

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH DISTRICT,
SAKET COURTS, DELHI**

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

Dated, New Delhi 20.04.2020

MODIFIED ADVISORY PROTOCOL FOR HEARING OF URGENT MATTERS

Pursuant to Order No. R-113/RG/DHC/2020 dated 18.04.2020 issued by Hon'ble High Court and in continuation of previous orders & Advisory Protocols of the Office of the undersigned, keeping in mind the difficulties being faced by the lawyers and litigants on account of extraordinary circumstances continuing to be prevalent due to the suspension of Courts' Work because of COVID-19 Pandemic, following **Modified Protocol is designed for implementation in the SOUTH DISTRICT COURTS in Saket Courts Complex with immediate effect till the lockdown continues:**

1. The Judicial officers posted on duty during the lockdown period shall hear not only "very urgent matters" but all kinds of "urgent matters". No urgent matter shall be refused to be heard on the ground that the same is not "extremely urgent or very urgent matter". It is the Judicial Officer on duty, who shall decide whether the matter in question is urgent matter or not.
2. The urgent matters can be filed by the counsel or the litigant through email at aojsouth@gmail.com, which shall be under the control of Smt. Usha Arora, AO(J). The urgent matter to be heard shall be mailed in the form of an attachment of scanned copy of complete paperbook, including originally signed pleadings, documents, duly sworn affidavits, Vakalatnama etc.
3. **Reason for the urgent hearing should also be included in the application. All the applications and annexures shall be sent as a single PDF document in a single mail. Multiple emails will not be accepted.** The emails shall be sent during court working hours on any working day.
4. Original paperbook shall be physically filed by the counsel/litigant concerned at the Facilitation Centre, South District within 15 days of reopening of courts after the lockdown ends. **An undertaking shall be given by the Counsel to the effect that he will submit the physical copies of the original paperbook along with necessary fees and charges applicable, when the court resumes its normal functioning.**
5. On receipt of the e-mail of the urgent matter, the AO(J) shall take printout of complete paperbook and register the same after checking it. In case of any deficiency in the paperbook, the same shall be informed by the AO(J) to the concerned counsel/litigant by reply e-mail for rectification. The exercise of registration or deficiency and rectification shall be recorded by the AO(J) in a separately maintained register.
6. Once the urgent matter is registered, a copy of the same shall be forwarded by the AO(J) to the Co-ordinator (Computer Branch) Sh. Yazvinder (Phone Number - 9560486134) through email at saketcourts-dl@nic.in. The Co-ordinator (Computer Branch) shall immediately forward by e-mail the complete paperbook to the Judicial officer, posted on duty the next day.

Contd./-----2

::2::

7. On receipt of Paperbook over e-mail, if satisfied that it is an urgent matter, the Judicial Officer shall immediately direct the Co-ordinator (Computer Branch) to get the matter listed on the next working day for hearing through Video Conference over CISCO WebEx.
8. The Co-Ordinator (Computer Branch) shall, immediately on receipt of information from the Judicial Officer regarding listing of the matter, shall forward over e-mail a copy of the paperbook to the Prosecution Branch, who shall further forward the same to the Investigating Officer or the SHO concerned for report/reply. In the said e-mail, the Co-Ordinator (Computer Branch) shall also inform that the matter shall be heard on the next working day at specified time through videoconference over CISCO WebEx.
9. In case of Civil Matters, once informed about the decision of the Judicial Officer that the matter is an urgent matter, the Co-Ordinator (Computer Branch) shall immediately forward over e-mail the complete copy of the paperbook to the non-applicant side as advance copy. In the said e-mail, the Co-Ordinator (Computer Branch) shall also inform that the matter shall be heard on the next working day at specified time through videoconference over CISCO WebEx. The e-mail ID of the non-applicant(s) shall be furnished by the applicant on affidavit alongwith the scanned paperbook.
10. The Co-Ordinator (Computer Branch) shall also inform the applicant litigant/counsel over e-mail that the matter shall be heard on the next working day at specified time through videoconference over CISCO WebEx.
11. The Co-Ordinator (Computer Branch) shall further inform the Co-Ordinator (Video Conference) Sh. Yoginder Kumar (Phone Number - 9871157670) for logging in a meeting at CISCO WebEx and shall send the details of matters to be listed, to the Co-Ordinator (Video Conference) at e-mail vcst.ddc@nic.in.
12. On the day fixed for hearing the matter, five minutes before the scheduled time the Co-Ordinator (Video Conference) shall log in a meeting at CISCO WebEx and send the URL & Meeting Number over e-mail and/or WhatsApp to the Judicial Officer and the concerned counsel/litigants/prosecutors. The Co-Ordinator (Video Conference) shall click the meeting recording icon immediately on logging in.
13. After the hearing is concluded, the Co-Ordinator (Video Conference) shall save the recording and preserve the same.
14. No person other than the counsel/litigant/prosecutor/Investigating Officer concerned shall be allowed by the Co-Ordinator (Video Conference) to join the WebEx hearing, unless permitted by the Judicial Officer. If so desired, the Judicial Officer may direct the Co-Ordinator (Video Conference) to ensure presence of stenographer also in the course of hearing. Once the hearing is concluded, either in presence of both sides the Judicial Officer may dictate the order to the stenographer or may reserve the matter for order.

Contd./-----3

::3::

15. The stenographer shall typewrite the order and send the same over e-mail to the Judicial Officer, who shall sign the printout thereof after carrying out necessary corrections. Thereafter, the Judicial Officer shall send the scanned copy of the signed order to the Co-Ordinator (Computer Branch) over e-mail. The original signed order in its physical form shall be preserved by the Judicial Officer, to be send to the concerned branch on reopening the Courts after the lockdown ends.
16. The Co-Ordinator(Computer Branch) shall transmit a copy of the scanned signed order to all parties concerned as well as the jail authorities (if required) and shall get the same uploaded on the website forthwith.
17. It is clarified that these directions are in addition to and not in derogation of the existing system of filing of hard copies of pleadings and addressing arguments in person before the Judicial Officers.

-----sd-----
(POONAM A BAMBA)
DISTRICT & SESSIONS JUDGE SOUTH
Saket Court Complex, New Delhi

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

Dated, New Delhi 20.04.2020

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 District, Saket Courts, New Delhi.
4. Officer In-Charge, Computer Branch, Saket Courts, New Delhi.
5. The Judge In-Charge, Mediation Centre, Saket Court Complex, New Delhi.
6. The Secretary, DLSA, South District, Saket Courts, New Delhi.
7. Chief Public Prosecutor South District, Saket Courts, New Delhi.
8. The Secretary Bar Association, Saket Courts, New Delhi.
9. The Director General (Prisons), Central Jail, Tihar, New Delhi.
10. The PRO, Saket Courts, New Delhi.
11. The Caretaking Branch, South District, Saket Courts, New Delhi.
12. PA/Reader to the Ld. District & Sessions Judge South.
13. R & I Branch for uploading on **LAYERS**.

-----sd-----
(POONAM A BAMBA)
DISTRICT & SESSIONS JUDGE SOUTH
Saket Court Complex, New Delhi