

OFFICIAL MEMORANDUM

Sub : Courts and Judges – Spread of COVID-19 Pandemic – Direction of the Hon’ble High Court received – Functioning of Subordinate Courts in Salem District - Instructions and guidelines issued – Received – Instruction Issued – Regarding.

Ref : Official Memorandum of the Hon’ble High Court, Madras in ROC No.41440-A/2021/C3 dated 28.5.2021.

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In view of rapid increase of COVID-19 cases in recent days, the Hon’ble High Court, Madras has issued directions about the restricted functioning of Subordinate Courts in the Official Memorandum under the reference cited above.

In obedience of directions issued by the Hon’ble High Court, Madras the following instructions and guidelines are issued to the Subordinate Courts to all the Judicial Officers, Staff Members, Advocates and Litigants in Salem District to strict adherence of the following guidelines **from 01.06.2021 to 11.6.2021.**

1. From 01.06.2021 to 11.06.2021, all the Judicial Officers in Salem District sit for court proceedings shall ensure that only the urgent matters are taken up for hearing as far as practicable through video conferencing. No final hearing of the cases to be taken up.
2. Cases be taken up for hearing only on filing of urgency petition. Nature of urgency is to be decided by the Judge in-charge. All other cases posted for the day be adjourned en masse to a specific future convenient date.
3. Entry of Litigants, Advocate Clerks and Advocates are prohibited into the Combined Court Building Premises, Salem and all other Subordinate Court Premises in Salem District.

4. Physical service of summons and Witness summons be deferred.
5. Staff strength is to be maintained at the minimum level to meet the administrative exigencies as decided by the Judge in-charge.

In the aforesaid period (viz. 01.06.2021 to 11.06.2021), the following official procedures are to be adhered strictly by all the Judicial Officers, Advocates, Staff Members and Litigants. All the Bail petitions and emergent/urgency petitions shall be filed and heard only through online mode strictly to follow the instructions hereunder.

- a) Principal Sessions Court Bail and Anticipatory bail petitions and all other Subordinate Court Bail Petitions shall be filed in between 10.30 A.M. to 12.00 P.M. on all working days of the above said period through the respective Court E-Mail only (E-Mail ID for Principal Sessions Court – slm.pdc-tn@indiancourts.nic.in and all other Subordinate Courts E-Mail ID list is annexed herewith separately).
- b) All the emergent/urgency petitions excluding Bail applications shall be filed between 10.30 a.m. to 12.00 p.m., in the separate “Drop Box” alone, specially provided in the entrance of all the Court Premises/Buildings.
- c) Bail petition and Dropped applications will be scrutinised and if any defects are found, it will be reply in the same eMail id. The cause list for the taken up matters will be published on the next day in the C.I.S - (<https://districts.ecourts.gov.in/Salem> Or “eCourtsServices” Mobile Application Software). The urgency of matter will be decided by Judge in-charge.
- d) The hearing of all Bail petitions and the urgency matters will be taken up strictly through Online Mode viz. CISCO WEBEX or any other online mode as decided by the Judge in-charge and the mode will be notified in the cause list.

- e)** The cause list for the taken up matters of all Courts in Salem District will be notified in the C.I.S. Software - (<https://districts.ecourts.gov.in/salem> Or “eCourtsServices” Mobile Application Software).
- f)** The learned Judges / Judicial Officers are instructed to publish the date, time and mode of hearing of taken up matters clearly well in advance through C.I.S. Software - (<https://districts.ecourts.gov.in/Salem> Or “eCourtsServices” Mobile Application Software)
- g)** All Advocates, Advocate Clerks and Litigants are prohibited entry into the Combined Court Building Premises, Salem and all other Subordinate Court Premises in Salem District.
- h)** The onus of deciding the entry of Advocate or party is vested with Principal District Judge and respective Presiding Officer of the Court.
- i)** In case of any difficulty come across by Judicial Officers during Video Conference Proceedings, they can approach the System Analyst, Principal District Court, Salem for redressal who in turn make requisite arrangement for effective disposal of cases.
1. System Officer (In-charge) - Tr.A.Santhoshkumar – 99940 10240
- j)** The helpline numbers are given below for E-Filing related queries.
- 1) Tmt.C.Indiran, Chief Administrative Officer – 97505 92900
 - 2) Tr.G.A.Dhanasekaran, Sherishtadar – 80569 41919
 - 3) Tr.A.Murugesan, Sherishtadar – 93604 92112

