


# OFFICE OF THE DISTRICT & SESSIONS JUDGE NORTH & NORTH-WEST, ROHINI COURTS

## PROTOCOL FOR PHYSICAL (PAPER-BASED) FILING

In terms of letter no. 24/DHC/2020 Dated 13<sup>th</sup> July 2020 of Hon'ble High Court of Delhi and in continuation of Order No. D&SJ(North & N-W)/RC/2020/25541-25636 dated 14<sup>th</sup> July 2020 issued by the undersigned(s), the following protocol is laid down for physical filing of non-urgent/ordinary matters in District Court Rohini. (**Urgent matters shall continue to be filed as per the procedure already in existence/as being followed**) :-

1. Physical (Paper-Based) filing of non-urgent/ordinary matters shall be accepted at the Filing Counter situated at Filing Section, Ground Floor Rohini Court between **10:30AM to 3:00PM** (except the Lunch Session) on all working days.
2. For the purpose of aforesaid, there shall be three separate boxes for each working day for both the districts specified as '**District & Sessions Judge Filing**', '**Senior Civil Judge Filing**' and '**Chief Metropolitan Magistrate Filing**.'
3. The filing shall be done by the Advocates/Litigants by physically putting their files in the boxes specified above.
4. The Advocate/Litigant shall necessarily mention his/her mobile number and email Id alongwith the mobile number and email Id of the Applicant/petitioner on the opening sheet/index which shall only be used for any communication/correspondence.
5. The files shall be accepted as it is without any scrutiny and shall be subject to scrutiny by the concerned court to which the case is assigned/marked.
6. Before putting the file in the respective boxes the concerned Lawyers/Litigants shall make a necessary entry in the specified filing register placed with the Branch Incharge, Filing Section, Rohini Courts.
7. These boxes shall be opened by Branch Incharge, Filing Section, Rohini Courts after expiry of 3 days time and the files shall be then registered as per law and placed before the Concerned Authority for their assignment/markings.
8. The date of hearing (alongwith time, as the case may be) shall be informed to the Lawyer/Litigant by the Reader of the court to which the matter is assigned/marked.
9. It is reiterated that the physical filing of non-urgent/ordinary matters is permitted with a specific stipulation that these matters shall be taken up for hearing after resumption of normal functioning of court.
10. The necessary social distancing norms be strictly adhere to in the entire process of physical filing .

  
(Swarana Kanta Sharma)  
District & Sessions Judge (N)  
Rohini Courts, Delhi.

  
(R.P. Pandey)  
District & Sessions Judge (NW)  
Rohini Courts, Delhi .

Contd.....2


No. 26229-26243 /D&SJ(N&NW)/Sectt./RC/2020

Dated:- 16.07.2020

**Copy forwarded to information and necessary action to:-**

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi,
2. The District & Sessions Judge (HQ), Tis Hazari Court, Delhi.
3. Ld. Chairman, Watch & Ward Committee, Rohini Courts.
4. Ld. Chairman, Corona Committee, Rohini Courts.
5. The Administrative Civil Judge (North & North-West), Rohini Courts.
6. The President/Hony. Secretary, Rohini Court Bar Association with request to take immediate steps.
7. The Branch Incharge (Computer), Rohini Courts to upload the same on the Website(s).
8. The Caretaker, Rohini Courts to paste the same on all Notice BOards as well as on all the entry/exit gates of Rohini Courts.
9. Personal Office of undersigned(s).

  
**(Swarana Kanta Sharma)**  
District & Sessions Judge (N)  
Rohini Courts, Delhi.

  
**(R.P. Pandey)**  
District & Sessions Judge (NW)  
Rohini Courts, Delhi .