

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT,
SIVAGANGAI.
DATED : 31.05.2020.**

CIRCULAR

D.No. 2754/2020.

Dated: 31.05.2020.

Sub. : Courts – COVID'19 – Spread of Corona Virus Pandemic – Limited functioning of the Subordinate Courts in the State of Tamil Nadu due to lock-down in the State of Tamil Nadu up to 31.05.2020 – Further orders issued by the Hon'ble High Court of Madras, Chennai as per the directions of the Hon'ble Administrative Committee, High Court of Madras, Chennai – Directions Issued – Regarding.

- Ref. : 1. Official Memorandum in R.O.C. No. 23991 – C/2020/C3, dated 01.05.2020 of the Hon'ble High Court of Madras, Chennai.
2. Letter dated 01.05.2020 of the Hon'ble Registrar General, High Court of Madras, Chennai along with the enclosure of Notification No. 40-3/2020 DM-I(A), dated 01.05.2020 issued by the Ministry of Home Affairs, Government of India.
3. Official Memorandum in R.O.C. No. 1363/2020/RG/Sub. Courts, dated 30.05.2020 of the Hon'ble High Court of Madras, Chennai.
4. [This Court's Circular in D. No. 2190/2020, dated 17.03.2020.](#)
5. [This Court's Proceedings in D. No. 2371/2020, dated 25.03.2020.](#)
6. [This Court's Circular in D. No. 2450/2020, dated 03.05.2020.](#)
7. [This Court's Circular in D. No. 2549/2020, dated 04.05.2020](#)

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In line with the instructions and directions issued by the Hon'ble High Court of Madras, Chennai and the guidelines of the Governments concerned in relation to the COVID'19 pandemic in the District of Sivagangai, certain measures

were implemented for filing emergent matters through email and for hearing of emergent matters by remote conferences in the Courts of Sivagangai District vide this Court's circulars under references [4](#), [5](#), [6](#) and [7](#) cited above.

The Hon'ble High Court of Madras, Chennai by the Official Memorandum under reference 3rd cited above, had issued certain directions allowing only staggered opening of Subordinate Courts in the State of Tamil Nadu and Union Territory of Puducherry, from 01.06.2020, for a period of two weeks. In compliance with the said directions, the following modifications are made to be existing proceedings for hearing and filing of cases as stated above.

I. HEARING:

1. Presiding Officers of all Courts in Sivagangai District shall ***continue their work through video conferencing***, as it is being continued for the time being, with 15 – 20 cases approximately per Court/ per day. The capacity of such facility is subject to further assessment by the Principal District Judge, Sivagangai, and the number of cases taken-up for hearing may be increased or decreased, after obtaining permission from the Principal District Judge, Sivagangai.
2. Appeal Cases will be taken-up through video conference, subject to the availability of facility and time slot of the respective Courts in all the Courts concerned in the Sivagangai District.
3. However, in the Courts situated in the Combined Court Building Complex, Sivagangai, where physical Court hearing has been permitted by the Hon'ble High Court, the cases which can be heard without the presence of litigants and any other persons, including appeal cases and arguments in civil cases will be taken-up for hearing.
4. Bail application and anticipatory bail application of the Courts in the Combined Court Building Complex, Sivagangai will be physically heard and as per the cause list, published in the District Court website (<https://districts.ecourts.gov.in/sivaganga>).

II. RESTRICTIONS FOR ENTRY :

1. Only in the Combined Court Building Complex, Sivagangai,

the lawyers, whose cases are listed in the [special cause list](https://districts.ecourts.gov.in/sivaganga), published in the website of the Sivagangai District (<https://districts.ecourts.gov.in/sivaganga>), will be permitted entry into the Court building.

2. In all the other Courts, the hearings would be only through video/remote conferencing.
3. Lawyers shall co-operate with the lawyer volunteers, Judicial Officers and Court staff, in ensuring social distancing, thermal screening and any other sanitization procedure put in place, in the Combined Court Building campus.
4. Only those staff, who have been assigned duty, by the respective Courts, will be permitted entry into the Courts in Sivagangai District.
5. Entry to any other person would be only on the specific permission of the Principal District Judge, Sivagangai.
6. Only one counsel for a party, who is on record shall be permitted entry into the Court. If the counsel on record, authorizes another counsel to appear the representing counsel, he will be permitted entry upon production of an authorization letter from the counsel on record in this regard.
7. Lawyers above the age of 65 years may abstain from coming to Court and instead avail the facility of video conferencing.

