

OFFICE OF THE PRINCIPAL JUDGE
FAMILY COURTS (HQ), DWARKA, NEW DELHI

No. 4677-4735/Cir./Admn./FC/DWK/2020

Dated: 16.07.2020

Protocol for physical filing of non-urgent/ordinary matters at
Family Courts, Delhi.

The Hon'ble High Court of Delhi has, vide order no.24/DHC/2020 dated 13.07.2020, permitted physical filing of non-urgent/ordinary matters, with the stipulation that all such matters be taken up for hearing only after the normal functioning of the court is resumed. The following protocol shall be followed for physical filing of non-urgent/ordinary cases at the Family Courts, Delhi:-

1. Physical filing can be done at pre-existing/usual Filing Centres of the family courts in each court complex.
2. The timings for physical filing shall be done from 10:30 AM to 3:30 PM on each working day.
3. To ensure safety of all concerned and to prevent over crowding, the physical filling shall be done only after obtaining a time slot from the concerned Nodal Officer by telephone (Whatsapp & sms)/e-mail. List of district wise Nodal Officers, along with their telephone numbers and emails, is given in Annexure A.
4. The advocates/parties shall obtain date and time slot for physical filing through the given email or whatsapp/sms on the mobile number of the Nodal Officer. The particulars of the case i.e. nature/category/title etc. and contact number of the person filing the case shall be mentioned in the e-mail/Whatsapp/sms.
5. The concerned Nodal Officer shall process the request and communicate the date and time slot on the contact details of the party/counsel .
6. No person shall be permitted at the Filing Counter without email/whatsapp/sms message showing the date and time slot given to him. In case,

↓

any person misses the time slot, he/she shall apply for fresh time slot.

7. All the persons coming to the Filing Counter for filing shall strictly observe the physical distancing norms. They shall wear mask, sanitize their hands and comply with all other official guidelines regarding Covid-19.

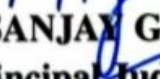
8. The record/files of cases physically filed shall be kept in a separate room/iron boxes for 48 hours to prevent infection, if any. Thereafter, the filing staff shall take up the case files for scrutiny and for further processing.

9. After scrutiny, the Nodal Officer shall send an information to the concerned party/advocate, on the contact number as provided, for rectification of the objection, if any. If there is no objection, the case will be sent to the Ld. Principal Judge.

10. On the following day, the concerned Principal Judge shall allocate the cases. The cases will be taken up for hearing by the concerned Principal Judge/Additional Principal Judge/Judge, Family Court only when the normal functioning of the Court is resumed.

11. The Care Taking branch at Family Courts shall take steps to clean and sanitize the Filing Centre area everyday at regular intervals.

12. The object of this protocol is safety and security of all concerned. Thus, cooperation of all the stakeholders is required for strict adherence to the above protocol.


(SANJAY GARG-I)
Principal Judge (HQ),
Family Courts, Dwarka,
New Delhi.


Dated: 16 JUL 2020

No. 4677-4735 Cir./Admn/FC/DWK/2020

Copy forwarded for information and necessary action to:-

1. The Registrar General, High Court of Delhi.
2. Ld. District and Sessions Judge (HQ), Tis Hazari Courts, Delhi.
3. Ld. Chairman, Centralized Computer Committee, Tis Hazari Courts, Delhi.
4. All the Ld. Principal Judges, Ld. Additional Principal Judges, Ld. Judges, Family Courts, Delhi.
5. Senior Administrative Officer (Judicial), Family Courts (HQ), Dwarka, New Delhi.

6. All the Readers, Family Courts Delhi/New Delhi with the direction to bring this order in the notice of all the staff posted with them.
7. All the Branch In-charges, Family Court , Delhi with the directions to bring this order in the notice of all the staff posted with them.
8. The Branch Incharge, Computer Branch, Tis Hazari Courts, Delhi for doing the needful.
9. The Branch In charge, Computer Branch, Family Courts (HQ), Dwarka, New Delhi for necessary compliance.
10. Post Lt. Principal Judge (HQ), Family Courts, Dwarka, New Delhi


(SANJAY GARG-I)
Principal Judge (HQ),
Family Courts, Dwarka,
New Delhi.

DETAILS OF THE NODAL OFFICERS/CO-ORDINATOR/ COURT
OFFICIALS AVAILABLE FOR PHYSICAL FILING

Family Courts, South-West District, Dwarka, New Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Sh. Jagpreet Singh	JJA	familycourtsfilingsouthwest@gmail.com	8595816344
2.	Ms. InduRawat	JJA	familycourtfilingsouthwest@gmail.com	9716180300

Family Courts, South District, Saket, New Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	
1.	Ms. Preeti	JA	familycourtsfilingsoutheast@gmail.com	7982749820

Family Courts, South-East District, Saket, New Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	
1.	Sh. Bajrang	JA	familycourtsfilingsouth@gmail.com	9212345245

Family Courts, East District, Karkardooma, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Sh. Yogesh Kumar	JA	familycourtsfilingeast@gmail.com	9319146478

Shahdara District, Karkardooma, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Ms. Neha	JJA	familycourtsfilingshahdara@gmail.com	8447988050

North- East District, Karkardooma, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Ms. Komal Prakash	JJA	familycourtsfilingnortheast@gmail.com	8800929635

North-West District, Rohini, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Sh. SumitMathur	JJA	familycourtsfilingnorthwest@gmail.com	9911777444

North District, Rohini, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Sh. Deepak Kumar	JJA	familycourtsfilingnorth@gmail.com	9990081626

New Delhi District, Patiala House, New Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Ms. PallaviRawat	JJA	familycourtsfilingnewdelhi@gmail.com	9313206180

Central & West Districts, Tis Hazari, Delhi

<u>Sl. No.</u>	<u>Name</u>	<u>Designation</u>	<u>E-mail</u>	<u>Mobile</u>
1.	Sh. Samir Gaurav	JJA	familycourtsfilingcentralwest@gmail.com	7488161721