

OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE, THENI.

Dated the 24th day of September 2020

Sub: Courts - Subordinate Courts - COVID 19 –Physical hearing in all Subordinate Courts in the State of Tamil Nadu and in the Union Territory of Puducherry – Extension of functioning of Courts in Theni District from 28.09.2020 – Instruction Issued - Regarding

Ref: 1. Official Memorandum of the Hon'ble High Court Madras in ROC.No.1363/2020/RG/Sub.Courts dated 31.8.2020
2. Official Memorandum of the Hon'ble High Court Madras in ROC.No.1363/2020/RG/Sub.Courts dated 01.09.2020
3. Official Memorandum of the Hon'ble High Court Madras in ROC.No.1363/2020/RG/Sub.Courts dated 24.09.2020

I accentuate that, the patronage demonstrated by Learned Advocates during the Physical functioning of Courts for the Period of 7.09.2020 till 24.09.2020 were by and large remarkable. In furtherance to the aforesaid 2nd reference, the Hon'ble High Court has further given certain guiding instruction for Physical functioning of courts by widening the ambit few more relaxation.

At this moment, I share that during the, Plenary meeting session with the Hon'ble Administrative Committee of the High Court held on 22.09.2020, I echoed all the suggestions, apprehension of the representatives of Bar association pertaining to Physical court functioning imputed with COVID-19.

In continuance of the ongoing court functioning, The Hon'ble High court has listed out furthermore direction for calibrated and staggered functioning of all the Courts in Theni District as per the aforesaid cited 3rd reference. **Effective from 28.09.2020, Physical functioning of all the Courts including courts at Taluk Level in Theni District will function as per the instruction infra.**

A. Effective 28.09.2020 The Learned Advocates are hereby expected to follow the below given guidelines.

1. Effective 28.09.2020, the no. of cases taken for open court hearing is augmented to 20 cases per day/per court.
2. The subject matter and nature of cases taken on file as supra, is subject to the discretionary of the Principal District Judge/Judicial officer of the respective courts.
3. All those Advocates who are linked with cases listed for hearing as supra, will be allowed entry inside the campus, merely for the purpose of hearing and once the hearing is over the Advocates are requested to leave the campus after completing the allied court work if any connected with the heard case.
4. The entry for litigant is again subject to the listed cases and allowed only if summoned for deposing witness in the listed cases or any other appearance for Court transaction. The concerned Advocates are requested to escort them till they leave the campus.
5. Litigants below 10 years of age and above 65 years of age are strictly prohibited from entering the court campus.
6. The Advocate clerks are permitted to enter the Court campus provided they display the Identification for verification at the Entrance gate.
7. The Magistrate/Court concerned will accept surrender applications and will entertain sureties by allowing to appear in person inside the campus.

NOTE: The latest NSTEP app will be put in use for summon services and all the Judicial officers had been impressed upon for promoting this app.

B) In Addition to the above new initiatives, the existing Process as infra to be continued across all the courts in Theni District:

8. The Existing e Bail process that is in vogue will continue to operate in same online mode as mentioned in the official memorandum of this court dated 25.03.2020.
9. The Existing process of DROP in BOX facility for filing Vakalat/Petitions with the duly affixed court stamp and other pertaining case documents will be in place and kept open during the court working hours.
10. The entry of advocates is purely subject to the discretionary of the Principal District Judge or the presiding officer and time slot will be allotted for each cases in order obviate the Over Crowding.
11. The Enquiry pertaining to the instituted cases, appeal cases will be made and through video conferencing facility like Vidyo Application or over video call in Phone parallely with the regular open court hearing as decided by the Principal District Judge/Presiding Officer.
12. Further any submission of interim applications/Petitions for already pending cases may also be done in the above mentioned way.

I recapitulate the previously issued directions and hereby put forth few added instructions for all the Advocates expected to adhere during the

upcoming days until further orders.

