

D.No. 7754  
25/9/20.

**OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE,**  
**SALEM**

**Dated the 25<sup>th</sup> September 2020.**

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Sub : Courts – Subordinate Courts – COVID-19 – Physical hearing in all Subordinate Courts in the State of Tamil Nadu and in the Union Territory of Puducherry – Extension of certain more concessions from 28.09.2020 onwards – Instructions 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. Official Memorandum of this court, dated 31.05.2020.
  10. Official Memorandum of this court, dated 10.06.2020.
  11. Official Memorandum of the Hon'ble High Court, Madras in Roc.No.1363/2020/RG/Sub.Courts, Dt :01.09.2020.
  12. Official Memorandum of this court, dated 04.09.2020.
  13. Official Memorandum of the Hon'ble High Court, Madras in Roc.No.1363/2020/RG/Sub.Courts, Dt :24.09.2020.

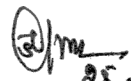
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In continuation of the Official Memorandum of this court in the reference 12<sup>th</sup> cited above, in addition to the existing physical hearing, certain more concessions in the mode of functioning have been enhanced as per the Official Memorandum of the Hon'ble High Court, Madras under 13<sup>th</sup> reference cited.

- All the Courts are permitted to take up at least twenty cases per day.
- Permitted to take up Surrender Applications and entertain the sureties and allow them to enter Court physically before the Magistrate/Court Concerned.
- Time slot will be fixed by court for verifying the Sureties in the afternoon session by the concerned Judicial Officers after completion of court proceedings, in order to avoid overcrowding, thereby maintaining social distancing.
- Time slot will be fixed by court for appearance of witnesses by the court concerned based on their number of calling cases and number of witnesses so appeared. No witnesses will be entertain to leave without depose their witnesses, only because of lack of time.
- All Courts in Salem District are now permitted to function with physical hearing, permitting lawyers as well as litigants to come to court, whose cases are listed for hearing.
- The Courts concerned shall emphasize and impress the advocates to avoid unnecessary adjournments and co-operate in the recording of evidence, so that trials that have been kept in abeyance for long may now progress.
- All the Judicial Officers are hereby impressed upon for the use of service of summons through the latest NSTEP App, which has been provided for in order to facilitate service of summons.
- The existing physical filing of all nature of cases and will be continued and received in separate drop boxes in all working days. The timing for filing in the drop box is 10.30 a.m. to 01.30 p.m.
- The existing filing system of Bail Applications in Drop Box provided separately in filing counter of the respective combined court buildings. The timing for filing in the drop box is 10.30 a.m. to 3.00 p.m. from Monday, the 7<sup>th</sup> day of September 2020 on all working days.
- Returned Bail Application will be placed in the centralized filing court by the concerned court staff between 3.00 p.m. to 5.00 p.m. on all working days.
- The existing filing system of Copy Applications through Centralized filing centre will be continued.
- Advocates are instructed to know status of Bail Applications, returned status and case particulars by using court website. If website is not working, Diary will be kept by concerned court staff in Centralized filing counter between 3.00 p.m. to 5.00 p.m.

- The vehicles of Advocates / Litigants / Witnesses shall be parked only within the areas specified for it.
- The Advocates / Witnesses / Litigants are requested to attend the court only for their respective cases and leave the court immediately after their cases are over in order to avoid overcrowding.
- The Advocates / Witnesses / Litigants (Where compulsory Attendance is necessary) aged above 65-years are requested to abstain themselves from coming Court and instead avail the hearing through Video Conference facility.
- Advocates are required to wear face mask, hand gloves and use hand-sanitizer during their stay inside the Court Campus. Further, they are requested to cooperate with the front line workers who is entrusted with the task of thermal scanning at the entry point.
- All the Advocates shall be in White and White dress with neck band while appear for their cases in the open court hall.
- Bar Association Rooms, Library and Canteens in the Court Campus shall continue to remain closed until further orders.
- The onus of deciding the entry of Advocates and Litigants is vested with the Principal District Judge, Salem and Judicial Officers of the concerned Courts.

The Learned Advocates are hereby expected to follow the instructions for effective and smooth functioning of Courts in Salem District in the present situation.

  
 25.9.2020.  
 Principal District Judge,  
 Salem.

**To :**

1. The Members of Adhoc Committeee,  
Salem Bar Associations.
2. All the Bar Association in Salem District.

**Copy to :**

All the Judicial Officers in the Salem District.  
 The Government Pleader, Salem District.  
 The Public Prosecutor, Salem District.  
 All the Additional Public Prosecutor, Salem District.

**Copy to :**

The District Collector, Salem.

The Commissioner of Police, Salem City.

The Dean, Govt. Mohan Kumaramangalam Medical College and Hospital, Salem.

**Copy to :**

The Court Manager, Sherishtadar's (General / Admin / Judicial), Head Clerk, Central Nazir, Copy Superintendent, Record Keeper, Official Receiver of Salem District.