

OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE, SALEM

Dated the 3rd day of May 2020.

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Sub: COVID 19 – Courts & Judges – Spread of Corona Virus Pandemic – Limited functioning of the Subordinate Courts in the State of Tamil Nadu due to lockdown 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 Orders issued – Regarding.

Ref: 1 Circular of the Hon'ble High Court, Madras in ROC
. NO.1363/2020/RG, Dated:24.03.2020.
2 Circular of the Hon'ble High Court, Madras in ROC
. NO.1363/2020/RG, Dated:12.04.2020.
3 Official Memorandums of this Court, Dated: 25.03.2020.
. .
4 Circular of the Hon'ble High Court, Madras in
. ROC.No.23991-C/2020/C3, Dated:18.04.2020.
5 Official Memorandum of this Court, Dated:01.05.2020.
. .
6 Circular of the Hon'ble High Court, Madras in ROC.No.
. 23991-C/2020/C3, Dated:01.05.2020.

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In view of the present situation and looking to the peculiar grim situation, the Hon'ble High Court had resolved to continue the functioning of the Subordinate Courts as per the Circular of the Hon'ble High Court, Madras, in the reference 1st & 2nd cited, till 30th day of April, 2020. Subsequently, the Hon'ble High Court in its Circular in the reference 4th cited above had kept the summer vacation for the Subordinate Courts in abeyance and instructed to function during the period of 1st May 2020 till 31st May 2020 with the foresight of things returning to normal. However, the prevailing Pandemic situation across the State of Tamil Nadu is still not subsiding and the cure is yet to be flattened and the count of COVID infected cases had surpassed 2757 as reported by the Government of Tamil Nadu. Meanwhile, the Ministry of Home Affairs and the Government of Tamil Nadu had extended lockdown till

17th May 2020 with considerable relaxations across red, orange and green zones, based on the evidence of COVID 19 infection.

Therefore, Hon'ble High Court in its Circular in the reference 6th cited has directed that the level and volume of functioning be enhanced in a limited staggered manner for the time being till 31st of May 2020, which will continue till the lockdown is lifted or relaxed or a decision is taken otherwise for resumption of normal functioning. Therefore, the reference 6th cited above supersedes the reference 4th cited.

Under such distressing circumstances and considering the aforesaid facts, I Proactively take the Precedent from the reference 6th cited Circular given by the Hon'ble High Court and I inform to all the Advocates in the Salem District that only most Urgent and important work will be undertaken. All the Advocates are requested to make use of the e=Bail process that is in practice as per this Court's Official Memorandum and modified Bail format in the reference 5th cited till 31.05.2020 or until further order whichever is earlier.

As per the instruction from the Hon'ble High Court, Madras, in order to increase the maximum support to the litigant public and the Advocate fraternity, I have decided to accept fresh filing of cases only through online mode i.e., through e-mail. **“Further as per the High Court direction the filing of cases would be restricted within the ambit of the following list of cases i.e., Matrimonial Cases, POCSO Cases, Motor Accident Claims, Domestic Violence Cases, Bails and Anticipatory Bails, Injunctions matters, Ex-parte Motions, Rent Control and such related matters, which may be conveniently handled through video-conferencing. Further the cases even on the above listed subject matter, if turns to be cumbersome, then such cases may not be given priority considering the risk of exposing to the Virus. Thus the Learned Advocates are hereby expected to give complete support to execute with the most limited support staff and without complicating the whole process.”**

The Learned Advocates are hereby expected to follow the below given guidelines to file the cases through e-mail.

- Advocates are directed to approach the Court in the below given e-mail address for filing of fresh cases only through e-mail on Monday to Friday upto 3.00 p.m. Under no circumstances Advocates will be allowed entry into the Court Campus unless or otherwise justified by the Principal District Judge.
- Advocates are directed to scan all the documents pertaining to the cases. Kindly send the scanned documents to this Court in the e-mail 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 and send it to the Court through e-mail address in PDF format.
- **Before Filing the Case the Advocate had to submit the permission application by stating the reason and urgency for filing this application during this present scenario of Pandemic condition along with the nature and subject matter of the case and its Court jurisdiction in precise up to maximum of one page. (This is a pre-requisite part of all the petitions/applications submitted).**
- Only after obtaining the permission, should the Advocate send all the scanned documents through e-mail to the concerned jurisdictional courts. The Advocates are requested to conduct the concerned Court through e-mail. The e-mail ID of the concern court is enclosed in the Annexure.
- Institution of the Case will be made after scrutinizing the documents submitted along with **scanned copy of the Court fee.**

