

**OFFICE OF DISTRICT & SESSIONS JUDGE (SOUTH DISTRICT)  
SAKET COURTS COMPLEX, NEW DELHI**

No. Judl-II/F.7/South/Saket/2020/LKD-123

Dated, New Delhi the 15.07.2020

**Protocol for Physical Filing of Non Urgent/ Ordinary Matters at Saket Court  
Complex, Delhi (South and South East District)**

In pursuance of the Office Order No. 24/DHC/2020 dated 13.07.2020 of the Hon'ble High Court of Delhi, permitting physical filing of non-urgent / ordinary matters, the following protocol is being issued for physical filing of non-urgent / ordinary matters at Saket Court Complex (South and South East districts):

1. Physical (i.e. paper-based) filings of all categories of **non-urgent / ordinary matters** will be accepted with effect from **16.07.2020**. **Urgent matters shall continue to be filed as per the procedure which is already existing/ being followed**. Advocates are also urged to make **maximum use of the existing facility for e-filing of civil matters**.
2. Physical filing can be done at the pre-existing/ usual filing counters designated for the specified categories of cases, at the Facilitation Centre on the ground floor of the main building of Saket Court Complex.
3. The timings for physical filing shall be from **10:30 am to 02.00 pm**.
4. In order to avoid overcrowding and for ensuring the safety of all stakeholders, the Advocates / Parties-in-person shall obtain a time slot for physical filing of matters, through email on the email ids- [physicalfilingsouth@gmail.com](mailto:physicalfilingsouth@gmail.com) (for South district) and [physicalfilingsoutheast@gmail.com](mailto:physicalfilingsoutheast@gmail.com) (for South East district). The request e-mail for the time slot shall specify the details mentioned in **Annexure A** to this protocol. It shall also be declared that the person who will visit the Court to physically file the matter is not suffering from any Covid-19 symptoms such as cough, fever, running nose etc., and is not coming from/ has not visited any containment zone.
5. The concerned court official (nominated for this purpose) shall process the request and communicate the date and time slot for physical filing by sending a reply on the same Email ID/ phone number from which the request is received. Mr. Naveen Siwas, JJA, (mobile number 8447751373) has been nominated for South District and Ms. Manju Kanojia, SJA (mobile nos. 8920812879, 8447172598) has been nominated for South East District for dealing with such requests.

6. For physically filing a case, the Advocates/ Parties-in-person/ Advocates' Clerks (duly authorised by the Advocates in writing) shall necessarily have to produce/ show a hard copy or soft copy of the Email allotting the time slot for filing, at the filing counter.
7. The advocates/ parties in person/ advocates' clerks (duly authorised by the Advocate in writing) entering the main court building will have to undergo thermal screening and no one with symptoms of cough, fever, running nose etc., will be allowed entry in the court complex. All persons visiting the Court Complex for this purpose shall maintain physical distancing norms, wear masks, sanitize their hands, take all necessary precautions and comply with all official guidelines regarding the Covid-19 pandemic and must have Arogya Setu Application downloaded on their phones.
8. An allotted time slot will be valid only for one-time filing.
9. The advocates/ parties-in-person shall mention their mobile number, Email ID in the vakalatnama / opening sheet/ index for further correspondence with regard to status of the case.
10. The advocates/ parties-in-person/ advocates' clerks (duly authorised by the Advocate in writing) shall file cases, only during their allotted time slots, at the designated filing counters by handing over the hard copies / file to the official present at such filing counters. No receipt/ acknowledgment shall be given at the time of filing. **It is advised that only copies of the documents (to be filed alongwith the plaint/ appeal/ petition, etc.) be filed at the filing counter and the original documents may be filed later on in the concerned court at the time when the matter is heard.**
11. All matters filed as hard copies/ in physical form shall be kept separately in isolation for 24 hours and only thereafter the filing staff shall take up the matters for scrutiny and further processing. After scrutiny, intimation shall be sent to the concerned person on his/her mobile number / Email ID, for rectification of the objections/ defects, if any. If there are no objections/ defects, the matters will be assigned to the concerned Courts and the files will be sent to the concerned Courts. The matters will be taken up for hearing only when the normal functioning of the Court resumes. A List of cases filed physically and which have been marked to the concerned Courts shall be uploaded on the court website within 5 days (from the date of filing).
12. The Caretaking branch shall take steps to deep clean and sanitize the area designated for physical filing at the Court complex every day and shall also sanitize the same at regular intervals.