- **All the Advocates are expected to be in white attire with neck band sans Advocate robe and over coat. This Dress Code will be in vogue till until further orders.**
- **Advocates above 65 years of age may abstain from coming to court and instead make use of the Video conferencing facility.**
- **The Bar Associations, Advocates chamber, Library and Canteen shall continue to remain closed.**
- **Advocates and Public Litigants are expected to arrange for their own personal protective apparels and had to strictly adhere to the Physical Distancing norms. Advocates and Public Litigants are directed to wear masks completely during their stay inside the court campus if entry justified and exhorted to cooperate with the frontline staff deputed to check the temperature.**
- **Advocates and Public Litigants, if anyone found with symptoms or raised temperature at the entry point must abstain from entering the court on their own volition. Such Advocates shall inform the uncertainty to the Chief Ministerial staff of the court where the case is listed. Next course of action on deferred hearing will be made accordingly by the presiding officer and the same will be intimated through court website.**
- **Only the listed cases as per the cause list published in the court website based will be taken on board. Further entry for the advocates representing the listed cases alone will be entertained. This is to ensure that the physical distancing is not violated.**
- **The Onus of deciding the entry of Advocates and Public Litigants is**

vested with the Principal District Judge, Theni and the respective presiding officer of the court.

- **Advocates who got access to entry inside the campus should no way engage in gathering or assembling in a group at any place inside the court premises which may end up violating the Physical/social Distancing norms.**
- **All the Advocates can access the enclosed annexure to find the contact details for each court.**
- All the Judicial Officers, Bureaucrats, Advocates, Staff, Litigants and Public can use the undermentioned email address for any communication with regard to Judicial or Administrative work.

theni.ecourt@gmail.com

Ergo under this unpredictable situation, the Subordinate courts shall until further orders continue to function as per the aforesaid advisories and 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.

Encl : Contact numbers for All the Courts

Sd/- A.Abdul Kadhar, B.A., B.L.,
Principal District Judge (FAC),
Theni.

To

All the Advocates practicing in Theni District

CONTACT NUMBERS OF THE HEAD MINISTERIAL STAFF

S.No.	Name of the Court	Name of the Staff & Designation	Contact No.
1.	Principal District Court, Theni.	1.Manoharan - Gr 1 Bench Clerk - 9942345949 2.Sivakumar - Gr1 Bench Clerk - 8754317965 3. Gopal - Translator - 9787019518	
2.	Additional District Court, (FTC), Theni.	Tmt. L. Subadra, Head Clerk	9488933760 9901935988
3.	Additional District Court, Periyakulam.	Thiru.Venkatesan, Head Clerk.	9787849500
4.	Family Court, Theni	Tmt. B. Kalayarasi, Sheristadar	9626669608
5.	Special Court for trial of cases under SC/ST Act, Theni.	Thiru.B. Dharmadevan, Sheristadar	9677932238
6.	Mahalir NeethiMandram, Theni.	Thiru. S. Sethuramasamy, Sheristadar	9500993758
7.	Chief Judicial Magistrate Court, Theni.	Tmt. M. Selvi, Sheristadar	8072965008
8.	Sub Court, Theni.	Thiru. Ayyanan, Sheristadar	9688182558
9.	Sub Court, Periyakulam.	Thiru. Rajasekaran, Sheristadar.	9629542346
10.	Sub Court, Uthamapalayam.	Thiru. T. Nixon, Sheristadar	8838600296
11.	District Munsif Court, Theni	Tmt. A. Shanthi, Head Clerk	9790243487

12.	District Munsif Court, Periyakulam.	Tmt. Valli, Head Clerk.	9585974609
13.	District Munsif Court, Uthamapalayam.	Tmt. R. Meenakshi, Head Clerk	9952378599
14.	District Munsif Court, Bodinayakanur.	Tmt. S. Dhanuskodi , Head Clerk	9487884097
15.	District Munsif Court, Aundipatti.	Thiru. N.Shanmuganathan, Deputy Nazir	9865780380
16.	Judicial Magistrate Court, Theni	Tmt.Kokilaveni Head Clerk	8428874714
17.	Judicial Magistrate Court, Periyakulam.	Tmt. Velvizhi, Head Clerk.	9384912661
18.	Judicial Magistrate Court, Uthamapalayam.	Tmt. Sarathamani, Head Clerk.	9865729492
19.	Judicial Magistrate Court, Bodinayakanur.	Thiru. A.Mariammal, Head Clerk	9843075667
20.	Judicial Magistrate Court, Aundipatti.	Tmt. Hemalatha, Head Clerk.	7530080276
21.	Fast Track Court (M.L.), Theni.	Tmt. Sudhamani, Head Clerk	9003525184
22.	Fast Track Court (M.L.), Uthamapalayama.	Tmt. C.C. Shanthi, Head Clerk	7845936446