

**CITY CIVIL AND SESSIONS COURT, BORIVALI DIVISION, DINDOSHI  
OFFICE ORDER**

In compliance of the directions of the Hon'ble Principal Judge, Bombay City Civil & Sessions Court, Gr. Mumbai, following directions are issued to all the Staff Members in all the Lock down Courts for compliance with effect from 08.06.2020.

1. All the Urgent Civil and Criminal Applications preferred before the Lock down period prior to 06.06.2020 shall be placed before the regular courts in which the Regular Sessions Case/Charge Sheet is pending and the ABA and BA (before charge sheet) shall be placed before notified Courts as per Zone and Special Courts as per assignment.
2. The Urgent applications shall be accepted and CIS shall be done immediately in Department before assignment to the concerned Courts. The Asstt. Registrar accepting urgent Applications shall ensure that the Applicant/Advocates shall maintain Social distancing during filing of all the Urgent Applications.
3. All the applications preferred by UTP through respective Prisons shall be placed before the respective Courts in which the Regular Sessions Case/Charge Sheet is pending and the ABA and BA (before charge sheet) shall be placed before notified Courts as per Zone and Special Courts as per assignment.
4. All the emails preferred by Advocates, Complainants etc in respect of non placing of matters, non-compliances of orders, communication of copies of writs/orders etc shall be placed before respective Courts in which Regular Sessions Case/Charge Sheet is pending and the ABA and BA (before charge sheet) shall be placed before notified Courts as per Zone and Special Courts as per assignment.
5. All the daily Orders and adjournments shall be uploaded by the concerned Typists and Stenographers before leaving the Courts everyday. All the daily boards of next date shall be prepared and all disposal shall be recorded in Courts Memorandum Book by all the Sheristedars before leaving the Courts.
6. All the daily boards shall be displayed outside of each Court Room and one copy be displayed on General Board at Gr. Floor.

7. The Asstt. Registrar shall maintain updated Balance Sheet of all the Urgent Applications registered by Advocates/Applicants and by UTP through emails during the lock down period and shall furnish copy to the Office immediately upon requirement.

City Civil and Sessions Court, )  
Dindoshi )  
Date : 06<sup>th</sup> June, 2020 )

*S.S. Sawant*  
6/6/2020  
(S. S. Sawant)  
2<sup>nd</sup> Addl. Principal Judge

Copy with Compliments to:-

1. The Hon'ble Principal Judge Shri. M.W. Chandwani and all the Hon'ble Judges of City Civil & Sessions Court at Gr. Mumbai and Dindoshi for information.
2. All the Registrars and other officers of City Civil & Sessions Court Gr. Mumbai and Dindoshi.
3. All the G.P/PP at City Civil Gr. Mumbai and Dindoshi.
4. SC Bar Association at Gr. Mumbai and Dindoshi.