GENERAL:

- I. All the Judicial Officers and Staff Members in District Judiciary shall remain stationed at their Head Quarters and keep their mobile phones in active mode to discharge their duties, responsibilities and functions as directed by the Principal District Judge, Salem.
- II. All the Judicial Officers and Head of the Staff Member in District Judiciary are directed to check their official E-Mail periodically to ensure and effective case management.
- III. Any other unavoidable or urgent matters will be taken for hearing is subject of discretion of the Principal District Judge, Salem

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

Encl : Annexure I & II

To

All the Judicial Officers in Salem District.

Copy to

1. The Public Prosecutors, Govt. Pleader, Additional Public Prosecutors in Salem District.
2. All the Advocate practicing in Salem District through concerned Bar Associations in Salem District.
3. The District Collector, Salem.
4. The Commissioner of Police, Salem.
5. The Superintendent of Police, Salem.

Copy to:

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

Annexure -I

Email-id for all the Courts in Salem District

<u>Sl. No.</u>	<u>Name of the Court</u>	<u>Court e-mail ID</u>
1	Principal District Court, Salem.	districtcourt.slm@gmail.com slm.pdc-tn@indiancourts.nic.in
2	I Additional District Court, Salem.	slm.adc1-tn@indiancourts.nic.in
3	II Additional District Court, Salem.	slm.adc2-tn@indiancourts.nic.in
4	III Additional District Court, Salem.	slm.adc3-tn@indiancourts.nic.in
5	District Court under EC Act., Salem.	slm.adcec-tn@indiancourts.nic.in
6	Sessions Court Mahalir Needhimandram Salem	slm.adcmahila-tn@indiancourts.nic.in
7	Labour Court, Salem.	slm.lc-tn@indiancourts.nic.in
8	Family Court, Salem	slm.fc-tn@indiancourts.nic.in
9	POCSO Court, Salem.	pocsocourtslm@gmail.com
10	Additional District Court Fast Track Mettur	slmmtdm.adc-tn@indiancourts.nic.in
11	Chief Judicial Magistrate Court, Salem.	slm.cjm-tn@indiancourts.nic.in
12	Judicial Magistrate I Court Salem	slm.jmc1-tn@indiancourts.nic.in
13	Judicial Magistrate II Court Salem	slm.jmc2-tn@indiancourts.nic.in
14	Judicial Magistrate III Court Salem	slm.jmc3-tn@indiancourts.nic.in
15	Judicial Magistrate IV Court Salem	slm.jmc4-tn@indiancourts.nic.in
16	Judicial Magistrate V Court Salem	slm.jmc5-tn@indiancourts.nic.in
17	Judicial Magistrate VI Court, Salem.	slm.jmc6-tn@indiancourts.nic.in
18	Principal Sub Judge, Salem.	slm.psc-tn@indiancourts.nic.in
19	I Additional Sub Court Salem	slm.asc1-tn@indiancourts.nic.in
20	II Additional Sub Court Salem	slm.asc2-tn@indiancourts.nic.in
21	Principal District Munsif Court, Salem.	slm.pdmc-tn@indiancourts.nic.in
22	I Additional District Munsif Court Salem	slm.admc1-tn@indiancourts.nic.in
23	II Additional District Munsif Court Salem	slm.admc2-tn@indiancourts.nic.in
24	III Additional District Munsif Court Salem	slm.admc3-tn@indiancourts.nic.in
25	IV Additional District Munsif Court, Salem	slm.admc4-tn@indiancourts.nic.in
26	Special District Court for MCOP cases Salem	slm.adcmcop-tn@indiancourts.nic.in
27	Special Sub Court I for MCOP Cases Salem	slm.ascmcp1-tn@indiancourts.nic.in
28	Special Sub Court II for MCOP Cases Salem	ssj2mcpno2court@gmail.com
29	Additional Mahila Court Salem	slm.jmcmahila-tn@indiancourts.nic.in addlmahilacourt.slm@gmail.com
30	Special Court Land grabbing Cases Salem	slm.jmlgc-tn@indiancourts.nic.in