13. This protocol is for the safety and security of all including lawyers, litigants, court staff and clerks of lawyers and strict adherence to it and cooperation of all is solicited.

14. In case of any difficulty the advocates/ parties-in-person may contact Mr. Naveen Siwas, JJA (mobile number 8447751373) for matters related to South District and Ms. Manju Kanojia, SJA (mobile nos. 8920812879, 8447172598) for matters related to South East District.

Sd/-  
(NEENA BANSAL KRISHNA)  
District & Sessions Judge  
(South-East)

Sd/-  
(POONAM A. BAMBA)  
District & Sessions Judge  
(South)

No. Judl-II/F.7/South/Saket/2020/LKD-123

Dated, New Delhi the 15.07.2020

*Copy forwarded for information and necessary action to:*

1. The Registrar General, Hon'ble High Court of Delhi.
2. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in South & South-East District, Saket Courts, New Delhi.
4. Officer In-Charge, Computer Branch, Saket Courts, New Delhi.
5. Officer In-Charge, Bail & Filing, South & South -East District, Saket Courts, New Delhi
6. The Judge In-Charge, Mediation Centre, Saket Court Complex, New Delhi.
7. The Secretary, DLSA, South & South-East District, Saket Courts, New Delhi.
8. The Chief Public Prosecutor South & South-East District, Saket Courts, New Delhi.
9. The Secretary Bar Association, Saket Courts, New Delhi.
10. The Director General (Prisons), Central Jail, Tihar, New Delhi.
11. The PRO, Saket Courts, New Delhi.
12. The Caretaking Branch, South District, Saket Courts, New Delhi.
13. PS/Reader to the Ld. District & Sessions Judge South.
14. PS/Reader to the Ld. District & Sessions Judge South-East.
15. R & I Branch South & South-East for uploading on **LAYERS**.

Sd/-  
(NEENA BANSAL KRISHNA)  
District & Sessions Judge  
(South-East)

Sd/-  
(POONAM A. BAMBA)  
District & Sessions Judge  
(South)

**ANNEXURE -A**

**REQUEST FORM FOR TIME SLOT FOR PHYSICAL FILING**

To  
(Concerned Official)  
South/ South East District, Saket Court Complex

It is requested that appropriate time slot may be allotted to me for physically filing the matter (**non-urgent/ ordinary**), with the following details, at Saket Court Complex.

**District:** South/ South East

**Nature of Case:** Civil/ Criminal

**Court where to be filed:** Sessions Judge/ District Judge/ Senior Civil Judge/ Rent Controller/ Chief Metropolitan Magistrate

**Type of Case:** Crl. Appeal/ RCA/ MCA/ Civil Suit/ Criminal Complaint, etc.

**Title of the Case :**

**In case of batch matters or otherwise specify number of cases to be filed (with requisite details):**

I shall be personally visiting the Court to file the aforesaid matter. I declare that I am not suffering from any Covid-19 symptoms and am not coming from/ have not visited any containment zone.

OR

My duly authorised clerk (authorised in writing by me) namely \_\_\_\_\_ will be visiting the Court to file the aforesaid matter. I declare that he is not suffering from any Covid-19 symptoms and is not coming from/ has visited any containment zone.

Name:  
Chamber Number/ Office or Residential Address  
Email:  
Mobile Number: