

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

Dated the 4th September 2020.

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DNO : 7075
4.9.2020

Sub : Courts – Subordinate Courts – COVID-19 – Opening up of physical hearing in the District of Chennai, Kancheepuram and Thiruvallur and physical functioning of Subordinate Courts in all other Districts in the State of Tamil Nadu and in the Union Territory of Puducherry from 07.09.2020 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.

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In continuation of the Official Memorandum of this court in the reference 9th and 10th cited above, the following additional directions issued for strict adherence.

- The Cause list for the physical hearing cases of concerned court will be uploaded in District Court Website on weekly basis.
- In Addition to the Argument cases, list of 3 to 5 cases for examination of witnesses for each court shall be prepared on daily basis, after physical verification of case records. The list of cases for examination of witnesses will be uploaded in the District Court Website by the Judicial Officers concerned.

- The above list of cases to be kept in the entrance of the Court Campus and Advocates whose name are mentioned in the list and counsels who are coming for filing Bail Applications and Original Suits, etc., will be permitted to enter into the Court Campus.
- Only those lawyers would be permitted inside the Court premises to represent their cases on token system (time allotment), whose cases are listed for physical hearing.
- The Advocates who entered into the Court Hall will not be permitted to peruse the Court records. They have to bring their records for final hearing / arguments / enquiry.
- Permission to litigants will be given only to the extent of such witnesses, who are to depose as witnesses in a given case, if listed for physical hearing. Prior permission to be sought from the concerned Judicial Officer.
- The existing physical filing of all nature of cases 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 12.30 p.m.
- **The existing filing system of Bail Applications is modified and the advocates are required to file Bail Applications in Drop Box provided separately in filing counter of the respective combined court building. The timing for filing in the drop box is 10.30 a.m. to 3.00 p.m. from Monday, the 7th 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.
- Any other Advocate whose names are not shown in the Advance Cause list except Suit filing and Bail filing will not be allowed to enter in the Court Campus.
- Witnesses / Litigants shall be permitted into the court campus by producing certificate / SMS phone message issued by the Counsel concerned by indicating the case number and name of the court and purpose of appearance.
- In Criminal Cases, Litigants / Witnesses shall be permitted into the court campus by producing certificate / SMS phone message issued by the Advocates / Police Officials concerned by indicating the case number and name of the court and purpose of appearance.

- 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 (Where compulsory Attendance is necessary) shall be parked only within the areas specified for it.
- The case may be posted in the following schedule of session for examination of witnesses for avoiding overcrowding.

FOR COMBINED COURT BUILDING COURTS AT SALEM

S.No.	<i>Name of the Court which shall examine the witnesses during Forenoon Session</i>	S.No.	<i>Name of the Court which shall examine the witnesses during Afternoon Session</i>
1	Principal District Court, Salem.	1	Labour Court, Salem.
2	I Additional District Court, Salem.	2	Spl.Court For E.C. Act Cases, Salem.
3	II Additional District Court, Salem.	3	Mahila Court, Salem.
4	III Additional District Court, Salem.	4	Spl.Dist.Court Mcop Tribunal, Salem.
5	Family Court, Salem.	5	I Additional Sub Court, Salem
6	Pocso Court, Salem.	6	II Additional Sub Court, Salem.
7	Principal Sub Court, Salem.	7	Spl. Sub Court For Mcop.Cases No.I, Salem.
8	Spl.Court For Prevention Of Corruption Act Cases, Salem.	8	Spl. Sub Court For Mcop.Cases No.II, Salem.
9	Principal District Munsif Court, Salem	9	I Addl. District Munsif Court, Salem
10	II Addl. District Munsif Court, Salem	10	III Addl. District Munsif Court, Salem
11	IV Addl. District Munsif Court, Salem	11	Judicial Magistrate Court No.IV,Salem
12	Chief Judicial Magistrate Court, Salem.	12	Judicial Magistrate Court No.V, Salem
13	Judicial Magistrate Court No.I, Salem	13	Judicial Magistrate Court No.VI, Salem
14	Judicial Magistrate Court No.II, Salem	14	Mobile Court, Salem.
15	Judicial Magistrate Court No.III,Salem	15	Spl.Court For Land Grabbing Cases, Salem.
16	Addl.Mahila Court(J.M.Cadre), Salem.		

FOR TALUK COURTS

S.No.	Name Of The Court	Session		Name Of The Court	Session
ATTUR					
1	Judicial Magistrate Court No.I, Attur	Forenoon	4	F.T.C, Magistrate Level Court, Attur	Both Session
2	Additional District Munsif Court, Attur	Forenoon	5	Judicial Magistrate Court No.II, Attur	Afternoon
3	Sub Court, Attur	Forenoon	6	Principal District Munsif Court, Attur.	Afternoon
METTUR					
1	Additional District Court (FTC), Mettur	Forenoon	4	District Munsif Court, Mettur.	Afternoon
2	Sub Court, Mettur	Forenoon	5	Judicial Magistrate court No.II, Mettur	Afternoon
3	Judicial Magistrate Court No.I, Mettur	Forenoon			
OMALUR					
1	Sub Court, Omalur	Forenoon	3	District Munsif Court, Omalur.	Afternoon
2	Judicial Magistrate Court, Omalur	Forenoon	4	F.T.C, Magistrate Level Court, Omalur	Afternoon
1	Sub Court, Sankari.	Forenoon	3	Judicial Magistrate Court No.II, Sankari	Afternoon
2	Judicial Magistrate Court No.I, Sankari	Forenoon	4	District Munsif Court, Sankari	Afternoon
VAZHAPADI			EDAPPADI		
1	District Munsif-Cum-Judicial Magistrate Court, Vazhapadi	Both Session	1	District Munsif-Cum-Judicial Magistrate Court, Edappadi	Both Session

- The Advocates / Witnesses / Litigants (Where compulsory Attendance is necessary) 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.

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

// T.C.F.B.O //


Chief Administrative Officer,
Prl. District Court, 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.