

# **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@ajj.gov.in

---

---

## **OFFICE ORDER**

In view of Standard Operating Procedure (Guidelines) dated 03/06/2020 issued by the Hon'ble High Court of Bombay, I undersigned pass following order for the functioning of Family Court, Pune with effect from 8<sup>th</sup> June 2020 -

### **JUDICIAL**

1. The Family Court, Pune shall continue to function with effect from 08/06/2020 in two shifts (The First shift from 10.30 a.m. to 1.30 p.m. and Second shift from 2.30 p.m. to 5.30 p.m.) with 15% presence of the staff in each shift. Court Nos. 1, 2 and 4 shall work in First shift and Court Nos. 3 and 5 shall work in Second shift. Such Courts shall deal with the hearing of Interlocutory applications, final arguments, compromised matters, petitions for divorce by mutual consent and orders and judgments in such cases.
2. The Office working shall be of four hours in each shift i.e. half an hour before and after the judicial working hours.
3. In the cases of divorce by mutual consent, as far as possible the examination of witnesses and verification of affidavits may be done through video conferencing.

# **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@aij.gov.in

---

---

4. The cases listed on board should be kept moderate in numbers and is to be decided by the concerned Presiding Officer. The Judges may also frame the issues in the cases posted for such cause.

5. The Judicial Officers shall ensure utmost use of the facility of video conferencing and persuade the advocates to use the same by apprising them with the benefits of the facility. The hearing of final arguments shall preferably be done via video conferencing and / or by accepting the written notes of arguments submitted by either of the parties.

6. The Judicial Officers may devote some time for adjusting the board so as to reduce crowd in the Court building/hall. The Judicial Officers may not pass any adverse order owing to the absence of the parties to the proceedings. The Judicial Officers may give priority to the cases posted for delivery of judgments.

## **ADMINISTRATIVE**

1. There shall be counter on the ground floor near the entry gate for the work of filing of cases of urgent nature, affirmation/declaration. The parties or the advocates are permitted to file the cases of Injunction, Custody, Maintenance under Section 125 and 127 of Code of Criminal Procedure 1973 and Divorce by Mutual Consent only. Such cases shall be accepted at

# FAMILY COURT PUNE

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@ajj.gov.in

---

---

the counter between 11.00 a.m. to 2.00 p.m. from Monday to Friday with prior appointment

2. For filing of the cases in the Court, the party or his advocate has to send a request on e-mail [filingfc@gmail.com](mailto:filingfc@gmail.com) for getting date and time slot for the presentation of the case at the counter. They will be given an appointment by communicating the date and time for physical filing of a new case. They have to show the hard copy or soft copy of said intimation at the entrance gate and at the filing counter. If they do not appear on the given date or time slot then the new case will not be accepted and again they have to send another request via e-mail for the same. The party has to file attested copies of the documents by making proper list of them. The affirmation/ declaration may be done before the Superintendent at the same counter. The filed cases shall be kept in isolation for a period of 48 hours and thereafter their scrutiny will be done. If any objection is found during scrutiny the concerned party or advocate will be informed accordingly via e-mail. After the compliance of objections, the petition will be registered and placed before the Principal Judge and /or concerned Judge for further orders.

3. The applications for certified copies will be accepted at the counter on ground floor near entry gate on working Monday to Friday between 2.30 p.m. to 4.30 p.m. The ready certified copies shall be delivered at the same place.

# **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@aij.gov.in

---

---

4. The advocates and staff shall observe social/physical distancing norms and the seating arrangements in the Court halls and departments be adjusted accordingly. No visitor(s) other than advocates and parties in-person whose matters are listed shall be allowed in the Court premises.

5. In order to minimize the physical contact, the information Kiosk machines shall remain switched off until further orders.

6. The copy of the daily board shall be supplied to the Bar Association a day in advance with a request to the concerned Advocates to cause their presence unaccompanied by any other person to avoid crowding and to maintain physical distancing.

7. The precautionary measures issued by the Government of India vide order dated 30/05/2020, by Government of Maharashtra vide order dated 31/05/2020, by Government of Maharashtra, Public Health Department vide letter dated 30/05/2020 and Guidelines issued by the Hon'ble Bombay High Court shall be followed scrupulously.

8. Persons who may have symptoms of fever, sore throat, cough, running nose or breathing difficulty are advised to self-restrain themselves from presently visiting the Court premises. Any visitor with temperature above 38 degree Celsius or having apparent symptoms of Covid-19 or coming from

# **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@aij.gov.in

---

---

containment zone shall not be allowed entry in the Court premises. A minimum of two meter gap between people has to be maintained while queuing and / or entering the Court building. There will be only one entry and exit point in order to manage all visitors including advocates and staff members entering the Court premises. Every person entering the premises shall undergo thermal scanning and hand sanitization. Arrangement of hand sanitization and hand wash is made in the premises of the Court. It is mandatory for every person entering the Court premises to wear a mask.

9. Canteen facilities should be opened after the same have been granted permission by the concerned authorities and it be upgraded to ensure daily continuous cleanliness as per the set norms and further ensuring physical distancing of persons working therein and persons using the facilities.

10. The Staff Members working in the departments, Court halls and chambers of Judges shall ensure that the tables, chairs, telephones, keyboards, handles, knobs etc., are wiped regularly with disinfectants. The Staff using computers shall be advised to ensure their keyboards and mouse are not used by others and are wiped regularly.

11. The members of the Bar are requested not to allow their Junior advocates and clients to accompany them in the Court to avoid over crowding in the Court and to maintain social/physical distancing.

## **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@aij.gov.in

---

---

12. Each and every visitor including advocates and staff members desirous of entry in the Court hall is advised to download Aarogya Setu App in their mobile handsets.

13. Entry of strangers and persons unconnected with any court related work, in the Court is prohibited. All measures which are put in place shall be strictly implemented. Any sort of disobedience in this regard may attract penal provisions.

14. President of Family Court Bar Association is requested to issue instructions to all their members to strictly abide by the lockdown and social distancing norms, failing which the head of the establishment may take such action as he deems fit and proper in the circumstances.

15. The members of the Bar may not enter the Court halls unless the matters in which they have been engaged are called in for consideration. Over crowding of the corridors shall also be avoided.

16. The Bar rooms of Family Court Bar Association shall remain closed till further orders.

17. The Child Care Center located at the ground floor of the Family Court Building shall remain closed for physical access until further orders.

## **FAMILY COURT PUNE**

City Survey No. 34, Final Plot No. 816/1,  
Near Pune District & Sessions Court,  
Shivaji Nagar, Pune 411005

Ph.No. 020-25511038  
Fax No. 020-25512535  
Email : mahpunefc@aij.gov.in

---

---

18. If any Advocate or Litigant is found violating the guidelines issued by the Hon'ble Bombay High Court, the Principal Judge will report the same to the Registrar, Inspection (I). Any violation of the norms may entail the closure of this Court by the Hon'ble High Court, till further orders.

Sd/-xxx

**(Subhash R. Kafre)**

**I/c. Principal Judge,**

**Family Court, Pune.**

**Pune.**

**Date: 04<sup>th</sup> June, 2020**

---

---