

PHYSICAL FILING STANDARD OPERATING PROTOCOL

In view of Officer Order No.24/DHC/2020 dated 13.07.2020 of the Hon'ble Delhi High Court, permitting physical filing of non-urgent/ordinary matters, following Standard Operating Protocol (SOP) is issued for implementation in Central and West districts, housed in Tis Hazari Courts complex:

1. This SOP deals with filing and processing of the physically filed non-urgent/ordinary matters, for example fresh suits/appeals/revisions (*with no urgent application*) and non-urgent applications/documents/admission-denial affidavits/evidence affidavits etc.in pending cases. Such physically filed cases shall, wherever hearing is required, be taken up for hearing only after the normal functioning of courts is resumed. Additionally, this SOP also deals with physical filing of already e-filed cases.
2. The physical filing of cases shall be permitted at the Filing Counter on every working day from 10:00am to 04:00pm, with lunch break from 01:30pm to 02:00pm.
3. In every case filed physically the Filing Counsel shall mention, in the Memo of Parties or on the covering page/index, her/his e-mail ID and/or WhatsApp number for being informed about defects, if any. The Filing Counsel shall also, preferably, mention in the Memo of Parties or the on the covering page/index, the e-mail ID and/or WhatsApp number of the opposite party/counsel for issuance of summons/notice in electronic form. The Filing Counsel shall also mention on the covering page/index the date of physically filing the case.
4. The Filing Counter of each district in Tis Hazari Courts complex shall maintain three Filing Boxes of sufficient sizes, labelled I to III, to be used for filings and retention of physically filed cases for at least three days each. At 05:00pm daily, the Filing Box in use on the particular day shall be sealed at its insertion slot with tape and paper slip bearing Date of Filings. The said sealed Filing Box shall be kept in sealed condition by the Incharge Filing Counter in safe custody for at least three days, so as to ensure that the physically filed papers become completely virus-free.
5. Every sealed Filing Box shall be opened by the Incharge Filing Counter at sharp 10:00am on third working day after sealing. For example, the Filing Box sealed at 05:00pm on 01.01.2021 shall be opened at 10:00am on 03.01.2021.
6. The counsel/parties visiting the Filing Counter for physical filing of a case shall maintain social distancing and shall ensure to wear masks.
7. The cases to be physically filed shall be inserted through the insertion slot into the Filing Box of the day personally by the concerned counsel/party. Officials at the Filing Counter shall not be asked by the counsel/party to insert the papers into the Filing Box.
8. At the time of opening the Filing Box, the official concerned of the Filing Counter shall take full precautions like wearing gloves and masks and/or face shield.
9. The physically filed cases, immediately after being taken out of the Filing Box, shall be scrutinised by the concerned Filing Clerk, who shall inform the Filing Counsel by e-mail and/or WhatsApp the defects, if any to be rectified within specified period. After rectification

of defects, the case shall be again filed in the Filing Box, to be taken out after three days, to ensure destruction of virus.

10. In case no defect is found by the Filing Clerk in the case physically filed, the same shall be got randomly allocated (*where applicable*) through computer software and delivered by the Filing Counter to the *Ahlmad* of the concerned court, who shall prepare the file or place the same in the concerned file immediately or within next three days.
11. As directed by the Hon'ble High Court, the non-urgent/ordinary matters shall be taken up for hearing only after the normal functioning of courts is resumed.

(GIRISH KATHPALIA)
DISTRICT & SESSIONS JUDGE (HQ)
TIS HAZARI COURTS, DELHI
Dated:17.07.2020

Ref. No. 15951-16151/DJ/Covid19 Lockdown/physical filing/2020 dated:17.07.2020

Copy forwarded for information & necessary action to :

1. *The Registrar General, High Court of Delhi New Delhi*
2. *The District & Sessions Judges, all Court Complexes, Delhi/New Delhi*
3. *All Officers of Central District and West District, THC, Delhi*
4. *Sh. V.K. Bansal, Director (Administration), Delhi Judicial Academy/Chairman, Centralized Computer Committee, Dwarka, New Delhi.*
5. *The Sr.AO (J), Administration Branch, I, II & III, Central, THC, Delhi*
6. *The Sr. AO(J)/DDO/Branch Incharge, Filing Section, General Branch, Computer Branch, THC*
7. *The Director, Directorate of Prosecution, Govt. of NCT of Delhi, Delhi*
8. *The Chief Public Prosecutor, THC, Delhi*
9. *The Incharge, Lock up, THC, Delhi*
10. *Secretary, DLSA Central, THC*
11. *The Secretary, Bar Associations, all court complexes, Delhi/New Delhi*
12. *The Website Committee (English/Hindi), THC, Delhi*
13. *The R&I Branch, Central for uploading on LAYERS*
14. *The PS/Reader to the undersigned*

(GIRISH KATHPALIA)
DISTRICT & SESSIONS JUDGE (HQ)
TIS HAZARI COURTS, DELHI
Dated:17.07.2020