31	Special Court for trial of Prevention of corruption Act Salem	slm.ascpc-tn@indiancourts.nic.in
32	Sub Court Sankari	slmsnk.sc-tn@indiancourts.nic.in
33	District Munsif Court Sankari	slmsnk.dmc-tn@indiancourts.nic.in
34	Judicial Magistrate I Court Sankari	slmsnk.jmc1-tn@indiancourts.nic.in
35	Judicial Magistrate II Court Sankari	slmsnk.jmc2-tn@indiancourts.nic.in
36	Sub Court Attur	slmatu.sc-tn@indiancourts.nic.in
37	Additional District Munsif Court, Attur.	slmatu.admc-tn@indiancourts.nic.in
38	Principal District Munsif Court, Attur.	slmatu.dmc-tn@indiancourts.nic.in
39	Judicial Magistrate I Court Attur	slmatu.jmc1-tn@indiancourts.nic.in
40	Judicial Magistrate II Court Attur	slmatu.jmc2-tn@indiancourts.nic.in
41	Judicial Magistrate Court FTC Attur	slmatu.jmftc-tn@indiancourts.nic.in
42	Sub Court Mettur	slmmtm.sc-tn@indiancourts.nic.in
43	District Munsif Court Mettur	slmmtm.dmc-tn@indiancourts.nic.in
44	Judicial Magistrate I Court Mettur	slmmtm.jmc1-tn@indiancourts.nic.in
45	Judicial Magistrate II Court Mettur	slmmtm.jmc2-tn@indiancourts.nic.in
46	Sub Court Omalur	slmoml.sc-tn@indiancourts.nic.in
47	District Munsif Court Omalur	slmoml.dmc-tn@indiancourts.nic.in
48	District Munsif cum Judicial Magistrate Vazhapadi	slmvzpd.dmcumjmc-tn@indiancourts.nic.in
49	District Munsif cum Judicial Magistrate Edappadi	dmcumjmcourtedappadi@gmail.com
50	Judicial Magistrate Court Omalur	slmoml.jmc-tn@indiancourts.nic.in
51	Judicial Magistrate Court FTC Omalur	slmoml.jmftc-tn@indiancourts.nic.in

Note: Video Conference link – CISCO Webex(ID of the Judicial Officers were uploaded in eCourt Website.)

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

Annexure - II

PHONE NUMBERS CIVIL UNIT

SL. NO.	NAME OF THE COURTS (CIVIL UNIT)	Name of the Staff Members Tvl.	Designation	Phone Number
1	PRINCIPAL DISTRICT COURT, SALEM.	C.Indirani A.Murugesan B.Nambiyandan	CAO Sherishtadar (J) HC/ Supt.,	97505-92900 93604-92112 96009-95115
2	I ADDITIONAL DISTRICT COURT, SALEM.	S.Maheshwari A.Vijayanand	B.C.Gr.I Translator	95006-04333 96003-13777
3	II ADDITIONAL DISTRICT COURT, SALEM.	R.Saraswathi	Sherishtadar	96297-40110
4	III ADDITIONAL DISTRICT COURT, SALEM.	S.Suganthi	Sherishtadar	96003-49790
5	LABOUR COURT, SALEM.	C.Manikandan M.Raju	CAO BC Gr-I	94434-99166 77089-49716
6	SPL.COURT FOR E.C. ACT CASES, SALEM.	P.Manimekalai Sivakami	Sr.Sherishtadar BC Gr.1	63793-10092 94427-28633
7	FAMILY COURT, SALEM.	R.Jayanthi A.Poongodi	Sherishtadar BC Gr-I	94422-09726 97500-39840
8	MAHILA COURT, SALEM.	P.Ramesh R.Gomathi	Sherishtadar. BC Gr.I	94436-65533 97894-88375
9	POCSO COURT, SALEM.	A.Mani C.Maheswari	Sherishtadar. Superintendent	97897-33546 88703-77175
10	SPL.DIST.COURT MCOP TRIBUNAL, SALEM.	S.PE.Sharavanan P.Kamban prabhu	Sherishtadar. Supt.,	98428-81109 99949-50963
11	ADDITIONAL DISTRICT COURT (FTC), METTUR	Athiyaman	Translator	94438-10924
12	PRINCIPAL SUB COURT, SALEM.	R.Venkateswaran S.Meharunnisha C.Revathi	Sheristadar B.C. Grade II B.C. Grade-II	94438-91479 99407-86289 86670-64468

