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**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT,
SIVAGANGAI.
DATED 04.05.2020.**

C I R C U L A R

Sub. : Courts – Sivagangai District – COVID'19 – Constitution of Special Filing Counter to avoid the gathering and Court accessing, during the Lock-down Period – Orders 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, Madras.
2. Letter dated 01.05.2020 of the Hon'ble Registrar General, High Court, Madras 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. This Court's Circular in D. No. 2450/2020, dated 03.05.2020.
4. This Court's Officer Note Order dated 04.05.2020.

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The Hon'ble High Court, Madras has issued directions regarding the functioning of Courts, under references 1st and 2nd cited above, by considering the contemporary situation and predicted that, it may not be appropriate to resume the regular and normal functioning of Courts in Tamil Nadu. However, this continued state of lock-down should also not impede the functioning of the Courts beyond a limit and hence the Hon'ble High Court, Madras has instructed and allowed the functioning of Courts with the least staff strength not more than 33% of total strength in the Court complexes by ensuring the physical distancing norms.

In this connection, it is necessary to establish a special filing counter in order to receive the filing of physical papers in the cases found urgent by Judges concerned. However, it is also necessary to avoid the access of the advocates and advocate clerks into the Court premises, during this lock-down period due to the COVID'19 pandemic threat.

Therefore, the following arrangements are ordered and to be made in this regard:

1. The special filing counter should be located at the entry/ near to the compound wall of all the Court Complexes in Sivagangai District.
2. The physical copy of filing in this separate filing counter, in respect of cases other than bail and anticipatory bail petitions should be permitted after the compliance of instructions issued by this Court's circular under reference 3rd cited above.
3. The official handling the special counter shall receive filing paper only from the lawyer/litigant, whose request for urgent filing has been approved by the Judge concerned.
4. The entire original necessary documents along with check list should be filed by the lawyer/litigant in the filing counter
5. After the completion of filing process in the separate filing counter, the entire documents shall be kept in a separate box. The physical documents shall be handled only after giving time for the viruses, if any, to become inactive.
6. The official handling this counter shall follow all the safety precautions, including wearing masks, hand gloves besides frequent hand sanitization.

The said directions should be followed without any deviations.


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 /Additional Public Prosecutor
4. The Government /Additional Government Pleader