

OFFICIAL MEMORANDUM

Ref :	High Court's Official Memorandum in R.O.C.NO. 41440-A/2021/C3 dated : 10.06.2021.
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In view of the Hon'ble High Court's Official Memorandum cited above, the following instructions are issued for the Physical filing of the Cases from **14.06.2021**.

1. Filing of Cases :- Physical filing of urgent cases is permitted along with affidavit mentioning the reasons for urgency of filing through "**Drop Box**" meant for "Family Court" placed at Esplanade Gate from 10.30 a.m. to 3.30 p.m. on all working days. After verifying the petition, if it is found in order, the petition will be numbered. Otherwise it will be returned through "**Return Box**" proposed to be kept at Esplanade Gate. The returned petitions will be delivered at Esplanade Gate by acknowledging the same in the "**Return Register**" maintained by the staff members of Family Court, Chennai. The facts of return or Numbered petition will be informed in the City Civil Court website. **The Urgent Civil Cases taken on file will be heard only through Video Conference.**

2. Hearing of Cases :- In respect of pending cases if both the parties are ready and willing to proceed through Video Conference, they are required to file a "Joint Memo" into the "Drop Box" with their convenient date and time, atleast three days in advance. In such cases, the concerned Court, if it is found convenient with the

time schedule, the case number, date and time will be informed to the concerned counsel from the court concerned. The mobile number and e-mail Id of the counsel should be furnished in the Joint Memo.

Cases be taken up for hearing only on filing of Urgent petition. Nature of urgency will be decided by the concerned Judge of Family Courts, Chennai. If necessary, witnesses can be examined through Video Conferencing. All other cases posted for the day will be adjourned enmasse to a future date and the same will be uploaded in e-Courts.

3. Copy Applications :- Copy Applications on urgent matters pertaining to Family Court shall be presented in the **Family Court “Drop Box”** and copies made ready will be delivered at the Esplanade Gate by acknowledging the same in the Copyist Section Register maintained by the Staff Members of Copyist Section of Family Court.

4. Entry of Lawyers and Parties :- As per the Honourable High Court’s direction in the Official Memorandum cited above, the Litigants / Lawyers are requested not to enter into the Family Court premises unless and otherwise their presence are required for urgency cases decided by the Concerned Judges of Family Courts, Chennai and they are permitted only for Emergent needs of the Court.

S/d.J.Shanthi
I Additional Principal Judge,
FAC of Principal Judge,
Family Court, Chennai.