

FAMILY COURT, MUMBAI

ADMINISTRATIVE BUILDING "B" WING, BANDRA EAST, BKC, MUMBAI - 51 Tel Fax 022 26591270 Email - fc-bhc@nic.in

Date: 19th June 2020

FAMILY COURT MUMBAI STANDARD OPERATING PROCEDURE **FOR E-Mail**

- 1) All respected Advocates and litigants to note that, the Email Address fccourtmumbai@gmail.com – is the temporary email facility & is only for the use of extremely urgent cases during lockdown period, to help the parties in case of urgency only.
- 2) Emails on the aforesaid email address facility shall be sent to the court during Court working days and timing only ,as far as possible so that they can be attended immediately & emails sent after court working hours will not be taken on board of the next following day, but will be taken on board on the next day after such next day i.e (Ex:- Email sent after working hours on Monday, will be taken on board on Wednesday).
- 3) In a day, only one application by each party/Advocate pertaining to a case and relief will be entertained and repeated applications claiming same relief as sought in the first application will not be entertained. Parties shall not file multiple applications claiming same relief or reminders, and the same will not be entertained.
- 4) Email shall not be used as “Enquiry Window” or for any other communications including certified copies etc. E-mails which do not follow above procedure will be ignored.
- 5) Any misuse of E-Mail facility will be viewed seriously and shall invite penal action and will be blocked without notice as it will deprive genuine litigants from utilising facility during present crisis.

- 6) Parties shall give details such as Names, Case no, Court no., Future or last date and shall must mention the urgent reason for moving praecipe in the subject line in bold and capital letters in Subject collumn and text of mail.
- 7) Separate email for new filing is newcasefiling.fcm@gmail.com is temporarily created only for moving Precipe for Fresh filing of petition only ,application seeking permission to file petition physically be sent on it.
- 8) Emails sent on incorrect Id (Presently the Court has three Email ID, one for Administrative Use,Second for Urgent hearing Precipe and third for Obtaining Token for Fresh Petition filing) ID's, will be ignored.
- 9) Decorum and dignity of Court shall be maintained while using email facilities.
- 10) SOP of Hon'ble High court and this court shall be followed in letter and spirit.
- 11) The party in person and learned counsel shall discontinue practice of exchanging emails between the parties and their learned counsel by keeping designated email ID of the court in ' CC ' of email.

By Order

Mumbai.

Registrar,
Family Court, Mumbai