

**OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT AND SESSIONS
JUDGE, VELLORE**

Dated the 31st day of March 2020

Sub: COVID 19 – e Bail for emergency and urgent matters – Online submission - Format and guidelines – issued – Regarding

**Ref : 1. Circular of the Hon’ble High Court, Madras in R.O.C. No.1363/ 2020/RG dated 24.03.2020
2. Official Memorandum of this Court dated 30.03.2020.**

In partial modification to this court’s circular in the reference 2nd cited, I hereby request all the Advocates in Vellore District to submit the application for Bail via online and please refrain from coming to court in person for the same. Online application of the bail in prescribed format is enclosed herewith and also available in the official website of the Principal District Court, Vellore.

Duly filled online bail application must be submitted through email only and the orders for the processed applications will be uploaded in the official website of Principal District Court, Vellore.

I further state that the Advocates need not make any in person representation for arguments or collecting the orders on the Bail application submitted through email.

Bail applications shall be filed through email only on working days between 10.00 A.M to 3.00 P.M. Further, all the bail applications received by this court’s email ID will be taken for hearing two days in a week as per the schedule below.

Period	Hearing Day	
10.00A.M. Monday to 12.00 P.M. Wednesday	Thursday	(or the next working day if it comes on a declared holiday)
12.01 P.M. Wednesday to 03.00 P.M. Friday	Monday	

S.No.	Particulars required	Enclosed or not
Bail Application shall be in PDF format and it shall contain the following details:-		
1.	Reason for urgency in moving this bail application at this existing situation	
2.	It shall contain • Crime No.	

	<ul style="list-style-type: none"> • Police Station • Section of Law • Details of the Accused along with the rank • Date of Remand • Number of days in custody • Specify whether first or second application • Specify whether any other similar application is pending before any other court • Specify the grounds for seeking bail in detail 	
3.	Online copy/copy of the F.I.R. shall be attached in PDF format	
4.	Written Arguments (to be submitted in brief)	
5.	Any other documents, which the petitioner relies for seeking bail shall also be attached	
6.	Undertaking by the Advocate to pay the court fee after opening of the courts.	

For online submission of Bail Application:

E-mail Address : vellorecourts@gmail.com

For Orders:

Official Website: <https://districts.ecourts.gov.in/india/tn/vellore/notification>

Date 31.03.2020

sd/- S. Selvasundari,
Principal District Judge,
Vellore.