

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, JALANDHAR**  
**Office Order**

As per this Office order bearing Endst. No. 5085-91 dated 23.04.2020 hearing on urgent matters is being conducted through Video Conferencing. Further, to ensure safety of the litigants/staff/Advocates and Judicial Officers and to reduce the footfall in the Court premises, it is hereby ordered that the Advocate/Applicant can also file cases of urgent nature on official e-mail ID with scanned copy of relevant documents pertaining to the application/ case along with his ID card issued by Bar Council in case of Advocate and identity proof in case of applicant in person (Documents should be clear and submitted in PDF format only). Advocate/ Applicant should mention his mobile number alongwith an undertaking to file original documents of the case, complete in all respects including requisite court fee and Vakalatnama/Power of Attorney etc., in original (**even if the case is disposed off during the lockdown period**), within a week after withdrawal of lockdown/curfew.

The detail of Emails for receipt of applications through email are as under: -

| Sr. | Particulars                                   | Email Address  |
|-----|---|--|
| 1.  | Matters pertaining to Jalandhar Headquarter   | <a href="mailto:dsj.jalandhar@ajj.gov.in">dsj.jalandhar@ajj.gov.in</a> |
| 2.  | Matters pertaining to Nakodar Sub - Division  | <a href="mailto:court.nakodar@gmail.com">court.nakodar@gmail.com</a>   |
| 3.  | Matters pertaining to Phillaur Sub - Division | <a href="mailto:phillaurcourt@gmail.com">phillaurcourt@gmail.com</a>   |

In order to ensure effective use of Video Conferencing and e-filing it is intimated that following steps are required to be followed by the concerned for smooth conduct of Video Conferencing: -

1. After receipt of application through e-filing/ filing in person same will be sent to the concerned Court by the filing Office.
2. Concerned Reader should put up the fresh applications/ cases before his Presiding Officer for taking necessary orders with regard to hearing of fresh cases through Video Conferencing and inform the Advocate concerned accordingly for Video Conferencing with the prior consent of SO/ SA.
3. In case of matters received being duty officer from other Courts, Reader of the concerned Court on duty is directed to contact the Advocate concerned of the case which are fixed for hearing on the day of duty and to fix the time for Video Conferencing with the prior consent of SO/ SA.

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The detail of Officials who will perform duty of Video Conferencing from 01.05.2020 is as under: -

| Date                           | Name of Officials performing duty   | Mobile No.               |
|--------------------------------|---|--------------------------|
| 01.05.2020                     | Sh. Akashdeep Singh, System Officer<br>Sh. Neeraj Dhiman, System Assistant      | 9463656918<br>9592075380 |
| 02.05.2020<br>to<br>09.05.2020 | Sh. Neeraj Dhiman, System Assistant<br>Sh. Ashwani Kumar, System Assistant      | 9592075380<br>7307222041 |
| 10.05.2020<br>to<br>17.05.2020 | Sh. Akashdeep Singh, System Officer<br>Sh. Ramesh Kumar Gupta, System Assistant | 9463656918<br>9877154420 |

All the Officials on duty at JSC Room/ Video Conferencing and Judicial Officers as well as Officials in the Court Room are directed to strictly adhere to instructions contained in Hon'ble High Court Order bearing No. 5/ Spl. / RG/ Misc. Dated 11.04.2020 (Copy enclosed for ready reference), in view of the prevailing threat of Novel Corona virus (COVID-19).

**System Officers/ System Assistants should prepare step- wise ready reckoner detailing the steps of Video Conferencing and same be dsplayed on Website of this Office for convenience of Advocates and Applicants in person.**

**Sd/-**  
**I/c District & Sessions Judge,**  
**Jalandhar.**

**Endst. No. 5150 – 56 G/-**

**Dated 30.04.2020**

Reader/ System Officer/ Incharge, JSC, Room/ Concerned official/s to note for strict compliance and copy be displayed on Notice Board of this Office/ Court. Copy is forwarded through email to the following for information and necessary action: -

1. All the Judicial officers of Sessions Division Jalandhar including Secretary, DLSA, Jalandhar through the Whatsapp group also.
2. The Deputy Commissioner Jalandhar.
3. The Commissioner of Police Jalandhar.
4. The SSP (Rural), Jalandhar.
5. The Superintendent, Central Jail at Kapurthala.
6. The District Attorney, Jalandhar
7. The President/ Secretary, District Bar Association, Jalandhar, Nakodar & Phillaur.

**Sd/-**  
**I/c District & Sessions Judge,**  
**Jalandhar**