

PRINCIPAL DISTRICT AND SESSIONS COURT, KHAMMAM

**GUIDELINES FOR ONLINE FILING AND VIDEO
CONFERENCING**

1. The Advocates/party-in-person shall file only extreme urgent matters along with all the relevant documents including the proof of payment of Court fee duly scanned in PDF format to the e-mail id of District Court/concerned court (email IDs uploaded in official website) along with the gist of case and the reasons for taking up the matter urgently.
2. The advocates filing the cases shall necessarily submit the Advocate code, Registered Mobile number and e-mail ID along with the material papers.
3. All pages of the petition would be signed by the party/ authorised agent and also by the Lawyer before being scanned. Annexure to the petition shall also be scanned in PDF format and sent along with the petition. However, upon restoration of normal functioning of the court, hard copies of the complete petition as required under the Rules shall be supplied. Even for the matters filed through online filing during this crisis period and disposed of during this period, the party and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the court.
4. The reply/interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for online filing.
5. The C.A.O./ staff, after scrutinizing, will place the matters before the Hon'ble Presiding Officers. After satisfying the nature and urgency of the matter will be taken up by him. Once the matter is considered for hearing, the Advocate/ parties in person will be intimated through SMS about the details of the date and time slot allotted for hearing their matter.

6. The Advocates/ parties-in-person are requested to present their arguments through Video conferencing/whatsapp/skype from their respective offices/ residences only. However, in case the Advocates/parties-in-persons are unable to present their submission through video conference from their respective home offices/ homes, they can present their arguments from the control Room located at Senior Civil Judges Court, Khammam.

8. After hearing the matters, if an order is to be issued, the Judge will dictate the same to the Steno, who will get the orders signed.

9. The orders, duly signed by the Officer will be uploaded on the official website of the District court. The print out of such order uploaded on the official website is deemed to be true copy of the original order for the purpose mentioned in the order.