

D-N 6475  
23/6/2021

**OFFICIAL MEMORANDUM**

Sub: Courts & Judges – COVID-19 Pandemic – Functioning of Subordinate Courts in the State of Tamil Nadu and Union Territory of Puducherry – Further directions issued by the Hon'ble High Court, Madras – Functioning of Subordinate Courts in Salem District - Directions issued – Regarding.

- Ref: 1. Hon'ble High Court's Official Memorandum in R.O.C.No.41440-A/2021/C3, dated:26.04.2021, 17.05.2021, 28.05.2021 and 10.06.2021.
2. Hon'ble High Court's Official Memorandum in R.O.C.No.41440-A/2021/C3, Dated:22.06.2021.

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As per the Official Memorandum of the Hon'ble High Court, Madras in the reference 2<sup>nd</sup> cited above, all the Judicial Officers / Advocates / Staff Members / Litigant Public in Salem District are hereby directed to adhere the following guidelines and restricted functioning of Subordinate Courts in Salem District **w.e.f. 28.06.2021 (Monday) to 04.07.2021.**

1. Presiding Officers of the Courts concerned shall ensure that physical hearing of cases be taken up with limited number of cases.
2. Priority shall be given to old Cases and time bound matters.
3. As far as practicable, only both side ready matters shall be taken up. Cases are to be heard on time slot basis.
4. Cause List on weekly basis with time slot be prepared in advance by the Presiding Officer of the Court concerned will be uploaded in the **District Court Website** and the same has to be circulated to the members of the Bar/Advocates on the previous Friday.
5. The Judicial Officers are hereby instructed to submit the Cause List on weekly basis with time slot to the District Court on previous Thursday itself.
6. As far as the Salem District concerned physical hearing of the cases is deferred as per the instructions by the Hon'ble High Court, Madras in the reference 2<sup>nd</sup> cited based on the prevailing Pandemic situation in this District.

7. Listed matters be taken up only **through Video Conferencing (Microsoft Teams Application)** in Salem District. Microsoft Team Video Conference Link for the Subordinate Courts in Salem District and the e-Manual for Microsoft Teams Application for Installing and Join Video Conferencing using Smart Phones are enclosed herewith.
8. Filing of cases shall be through Drop-box method as was done earlier.
9. NSTEP App. may be utilized for service of summons.
10. Bar Associations and canteens shall remain closed until further orders.  
However, to sanitise and to provide access to papers for the Lawyers, the Bar Associations may be opened for four hours on Saturdays (10.00 A.M. to 02.00 P.M.) (i.e.) (26.06.2021 & 03.07.2021).
11. 75% of Staff may be permitted to work on rotation basis, to be fixed by the concerned Presiding Officer of the Court and remaining staff members are directed to be readily available to their residence to attend emergent work when called upon by the Judicial Officers concerned or by the Principal District Judge, Salem.
12. The staff members should follow the COVID-19 guidelines such as Social Distancing, Hand Wash, Wearing of Face Mask, in the Court Premises.
13. In view of the COVID-19 pandemic situation, all the Subordinate Courts will function as per the aforesaid directions till 04.07.2021 subject to any further decision being taken by the Hon'ble High Court, Madras.

Sd/-S.Kumaraguru,  
Principal District Judge,  
Salem

To  
All the Judicial Officers of Salem District.

Copy to:-

1. The Government Pleader/Public Prosecutors, Addl. Public Prosecutors, Salem.
2. All the Bar Associations in Salem District.
3. The Commissioner of Police, Salem City.
4. The Superintendent of Police, Salem District.

Copy to:-

1. The Court Manager, Principal District Court, Salem.
2. The Sherishtadars(General/Admin/Judicial), Head Clerk, Central Nazir, Copy Superintendent, Record Keeper, Official Receiver of Salem District.