- Based on the permission application filed by the Advocates and depending upon the nature and subject of the case, numbering will be done by the concerned jurisdiction court.
- The Enquiry pertaining to the instituted cases will be made only through Video conferencing facility like Vidyo Application. Advocates can install Vidyo App from Play Store and connect to the links of the Vidyo App.
- The Advocates are requested to contact the System Analyst and the Assistant Programmer of this Court to obtain the Vidyo App link. Their mobile numbers are given below.
 1. Tr.Periasamy – System Analyst – 95432 11199
 2. Tr.Madheswaran – Assistant Programmer – 70103 44284
- Further any submission of interim applications/petitions for already pending cases may also be done in the above mentioned way. In which the Advocates has to file **joint memo** of the both side counsels.
- Advocates can send the filing in the following e-mail addresses.

districtcourt.slm@gmail.com

vshoba.cm.salem@gmail.com

cindiranijudl@gmail.com

Further contact this helpline number given below for any queries related to .

Bail, Anticipatory Bail and all District Court Cases	Tmt.Ann Viola – Sherishtadar (General) – 98659 59841
All Petitions scrutinizing in respect of Exparte Motions, Injunction petitions and in pending matters in Salem District.	Thiru.D.Murugesan – Sherishtadar (Judicial) – 93852 43751
Co-ordination with Judicial Officers related to Video Conferencing through Vidhyo App.	Tmt.Sivasakthimani – Sherishtadar (Admin) – 97515 76002

I hereby put forth few instructions for all the Advocates expected to adhere during this lockdown period.

- Only most urgent and highly essential Pending and impending Administrative work is undertaken in all the Courts with most minimum support staff as per circular to ensure that the physical distancing is not violated.
- Entry for Advocates and Litigants into the Court Campus is strictly prohibited. If emergency situation warrants, only then entry of Advocates will be allowed inside the Campus. The Onus of deciding the entry is vested with the Principal District Judge, Salem.
- Prime mode of addressing the court by Advocates/Litigants will be purely entertained via Audio-Visual mode of communication or otherwise prescribed by the Principal District Judge for carrying out any emergency or important work.
- Based on the approval of the Principal District Judge, only most important and emergency work will be carried out in any of the subordinate courts in Salem District. No routine work will be entertained in all the Courts.

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 Chief Justice or Administrative Committee or the Full Court, as the case may be.

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

Encl: 1. Format
2. Annexure
3. Instructions to Participate in the Video Conference

To

1. All the Judicial Officers in the Salem District.
2. All the Advocate practicing in Salem District
Through concerned Bar Associations in Salem District.

Copy to:

1. The District Collector, Salem
2. The Commissioner of Police, Salem
3. The Superintendent of Police, Salem.

Copy to:

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

FORMAT

All emergent Civil matters shall be submitted through e-mail only, irrespective of the Courts in Salem District for obtaining the permission.

S. NO.	Particulars required	Enclosed or not
	Plaint, Affidavit, Petition etc., shall be in pdf form and it shall contain the following details	
1	Copy of Permission of the Principal District Judge, Salem sent through e-mail	
2.	It shall contain <ul style="list-style-type: none">• Emergent affidavit and petition• Complaint/Affidavit/Petition/Application• Documents• Court fee• Specify whether any connected suit is pending• Specify whether Caveat is pending/served	
3.	All the above records shall be scanned and attached in pdf form	
4.	Written Arguments to be submitted in precise	

03.05.2020

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

ANNEXURE

<u>S.No</u>	Taluk	Name of the Court	E-mail ID
1	Salem	Principal District Court	slm.pdc-tn@indiancourts.nic.in
2	Salem	1st Additional District Court	slm.adc1-tn@indiancourts.nic.in
3	Salem	Special Court for EC Act Cases	slm.adcec-tn@indiancourts.nic.in
4	Salem	Mahila Court	slm.adcmahila-tn@indiancourts.nic.in
5	Salem	2nd Additional District Court	slm.adc2-tn@indiancourts.nic.in
6	Salem	3rd Additional District Court	slm.adc3-tn@indiancourts.nic.in
7	Salem	Labour Court	slm.lc-tn@indiancourts.nic.in
8	Salem	Family Court	slm.fc-tn@indiancourts.nic.in
9	Salem	Chief Judicial Magistrate	slm.cjm-tn@indiancourts.nic.in
10	Salem	Judicial Magistrate -01	slm.jmc1-tn@indiancourts.nic.in
11	Salem	Judicial Magistrate -02	slm.jmc2-tn@indiancourts.nic.in
12	Salem	Judicial Magistrate -03	slm.jmc3-tn@indiancourts.nic.in
13	Salem	Judicial Magistrate -04	slm.jmc4-tn@indiancourts.nic.in
14	Salem	Judicial Magistrate -05	slm.jmc5-tn@indiancourts.nic.in
15	Salem	Judicial Magistrate -06	slm.jmc6-tn@indiancourts.nic.in
16	Salem	Principal Sub Court	slm.psc-tn@indiancourts.nic.in
17	Salem	1st Additional Sub Court	slm.asc1-tn@indiancourts.nic.in
18	Salem	2nd Additional Sub Court	slm.asc2-tn@indiancourts.nic.in
19	Salem	Principal District Munsif	slm.pdmc-tn@indiancourts.nic.in
20	Salem	1st Additional District Munsif	slm.admc1-tn@indiancourts.nic.in
21	Salem	2nd Additional District Munsif	slm.admc2-tn@indiancourts.nic.in
22	Salem	Spl. District MCOP Cases	slm.adcmcop-tn@indiancourts.nic.in
23	Salem	Spl. Sub Court for MCOP -01	slm.ascmcop1-tn@indiancourts.nic.in
24	Salem	Spl. Sub Court for MCOP -02	slm.ascmcop2-tn@indiancourts.nic.in

25	Salem	Additional Mahila Court	slm.jmcmahilatn@indiancourts.nic.in
26	Salem	Land Grabbing Court	slm.jmlgc-tn@indiancourts.nic.in
27	Salem	Special Court for Prevention of Corruption Act Cases	slm.ascpc-tn@indiancourts.nic.in
28	Sankari	Sub Court	slmsnk.sc-tn@indiancourts.nic.in
29	Sankari	District Munsif	slmsnk.dmc-tn@indiancourts.nic.in
30	Sankari	Judicial Magistrate -01	slmsnk.jmc1-tn@indiancourts.nic.in
31	Sankari	Judicial Magistrate -02	slmsnk.jmc2-tn@indiancourts.nic.in
32	Attur	Sub Court	slmatu.sc-tn@indiancourts.nic.in
33	Attur	District Munsif	slmatu.dmc-tn@indiancourts.nic.in
34	Attur	Judicial Magistrate -01	slmatu.jmc1-tn@indiancourts.nic.in
35	Attur	Judicial Magistrate -02	slmatu.jmc2-tn@indiancourts.nic.in
36	Attur	FTC Level, Judicial Magistrate	slmatu.jmftc-tn@indiancourts.nic.in
37	Mettur	FTC , Additional District Court	slmmtdm.adc-tn@indiancourts.nic.in
38	Mettur	Sub Court	slmmtdm.sc-tn@indiancourts.nic.in
39	Mettur	District Munsif	slmmtdm.dmc-tn@indiancourts.nic.in
40	Mettur	Judicial Magistrate -01	slmmtdm.jmc1-tn@indiancourts.nic.in
41	Mettur	Judicial Magistrate -02	slmmtdm.jmc2-tn@indiancourts.nic.in
42	Omalur	Sub Court	slmoml.sc-tn@indiancourts.nic.in
43	Omalur	District Munsif	slmoml.dmc-tn@indiancourts.nic.in
44	Omalur	Judicial Magistrate	slmoml.jmc-tn@indiancourts.nic.in
45	Omalur	FTC Level, Judicial Magistrate	slmoml.jmftc-tn@indiancourts.nic.in
46	Vazhapadi	DM cum JM Court	slmvzpd.dmcumjmc-tn@indiancourts.nic.in
47	Edappadi	DM cum JM Court	slmedp.ducumjmc-tn@indiancourts.nic.in