

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS COURT,
SIVAGANGAI.
DATED 03.05.2020.**

CIRCULAR

D.O. No. - 2450/2020

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 – Summer Vacation of the Subordinate Civil Courts in the State of Tamil Nadu and Union Territory of Puducherry from the 1st of May, 2020 to 31st of May, 2020 kept in abeyance and adjourned – Further modification and Orders issued by the Hon'ble High Court, Madras as per the directions of the Hon'ble Administrative Committee, High Court, Madras – 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, 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.

* * * * *

The Hon'ble High Court, Madras has issued directions regarding the functioning of Courts, under reference 1st cited above, by considering the contemporary situation and pointed 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, yet in order to ensure physical distancing norms, threats of spread of the pandemic by physical contact and to avoid any complications arising therefrom, the system of hearing of matters through remote video conferencing be continued.

Further, the Hon'ble High Court, Madras has considered the various suggestions that have been made by the State Bar Council; the respective Bar Associations of the High Court, whose opinions have been received; the opinion of the Advocate General, and the views of certain other District Bar Associations and individual lawyers, including Senior Advocates, and directed that the level and

volume of Court functioning should be enhanced in a limited staggered manner for the time being till 31st of May 2020, and the same will be continued till the lock-down is lifted or relaxed or a decision has been taken for resumption of normal functioning and subject to any further decision from the Hon'ble High Court, Madras.

Further, the deployed ministerial and subordinate staff for the said period should be divided in shifts in proportions as per requirement and the total deployment not beyond 33% of the total strength. The subject matters may range from Matrimonial cases; POSCO cases; Motor Accident Claims; Domestic Violence cases; Bails and Anticipatory Bails; Injunctions matters; Ex-parte Motions, Rent Control and such related matters, should be conveniently handled through video-conferencing.

Further, the Hon'ble High Court, Madras has directed to comply the new guidelines issued by the Ministry of Home Affairs, Government of India, New Delhi, vide Notification No. 40-3/2020-DM-I(A), dated 01.05.2020, under reference 2nd cited above.

Filing and Hearing procedure:

1. Urgent cases, including bail and anticipatory bails may be filed through emails of respective courts as mentioned here below. After filing, the advocates may contact the nodal officer mentioned, over mobile phone for follow up, if necessary.
2. Bail and Anticipatory bail shall filed in the respective court through e-mail by using the email bail format available in the Sivagangai District Court website.
3. The scanned copies of signed plaint, grounds of appeal, injunction application etc., along with scanned copy of Vakalat, duly signed shall be, accompanied by an application explaining the urgency. The same will be considered by the Judge concerned and if he considers the matter as urgent, the advocate/litigant concerned will receive e-mail in this regard.
4. Upon receipt of such e-mail, the scanned copies of all the papers with signatures shall be sent by e-mail to the court concerned.
5. All the documents pertaining to the cases shall also be scanned sent with a list of documents signed Vakalath also shall be scanned and sent. Advocates can install Cam Scanner or Adobe Scan apps from Play store. Kindly scan the documents using this app or any other app and send it to the court in the email mentioned below. Advocates are requested not to take photo and send the documents as while taking print out, the data may not be legible. Hence

scan the document or capture the document using the above-mentioned apps and send it to the court email address in PDF format. After this printout of the main plaint / petitions / grounds of appeal shall be taken and other regular process related to numbering as provided under CPC and CrPC shall be complied with.

6. A physical copy of the filing in respect of cases other than bail and anticipatory bail petitions, shall also be filed in the counter exclusively kept for this purpose, after being permitted as above.
7. Once it is decided to number the petition/appeal/suit, the judge concerned shall schedule a hearing through video-conference by using Vidyoapp or any other appropriate video conferencing facility. The link for the scheduled meeting will be sent to the advocate concerned half an hour before the time fixed on the date of scheduled hearing.
8. Apart from urgent cases, any other case, which can be conveniently disposed off by video-conference can also be taken up with the consent of both the side. For this, written consent shall be scanned and sent to the e-mail ID of the concerned court, upon which, hearing through video-conference shall be scheduled and other procedure as mentioned above shall be followed.
9. Willing advocates may also file written arguments in PDF format.
10. Enquiry and arguments pertaining to the pending cases will be made only through video conferencing facility such as Vidyoapp or over video call in phone, whichever is feasible for all the parties involved.

Lawyer, litigants, staff and officer shall note the following:

- Wearing of face cover is compulsory in all work places.
- All persons accessing the court computer shall maintain social distancing as per the guidelines issued by the Ministry of Health and Family Welfare.
- In view of the unpredictable situation, all the Court functioning in the regular made in Sivagangai District is suspended.
- Only most urgent and highly essential pending and impending administrative work is undertaken in all the Courts with most minimum support staff by ensuring that the physical distancing is not violated.
- Entry to all, except judges and staff for urgent works into the Court campus is strictly prohibited. Lawyers/Litigants/Police shall be permitted

inside the court campus, only with specific permission by the judge concerned and that too, only for extremely essential purpose.


- Based on the approval of concerned Judicial officer only, most important and emergency work will be carried out in the courts concerned. No routine work will be entertained in any Court.
- All the Judicial Officers, Advocates, Staff, Litigants and Public can use the designated email address for any communication with regard to Judicial or Administrative work mentioned below with contact numbers of the nodal officers.

