

OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT COURT, SALEM

Dated the 4th day of February 2021.

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- Sub :** Courts – Subordinate Courts – COVID 19 Pandemic – Functioning of Subordinate Courts in full capacity in the State of Tamil Nadu and Union Territory of Puducherry w.e.f. 08.02.2021 – Instructions Issued – Received - Directions issued – Regarding.
- Ref :**
1. Hon'ble High Court's Official Memorandum in Roc.No.88001-A/2019/C3, dated 12.12.2019.
 2. Hon'ble High Court's Official Memorandum in Roc.No.88001-A/2019/C3, dated 13.12.2019.
 3. Hon'ble High Court's Official Memorandum in Roc.No.23991-C/2019/C3, dated 18.04.2020 (For T.N & Puducherry)
 4. Hon'ble High Court's Official Memorandum in Roc.No.23991-C/2019/C3, dated 01.05.2020.
 5. This Court's Official Memorandum dated 26.03.2020.
 6. This Court's Official Memorandum dated 01.05.2020.
 7. This Court's Official Memorandum dated 03.05.2020.
 8. Official Memorandum of the Hon'ble High Court, Madras in Roc.No. 1363/2020/RG/Sub.Courts, Dt : 30.05.2020.
 9. This Court's Official Memorandum dated 03.06.2020.
 10. This Court's Official Memorandum dated 10.06.2020.
 11. This Court's Official Memorandum dated 19.06.2020.
 12. Official Memorandum of the Hon'ble High Court, Madras in Roc.No. 1363/2020/RG/Sub.Courts, Dt : 01.09.2020.
 13. This Court's Official Memorandum dated 04.09.2020.
 14. Official Memorandum of the Hon'ble High Court, Madras in Roc.No. 1363/2020/RG/Sub.Courts, Dt : 24.09.2020.
 15. This Court's Official Memorandum dated 25.09.2020.
 16. Official Memorandum of the Hon'ble High Court, Madras in Roc.No. 1363/2020/RG/Sub.Courts, Dt : 01.02.2021.

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As per the Standard Operating Procedures (SOP) issued by the Hon'ble High Court, Madras in the reference 16th cited, all the Court in Salem District will function in full capacity (pre-COVID pandemic stage) w.e.f. 08.02.2021 as follows:-

1. The filing of cases through drop boxes is withdrawn and the same will be done before the Centralized Filing Centre.
2. The filing of Bail Applications through drop boxes is also withdrawn and the same will be done through physical filing before the Centralized Filing Centre.
3. Entry into the Court Campus shall be permitted only after screening by thermal scanner and wearing of masks.
4. Entry into the Court halls shall be permitted only after hand wash at the entry points.
5. Advocates on record for both parties alone will be permitted to enter into Court halls along with one client per case.
6. Parties / witnesses who are summoned by the Court and required to adduce evidence will be permitted to enter in the Court Campus.
7. Registered Advocate Clerks carrying heavy case files of Advocates and whose assistance is necessary for the Advocates will be permitted into the Court Campus.
8. Limited number of Advocates/parties alone will be permitted to enter into the Court hall at a time. Other Advocates/parties will wait out side the Court Hall maintaining social distance.
9. The Advocates/Litigants/Witnesses are requested to arrive in the court only for their respective cases and leave the court immediately after their cases are over in order to avoid overcrowding.
10. Overcrowding of Advocates or parties in Court halls, sections, corridors and in any common place of Court Campus is strictly prohibited.
11. Conducting the cases through video-conference is also permitted as per rules whenever required in addition to physical hearing of cases.
12. Bar Association rooms, Advocate Clerks room and canteens in the Court Campus shall continue to remain closed until further instructions of the Hon'ble High Court, Madras.
13. Imposing of any other restrictions, modification / relaxation of the above said conditions will be made depending upon the requirements subject to guidelines issued for prevention of COVID-19 by Hon'ble High Court, State and Central Governments.

14. All the Judicial Officers in Salem District are instructed to take necessary steps for frequent cleaning and sanitizing the entire Court Halls, Chambers of the Judicial Officers, entire Office space and Corridors before / after resuming physical functioning of Courts in full capacity.

15. All the Judicial Officers in Taluk Courts are instructed to depute sufficient number of staff members for doing Thermal Screening of Judicial Officers, Staff, Advocates and Litigants entering into the Court Campus.

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

To

1. All the Judicial Officers in Salem District.
2. All the Bar Associations in Salem District. (through E-mail).

Copy to:-

1. The District Collector, Salem.
2. The Commissioner of Police, Salem City.
3. The Superintendent of Police, Salem District.
4. The Commissioner, Salem City Municipal Corporation, Salem.

Copy to:-

The Court Manager, Sherishtadar, Sherishtadar (Admin/Judicial), Head Clerk, Central Nazir, Copyist Superintendent, Record Keeper, Official Receiver, System Analyst, District Court, Salem.