered post only.
6. In case, the benefit of Covid-19 for the purpose of limitation is being claimed, a specific application will be filed, giving all the detail required under the law.
7. The filing of the cases will be allowed from **10:00 A.M. to 12:00 Noon.** in the morning and **2:30 P.M. to 3:30 P.M.** in the evening. In between scrutiny work shall be done by the



filing branch.

8. Filing of charge sheet by police shall also be accepted as per usual procedure after proper checking and report of concerned Ahlmad.
9. All the Advocates are also informed that after scrutiny and removable of objections the file will be entered in the CIS and will be assigned to the concerned courts and the concerned court will pass the appropriate orders in non urgent matters where no interim relief is required and upload the orders in the CIS by evening and all Advocates are requested to proceed further and process their cases after getting the copies from the CIS as the case may be.
10. As directed by the Hon'ble High Court it is also expected that all Advocates and clerks attending the court shall strictly adhere to Government and health Advisories/guidelines issued from time to time. They shall compulsorily take all precautionary measures to maintain safe social distancing and use the masks, hand sanitizer etc.

Dated: 11.06.2020

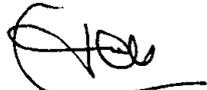

District & Sessions Judge,
Narnaul.

Endst. No. 8290-96 /

Dated 11/06/2020 /

Copy forwarded to the following for information and strict compliance:-

1. All the Judicial Officers posted in this Sessions Division.
2. The Deputy Commissioner, Mahendergarh at Narnaul.
3. The Superintendent of Police, Mahendergarh at Narnaul.
4. The District Attorney, Narnaul.
5. The Superintendent, District Jail, Narnaul, Rewari & Gurugram.
6. The President, Bar Association, Narnaul, Mahendergarh and Kanina.
7. Supdt. Gr.II (Judicial)/ System Officer/System Assistant of this office.


District & Sessions Judge,
Narnaul.

Annexure 'A'

Schedule of filing of non-urgent cases relating to the District Court as under:-

| Date | Nature of Cases |
|-------------|---|
| 11.06.2020 | MACT and relating MACM and Execution relating to MACT cases along-with other urgent matters. |
| 12.06.2020 | Civil and Civil Misc. Appeals along-with other urgent matter. |
| 15.06.2020 | All criminal cases relating to Session Courts along-with other urgent and criminal matters. |
| 16.06.2020 | All other Civil original and Misc.matters relating to District Courts such as Arbitration matters, LAC matters. |
| 17.06.2020 | MACT and relating MACM and Execution relating to MACT cases along-with other urgent matters. |
| 18.06.2020 | Civil and Civil Misc. Appeals along-with other urgent matters. |
| 19.06.2020 | All criminal cases relating to Session Courts along-with other urgent and criminal matters. |
| 20.06.2020 | All other Civil original and Misc.matters relating to District Courts such as Arbitration matters, LAC matters. |



District & Sessions Judge,
Narnaul.

Annexure 'B'

Schedule of filing of non-urgent cases relating to the Lower Court as under:-

| Date | Nature of Cases |
|-------------|---|
| 11.06.2020 | All Civil suits alongwith other urgent matters. |
| 12.06.2020 | All complaints under Section 138 NACT and other complaints under other Acts alongwith other urgent matters. |
| 15.06.2020 | All Civil suits along-with other urgent matters. |
| 16.06.2020 | All complaints under Section 138 NACT and other complaints, alongwith other urgent matters. |
| 17.06.2020 | All Civil suits along-with other urgent matters. |
| 18.06.2020 | All complaints under I.P.C. and other complaints, alongwith other urgent matters. |
| 19.06.2020 | All Civil Miscellaneous applications along-with other urgent matters. |
| 20.06.2020 | All complaints under Section 138 NACT and other complaints, alongwith other urgent matters. |


District & Sessions Judge,
Narnaul.

Annexure 'C'

Check list-cum- Scrutiny form

The advocates are also requested to comply with the following guidelines/checklist at the time of filing of case and will also annex the checklist with file:-

| Sr. No. | Guidelines/ Checklist | Remarks |
|----------------|---|----------------|
| 1. | Whether case/ suit/petition is time barred. | Yes/No |
| 2. | If yes, application for condonation of limitation filed alongwith special execution of time of limitation due to COVID-19. | |
| 3. | Whether registered envelopes duly stamped alongwith other necessary forms and copies of Plaint / Application / Petition etc. as per number of parties to be served are filed or not ? | Yes/No |
| 4. | Whether proper court fee is affixed as per law or not ? If not reason for the same and application for exemption filed. | Yes/No |

Name & Signature of
official of Judicial Branch

Name and Mobile No. Of Advocate
for the parties.