E-Mail Ids of Courts in Sivagangai District for e-filing and communication			
S.No.	Name of the Court	E-Mail Address	Nodal Officer's Phone Number
1.	Principal District Court, Sivagangai.	svg.dc-tn@indiancourts.nic.in	1.Tr.V.Balasubramanian, Bench Clerk Grade-I -8778969482 2.Tmt.A.Serma Jeyalakshmi, Head Clerk -9940989978
2.	Additional District Court, Sivagangai.	svg.adc-tn@indiancourts.nic.in	Tmt.A.Sarala, Head Clerk – 9626546942 Tr.C.Gunasekaran, Bench Clerk Grade-II - 9965746023
3.	Chief Judicial Magistrate Court, Sivagangai.	svg.cjm-tn@indiancourts.nic.in	A.Jeganathan, Typist – 9344051204
4.	Sub Court, Sivagangai.	svg.sc-tn@indiancourts.nic.in	Tmt.Ratha, Head clerk – 9600479618
5.	District Munsif Court, Sivagangai.	svg.dmc-tn@indiancourts.nic.in	Thiru.Marimuthu, Bench Clerk Grade-III - 7598664930
6.	Judicial Magistrate No.I Court, Sivagangai.	svg.jmc1-tn@indiancourts.nic.in	Tmt.Ramayee, Head Clerk- 8015311578
7.	Judicial Magistrate No.II Court for CBCID Cases, Sivagangai.	svg.jmc2-tn@indiancourts.nic.in	Ragini, Typist – 6380934865
8.	Fast Track Mahila Court, Sivagangai.	svg.adcmahila-tn@indiancourts.nic.in	Tr.Arivalagan, Sherishthadar – 9965777287
9.	Special Court for Trial Prevention of Corruption Act, Sivagangai.	svg.ascpc-tn@indiancourts.nic.in	Tmt.Kavitha, Head clerk - 6381756035
10.	Famil Court, Sivagangai.	svg.fc-tn@indiancourts.nic.in	Gopinath Vijai – Typist – 6382781101

E-Mail Ids of Courts in Sivagangai District for e-filing and communication			
S.No.	Name of the Court	E-Mail Address	Nodal Officer's Phone Number
11.	Sub Court, Devakottai.	svgdko.sc- tn@indiancourts.nic.in	M.A.Maniyarasu, Typist - 8778099465
12.	District Munsif Court, Devakottai.	svgdko.dmc- tn@indiancourts.nic.in	Tmt.Nallammal, Head Clerk, 9789698382
13.	Judicial Magistrate Court, Devakottai.	svgdko.jmc- tn@indiancourts.nic.in	Tr.Sivakumar, Head Clerk, 8508205162
14.	Principal District Munsif Court, Manamadurai	svgmnm.pdmc- tn@indiancourts.nic.in	Tmt.Chandra, Assistant - 9345422784
15.	Additional District Munsif -cum Judicial Magistrate Court, Manamadurai	svgmnm-admcumjmc- tn@indiancourts.nic.in	Tmt.Chithradevi Head Clerk.- 9943912440
16.	District Munsif cum Judicial Magistrate Court, Thiruppathur	svgtpt.dmcumjmc- tn@indiancourts.nic.in	Tr.Parasuraman, Head Clerk, 9442044958
17.	Principal Distrcit Munsif cum Judicial Magistrate Court, Karaikudi	karaikudicrtsvg@gmail. com	Tmt.N.Sumathi, Bench Clerk Grade- III, 9442419452
18.	Additional District Munsif Court, Karaikudi.	svgkkti.admc- tn@indiancourts.nic.in	Tmt.Alagammal, Bench Clerk 9943254746
19.	Judicial Magistrate Court FTC, Karaikudi	svgkkti.jmc- tn@indiancourts.nic.in	Tmt.Veni, Assistant. - 9786088054
20.	District Munsif cum Judicial Magistrate Court, Ilaiyangudi.	svgilg.dmcumjmc- tn@indiancourts.nic.in	Tmt.Sangeetha, Head Clerk.- 9384434606 Tr.Suresh, M.C., - 9843172582
21.	Special Court for Trial of SC /ST Cases, Sivagangai.	svg.adcscst- tn@indiancourts.nic.in	Tmt.Selvi, Bench Clerk Grade-III.- 7598571719
22.	Sub Court, Manamadurai.	svgmnm.sc- tn@indiancourts.nic.in	Tr.Palanichamy, Sherishtadar, 8925834812
23.	District Munsif cum Judicial Magistrate Court, Thiruppuvanam.	svgtpv.dmcumjmc- tn@indiancourts.nic.in	Tmt.Pandiyarajam, Typist 9786806831
24.	District Munsif cum Judicial Magistrate Court, Singampuneri.	<u>dmcumjm19@gmail.co</u> <u>m.</u>	Tr.Karthikeya, Head Clerk, 9715629670
25.	Pocso Court, Sivagangai.	<u>svgpocsocourt@gmail.c</u> <u>om.</u>	Tmt.Karthiyarani, Head Clerk. 9489175291

E-Mail Ids of Courts in Sivagangai District for e-filing and communication			
S.No.	Name of the Court	E-Mail Address	Nodal Officer's Phone Number
26.	Additional Mahila (J.M.) Sivagangai.	svgaddlmahilajm@gmail.com	Tmr.Ezhisai, Assistant, 9788184775

In view of the unpredictable situation, the Subordinate courts shall, until further orders, continue to function as per the aforesaid directives subject to any further decision being taken on the administrative side either by the Hon'ble The Chief Justice or Administrative Committee or the Full Court, as the case may be.


 Principal District and Sessions Judge,
 Sivagangai.

To:

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

Copy to:

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