SL. NO.	NAME OF THE COURTS (CIVIL UNIT)	Name of the Staff Members Tvl.	Designation	Phone Number
13	I ADDITIONAL SUB COURT, SALEM	Annalakshmi V.Usha	Superintendent BC Grade – II	94871-90161 98946-05419
14	II ADDITIONAL SUB COURT, SALEM.	R.Gandhimani	Superintendent	82486-32075
15	Spl. S.C .for MCOP.Cases No.I, Salem.	M.Suganthi M.Punitha	Sr. Sher. B.C.GR.II	99521-73894 90030-23864
16	Spl. S.C. for MCOP.Cases No.II, Salem.	Kalaiyarasi P.Chandar Rao	Sherishtadar Assistant	97865-04650 99446-25906
17	SUB COURT, ATTUR	K.Santhana Krishnan K.Sengottuvelavan A.Ajima	Sherishtadar Superintendent B.C.GR.II	98947-91153 98435-22526 98425-16287
18	SUB COURT, METTUR	L. Meena K.A. Sakunthala	Sher Supt.,	94863-40582 95971-17619
19	SUB COURT, SANKARI.	K.Saroja R.Anandhan P.Parimala	Sr.Sher HC/Supt BC Gr-II	99448-71221 99657-55655 75023-86906
20	SUB COURT, OMALUR	A.Annamalai A.G.Mohana Sundari	Sheristadar BC Gr-II	8903645720 94865-79891
21	PRINCIPAL DISTRICT MUNSIF COURT, SALEM	A.Andiappan K.Krishnan	Suptd. BC Gr-III	98940-28455 98425-37102
22	I ADDL. DISTRICT MUNSIF COURT,SALEM	R.Latha	B.C.Gr.III	97501-80854
23	II ADDL. DISTRICT MUNSIF COURT, SALEM	T.Tamilkumaran Priya	HC/Supt., B.C.Gr III	96009-16134 98427-11619
24	III ADDL. DISTRICT MUNSIF COURT, SALEM	M.Chithra	B.C.Gr.III	97877-61712
25	IV ADDL. DISTRICT MUNSIF COURT, SALEM	P.Vaijyanthi	B.C.Gr.III	63797-77093 94897-49393

SL. NO.	NAME OF THE COURTS (CIVIL UNIT)	Name of the Staff Members Tvl.	Designation	Phone Number
26	DISTRICT MUNSIF COURT, ATTUR.	M.Sundararajan S.Sathya	Suptd. B.C. Gr.III	63744-96757 90036-47523
27	ADDITIONAL DISTRICT MUNSIF COURT, ATTUR	M.Sundararajan R.Kalpna	Suptd. BC Gr.III	63744-96757 90805-27375
28	DISTRICT MUNSIF COURT, METTUR.	T.Velmurugan M.Senthilkumar	Supdt. BC Gr-III	98655-44503 94891-43109
29	DISTRICT MUNSIF COURT, SANKARI	Mallika M.Kokila	Supdt. BC Gr-III	99654-20612 97885-87663
30	DISTRICT MUNSIF COURT, OMALUR.	E.Thirumoorthy P.Mathivanan	Supt., BC Gr-III	97913-36734 97917-86432
31	DISTRICT MUNSIF-CUM-JUDICIAL MAGISTRATE COURT, VAZHAPADI	P.Palanimuthu K.Mageswari	Supt., BC Gr-III	86100-10872 9994676976
32	DISTRICT MUNSIF-CUM-JUDICIAL MAGISTRATE COURT, EDAPPADI	Manjula K.Sagadevan	Deputy Nazir Head Clerk	8939993925 99407-92523
33	Spl.Court for Prevention of Corruption Act Cases, Salem.	Aruna Kamatchi	Supdt Bench Clerk	95859-73981 84281-49237

