

**OFFICE OF DISTRICT & SESSIONS JUDGE (SOUTH DISTRICT)
SAKET COURTS COMPLEX, NEW DELHI**

SUB: ADVISORY PROTOCOL

In continuation of the earlier Circular no. Judl-II/ F.7/ South/ Saket/ 2020- 6048-6096 dated 21-03-2020 and in view of the Advisory Protocol issued by the Office of the Ld. District & Sessions Judge (HQs), THC, Delhi, keeping in the mind the extraordinary circumstances prevalent due to Covid-19 pandemic, following **Advisory Protocol** be followed in South District in order to minimise the scope of physical interaction between the Judicial Officers (ADJs/ASJs) on duty and other stakeholders concerning the South District, Saket Courts Complex:

1. As and when an Advocate/litigant calls up AO (J) to request for urgent listing of any matter, the AO(J) shall ask the Advocate/litigant to send complete paper book (Bail application or Complaint + Stay application with documents), indicating the email id of the Advocate/litigant on the paper book itself, in PDF format to the dedicated email: **aojsouth@gmail.com**. The said dedicated e-mail shall be under the control of the AO(J). The AO(J) shall transmit the paper book to the concerned Judicial Officer on duty on his/her e-mail id which the AO (J) may obtain in advance.
2. The concerned Judicial Officer (ADJ/ ASJ) on duty, if satisfied that it is a matter of extreme urgency, shall communicate the same to the AO(J), and may request the Advocate/litigant, through AO (J), to address arguments by videoconferencing via Zoom Cloud Meetings application, if convenient.
3. If the Advocate/litigant agrees to address arguments through video conferencing, the concerned Judicial Officer (ADJ/ ASJ) on duty shall fix earliest possible time, and shall accordingly direct the AO(J) to list the matter before herself/ himself or the judicial officer on duty on the next day.
4. The AO(J) shall transmit the paper book to the Prosecutor on duty by e-mail immediately after the matter has been listed. The e-mail id of prosecution side shall be obtained by the Filing Section and conveyed to the AO(J) who shall further convey the email id to the Judicial Officer on duty.
5. On the day and time fixed for hearing, the Judicial Officer shall log in Zoom Application and shall by e-mail send the URL to the Advocate/ litigant/Prosecutor through Zoom itself, on receipt whereof the Advocate/litigant/Prosecutor shall join the video conferencing for arguments.
6. During the said videoconferencing Stenographer of the Judicial Officer on duty shall also be made to join from her/his home.
7. Either in presence of both sides or soon after the arguments, the Judicial Officer shall dictate the order to the stenographer over phone call or video conferencing.
8. The stenographer shall, after typewriting the order, send the same by email to the Judicial Officer, who shall sign the same after taking printout or shall append digital signatures on the same and shall send either the digitally signed order or scanned copy of the signed order by email to saketcourts-dl@nic.in, the dedicated email id of Computer Branch. And if required, also to the AO (J) for urgent transmission to the Advocate/ litigant.
9. The computer branch shall immediately get the digitally signed order or the scanned copy of signed order uploaded on the website .
10. It is clarified that the above procedure shall be adopted only with consent of all stakeholders and hearings may be allowed only in cases of extreme urgency.

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(POONAM A BAMBA)
DISTRICT & SESSIONS JUDGE SOUTH
Saket Court Complex, NewDelhi