

D.No. 4565/2021,  
Dt. 23.06.2021.

Office of the Principal District Judge,  
Villupuram.

Official Memorandum

Sub: Courts & Judges — COVID-19 Pandemic — Functioning of Subordinate Courts in Villupuram District – Further directions issued – Communicated – Regarding.

- Ref: 1. High Court's Official Memorandum in R.O.C.No.41440-A/2021/C3, dated 26.04.2021 and 17.05.2021.  
2. Official Memorandum of the Hon'ble High Court, Madars in Roc.No.41440-A/2021/C3, Dt.28.05.2021.  
3. Official Memorandum of the Hon'ble High Court, Madars in Roc.No.41440-A/2021/C3, Dt.22.06.2021

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Pursuant to the directions issued by the Hon'ble High Court, Madras, vide under reference third cited above, the following directions are issued for restricted functioning of Subordinate Courts in Villupuram District, **w.e.f.28.06.21 to 04.07.21.**

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 and the same has to be circulated to the members of the Bar/Advocates on the previous Friday.
5. Only Listed matters be taken up. Apart from the cases that are listed, if any Advocate is willing to argue any other case, he can do so on a day in which his case is posted, provided both sides are ready and only at the convenience of the Presiding Officer.
6. Filing of cases shall be through Drop-box method as was done earlier.
7. NSTEP App may be utilized for service of summons.

8. No witness shall be examined on physical mode till 04.07.2021.
9. The Judicial Officers in Villupuram District shall ensure that the Advocates arrive in the Court only for their respective cases and immediately after hearing of the case, they leave the Court Premises to avoid overcrowding. Advocates may also be requested to avoid unnecessary entry and gathering in the Court Complex and to maintain social distancing and to follow other COVID-19 Protocols.
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 (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.
12. The Judicial Officers in Villupuram District can make all arrangements for the smooth functioning of Courts and take decision depending of the situation prevailing in their respective Courts, without compromising on the Covid protocol.

All the aforesaid directions may be followed by the Concerned Stakeholders of district judiciary of Villupuram District, until further directions of Hon'ble High Court, Madras.

Principal District Judge,  
Villupuram.

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To:-  
All Judicial Officers in Villupuram District.