CRIMINAL UNIT

S. No	NAME OF THE COURTS (CRIMINAL UNIT)	Name of the Headclerks. Tvl.	Designation	Phone No.
1	CHIEF JUDICIAL MAGISTRATE COURT, SALEM.	T.Senthilkumar M.Manikandan R.Venkataraman P.Sivaprakash	Sheristadar HC/Supt., BC Gr-II BC Gr-II	90438-91727 99760-61300 98434-65142 88259-88396
2	JUDICIAL MAGISTRATE COURT NO.I, SALEM	M.Madheswaran K.R.Sujatha	Head Clerk BC Gr-III	97906-09347 96554-80033

S. No	NAME OF THE COURTS (CRIMINAL UNIT)	Name of the Headclerks. Tvl.	Designation	Phone No.
3	JUDICIAL MAGISTRATE COURT NO.II, SALEM	P.J.Prasoon T.Rajesh kumar	Head Clerk Bench Clerk	97893-24747 94422-84161
4	JUDICIAL MAGISTRATE COURT NO.III,SALEM	M.Santhiya E.Santhoshkumar	Head Clerk BC Gr-III	97918-47437 96981-92797
5	JUDICIAL MAGISTRATE COURT NO.IV,SALEM	U.P.Murugan P.Deepa	Head Clerk BC Gr-III	63827-01441 97866-65586
6	JUDICIAL MAGISTRATE COURT NO.V, SALEM	M.Muthukumaran A.Deepa	Head Clerk BC Gr-III	78713-69097 99443-98218
7	JUDICIAL MAGISTRATE COURT NO.VI, SALEM	K.Periyasamy Chitra	Head Clerk BC Gr-III	98421-17924 89037-73282
8	JUDICIAL MAGISTRATE COURT NO.I, ATTUR	C.Velvizhi A.Sivakumar	Head Clerk BC Gr-III	97900-26475 94436-98064
9	JUDICIAL MAGISTRATE COURT NO.II, ATTUR	A.K.Selvi R.Ashok Raj Nirmal Reddy	Head Clerk BC Gr-III	87783-24235 90034-56518
10	JUDICIAL MAGISTRATE COURT NO.I, METTUR	A.Mangaiyarkarasi S.Mohanavalli	Head Clerk BC Gr-III	96294-01294 90802-63466
11	JUDICIAL MAGISTRATECOURT NO.II, METTUR	Govindaraju V.Thilagam	Head Clerk BC Gr-III	90920-77692 97873 -57834
12	JUDICIAL MAGISTRATE COURT NO.I, SANKARI	M.Selvanayagi G.Muthuselvi	Head Clerk BC Gr-III	96985-30047 73734-20044
13	JUDICIAL MAGISTRATE COURT NO.II, SANKARI	M.Boopathiraja K.Vijaya	Head Clerk BC Gr-III	97505-93034 85082-45933
14	JUDICIAL MAGISTRATE COURT, OMALUR	Mahalakshmi S.Kalaiselvi	Head Clerk Bench Clerk	75980-64902 93847-94343
15	F.T.C, MAGISTRATE LEVEL COURT, ATTUR	R.Sumathi Rajalakshmi	Head Clerk Bench Clerk	90038-37678 63813-96879
16	MOBILE COURT, SALEM.	Madhavaraj	Junior Asst.	75983-62298

S. No	NAME OF THE COURTS (CRIMINAL UNIT)	Name of the Headclerks. Tvl.	Designation	Phone No.
17	ADDL.MAHILA COURT (J. M. CADRE), SALEM.	K.Mohankumar L.R.Rani	Head Clerk Bench Clerk	97919 –69812 95009 - 66621
18	F.T.C, MAGISTRATE LEVEL COURT, OMALUR	Murugan Uma	Head Clerk Assistant	96299-66257 99942-66948
19	SPL.COURT FOR LAND GRABBING CASES, SALEM.	Maheshkant	Assistant	95247-66601

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