

No. ADMN/ 2614 /2020

13/6/2020

Office of the
Prl. District & Sessions Judge,
Udupi, dated: 13-06-2020

NOTIFICATION

In furtherance and continuation and compliance with the new Standard Operating Procedure (SOP) District Judiciary published by High Court of Karnataka dated 12-06-2020 permitting the functioning of the Court from 15-06-2020 the following instructions have been issued. Hence, all the concerned have been advised to adhere to following steps meticulously.

1. During the first 2 weeks the matters listed for hearing in the morning and afternoon session will be notified to the concerned Advocates through SMS and will be notified in the District Court Website. Only those Advocates are requested to be present in the Court hall on the days specified for sitting by adopting all safety measures as per the advisories issued by the State as well as the Central Government from time to time. **In respect of the Court of the Additional and Sessions Judge, FTSC-1, Udupi and the Courts at Karkala only 10 Advocates are permitted to enter the Court hall at a time. Waiting room facility will be provided to others whose cases are listed for hearing.**

Sl. No	Name of the Court	Days of sitting
1	2	3
1.	District Court, Udupi	Monday, Wednesday & Friday
2.	Additional District Court, FTSC-1, Udupi	Tuesday, Thursday & Saturday
3.	Prl. Sr. Civil Judge & CJM, Udupi	Monday, Wednesday & Friday
4.	Addl. Sr. Civil Judge & ACJM, Udupi	Tuesday, Thursday & Saturday
5.	2 Addl. Sr. Civil Judge & JMFC, Udupi	Monday, Wednesday & Friday
6.	Prl. Civil Judge & JMFC, Udupi	Tuesday, Thursday & Saturday
7.	Addl. Civil Judge & JMFC, Udupi	Monday, Wednesday & Friday
8.	2 Addl. Civil Judge & JMFC, Udupi	Tuesday, Thursday & Saturday

1	2	3
9.	3 Addl. Civil Judge & JMFC, Udupi	Monday, Wednesday & Friday
10.	4 Addl. Civil Judge & JMFC, Udupi	Tuesday, Thursday & Saturday
11.	Additional District Court, Kundapura	Monday, Wednesday & Friday
12.	Senior Civil Judge, Kundapura	Monday, Wednesday & Friday
13.	Prl. Civil Judge & JMFC, Kundapura (incharge officer--2 Addl. Civil Judge & JMFC, Kundapura)	Tuesday, Thursday & Saturday
14.	2 Addl. Civil Judge & JMFC, Kundapura	
15.	Addl. Civil Judge & JMFC, Kundapura	Tuesday, Thursday & Saturday
16.	Senior Civil Judge and ACJM, Karkala	All working days
17.	Prl. Civil Judge & JMFC, Karkala	
18.	2 Addl. Civil Judge & JMFC, Karkala	

2. Advocates/Party in person have to request for an appointment for filing cases physically in the various courts at **udupi only** shall seek an appointment has to be sought on the email-id pdj-udupi@hck.gov.in indicating

- No of cases they would like to file
- The court where they want to file
- The nature of case and whether any Court/Process Fees they want pay.

No physical filing will be entertained without the appointment. In future all requests seeking Urgent Reliefs (i.e., Advancement application) should be made to the above mentioned mail-Id only. Hearings on urgent matters shall be conducted through **video conference only.**

3. In respect of the Courts at Kundapura, the learned Advocates are requested to obtain prior appointment by sending request to jsckundapura@gmail.com and in respect of Court of the Senior Civil Judge & ACJM, Karkala to cj.sr.karkala@gmail.com and in respect of the Court of the Prl. Civil Judge & JMFC, Karkala and Court of the II Addl. Civil Judge & JMFC, Karkala to pcj.jr.karkala@gmail.com. Further, the prior appointment can also be obtained from the Administrative Sheristedar of the respective Court by sending request through SMS or WhatsApp as the case maybe. The contact number of the Administrative Sheristedar is detailed herewith

Sl. No.	Name of the Court	Contact Number
1	Addl. District and Sessions Judge, Udupi (Sitting at Kundapura)	9481977681
2	Senior Civil Judge Kundapura.	9741450666
3	PrI Civil Judge & J.M.F.C., Kundapura.	8970523303
4	Addl Civil Judge & J.M.F.C., Kundapura	9901660959
5	II Addl Civil Judge & J.M.F.C., Kundapura	8970523303
6	Senior Civil Judge and A.C.J.M., Karkala.	9972992364
7	PrI Civil Judge & J.M.F.C., Karkala.	9886440703
8	II Addl Civil Judge & J.M.F.C., Karkala.	9886440703

The Advocates having such appointments will be permitted to enter the Court precincts for physical filing, **only on showing the appointment on their Cell phones or hard copy.**

4. While maintaining the social distancing and other such guidelines, the Advocates/Party in person are requested to appear in the counter and present the files. They have to carry the presentation form/index sheet copy of the file, on which an acknowledgement will be provided, if needed.

5. The files presented will be processed in the due course by following the sanitisation process and any defects/office objection by informed by SMS messages to concerned Advocates.

6. Once the case is registered, the Advocates/Party in person will get an SMS and the case would be reflected on NJDG e-courts services portal/Application.

7. In case of non - following of the guidelines issued by the Hon'ble High Court the District Court may stop the physical filing process.

8. Certified copies in respect of all the Courts at Udupi will be delivered at counter No.3 at Ground Floor, New Court Complex, Udupi from 12.30 a.m. to 2.00 p.m. on all working days.

Physical Filing timings and place:

Place	Particulars of Court Complex	Time
Udupi	Ground Floor, New Court Complex Counter No.1 & 2	11.30 to 2.00 pm on all working days
Kundapura	Ground Floor, Court Complex	On all working days as per the time slot given in the appointment
Karkala	1. Court of the Sr. Civil Judge and ACJM 2. Court of the Prl. Civil Judge and JMFC	

ASJ
13/6/20
**PRL. DISTRICT JUDGE,
UDUPI**

Copy for information to :-

1. The Addl. District & Sessions Judge, Udupi (sitting at Kundapura), Kundapura
2. The Addl. District & Sessions Judge, FTSC-1, Udupi
3. The Prl. Sr. Civil Judge & CJM, Udupi
4. The. Addl. Sr. Civil Judge and ACJM, Udupi
5. The. II. Addl. Sr. Civil Judge and JMFC, Udupi
6. The Sr. Civil Judge, Kundapura/Karkala.
7. The Prl. Civil Judge & J.M.F.C., Udupi/Kundapura/Karkala
8. The Addl. Civil Judge & J.M.F.C., Udupi/ Kundapura/Karkala
9. The II Addl. Civil Judge & J.M.F.C., Udupi/ Kundapura/Karkala
10. The III Addl. Civil Judge & J.M.F.C., Udupi
11. The IV Addl. Civil Judge & J.M.F.C., Udupi
12. The Superintendent of Police, Udupi – with a request to intimate the jurisdictional Police Stations
13. The Public Prosecutor, Udupi- with a request to intimate the PP, Sr. APPs and APPs at Udupi, Kundapura & Karkala
14. The District Government Pleader Udupi with a request to intimate the ADGP, AGPs at Udupi, Kundapura & Karkala
15. The President Bar Association (Regd.), Udupi/Kundapura/Karkala with a request to circulate the same among the members of the Association.
16. The software technician-with request to web host to the notification
17. office copy