III. FILING:

1. Court-wise filing boxes shall be kept near the entrance of the Combined Court Building Complex, Sivagangai, which will be manned by a Court staff.
2. Lawyers are required to file the case papers, copy application, etc., in the respective boxes.
3. Before filing the same, they shall ensure that, the filing advocate's name and enrollment number beside the nature of petition are recorded in a register maintained for this purpose, near the filing boxes.
4. Cases can be so filed between 10:30 a.m. to 01:30 p.m. on all working days.
5. The cases presented on the day will be taken-up for scrutiny,

only on the 3rd day, providing sufficient time for COVID'19 virus to become extinct. For example, if a case is dropped in filing box on Monday, it will be taken-up for scrutiny on Wednesday. However, the date seal bearing the actual date of filing will be affixed.

6. Return of defective papers can be collected weekly once on Friday, from the same filing counter, between 10:30 a.m. to 01:30 p.m.
7. Copy of orders will be also issued only on Fridays. However, emergent matters as permitted by the presiding officer concerned, can be received from the same filing counter daily, from 03:30 p.m. to 05:30 p.m.
8. In the Courts situated outside the head-quarters, the previous procedure, as was followed so far as directed vide the reference [4](#), [5](#), [6](#) and [7](#) cited above will be followed for filing.
9. The above filing procedure is in addition of the email filing that is being followed now and as directed vide the reference [4](#), [5](#), [6](#) and [7](#) above.

IV. GENERAL

1. The Cause Lists for physical hearing for [01.06.2020](#), [02.06.2020](#), [03.06.2020](#), [04.06.2020](#), [05.06.2020](#) and [06.06.2020](#), in respect of Courts situated within the Combined Court Building Complex, Sivagangai are uploaded in the website (<https://districts.ecourts.gov.in/sivaganga>).
2. The Bar Rooms, Library, etc., shall not be opened until further orders. However, if any of the lawyers, wish to take their belongings, they may address the Chief Administrative Officer, through his
email id: [imthucud@ gmail.com](mailto:imthucud@gmail.com)
upon which suitable arrangements will be made.
3. Seating arrangements in the Court hall shall be made in compliance with the social distance norms as decided by the Presiding Officer's concerned.
4. At any point of time, more than 5 lawyers including state

counsel shall not be present in the Court hall.

5. Lawyers shall not wear coats/gown/robes. They shall wear plain white shirt, white pants/black pants/ white salwar/ white sarees, plain white neck-band, as a measure to prevent the spreading of COVID'19.
6. Wearing of face mask is compulsory for all.
7. No other person, including litigant is permitted to accompany the advocates in the Combined Court Building Complex, Sivagangai.
8. If, any lawyer requires video conferencing hearing, the same shall be taken-up, at the time convenient, to the Court concerned.
9. In respect of listing of cases by other Courts through video conferencing, they shall be decided by the concerned Presiding Officers.
10. Filing of cases by parties – in – person is permitted only by email as per the procedures prescribed vide reference [4](#), [5](#), [6](#) and [7](#) cited above and the hearing of those cases would only be by video conferencing.

Any deviations on violation of social distancing norms may result in the spreading of infection, which may result in the need to reassess the continuance of physical hearings. Therefore, all concerned are requested to co-operate.

/Sd./B. Karthikeyan/
Principal District and Sessions Judge,
Sivagangai.

To:

1. All the Judicial Officers in Sivagangai District.
2. The President/Secretary,
Bar Associations, Sivagangai District.
3. The Public Prosecutor/ Government Pleader /
Special Public Prosecutor/Additional Public Prosecutor/
Assistant Public Prosecutors,
Sivagangai District.

Copy to:

1. The District Collector,
Sivagangai.
2. The Superintendent of Police,
Sivagangai.