

# **CITIZEN CHARTER FOR DELHI DISTRICT COURTS**

## **VISION AND MISSION STATEMENT:**

To strive to uphold rule of law. Our endeavour is to work for enhancement of public trust and confidence in the judicial system and to provide best of services to the citizens who visit our court complex.

## **OBJECTIVE OF HAVING A CITIZEN CHARTER**

The main objective of the exercise to issue the Citizen's Charter of an organization is to improve the quality of public services. This is done by letting people know the mandate of the concerned Ministry/Department/Organization, how one can get in touch with its officials, what to expect by way of services and how to seek a remedy if something goes wrong. The Citizen's Charter does not by itself create new legal rights, but it surely helps in enforcing existing rights. The website provides the details of Citizen's Charter of various Ministries/ Departments/ Organizations of the Government of India.

## **GOAL OF ORGANIZATION**

“Injustice anywhere is threat to everywhere”

The need for a judiciary is rooted in the human condition. Life is not or does not always seek to be fair. Neither individuals, corporations, their officers, nor the government always do the right, or even the legally correct, thing. Even when they play by the rules, or honest things they do, there are conflicts and disagreement about the legal obligations, rights and wrongs. Courts exist to do justice, to guarantee liberty, to enhance social order, to resolve disputes, to maintain rule of law, to provide for equal protection, and to ensure due process of law. They exist so that the equality of individuals and the government before the law is a reality rather than empty rhetorics.

## **BRIEF RESUME ABOUT THE DISTRICT COURTS DELHI**

District courts in Delhi are divided into eleven judicial districts which are located in six District Court complexes. The court complex-wise districts are :

<b>S.No.</b>	<b>Court Complex</b>	<b>District (s)</b>
1.	<b>Tis Hazari Lal Hardev Sahai Marg Delhi-110 054</b>	1) Central District 2) West District
2.	<b>Patala House Near India Gate New Delhi-110 001.</b>	3) New Delhi District
3.	<b>Karkardooma Shahdara Delhi-110 032</b>	1) East District 2) North-East District 3) Shahdara District
4.	<b>Rohini Sector-14, Rohini Delhi-110 085.</b>	1) North District 2) North-West District
5.	<b>Dwarka Sector-10, Dwarka Delhi-110 075.</b>	1) South West District
6.	<b>Saket New Delhi-110 017</b>	1) South District 2) South-East District

## **DISTRICT COURT TIS HAZARI**



The judicial districts of Central District and West District are functioning from Tis Hazari Courts Complex.

The areas falling under the jurisdiction of the judicial districts of district North and North West are divided as per the police stations in each district.

<b>District</b>	<b>Police Stations</b>
Central District	<ul style="list-style-type: none"> <li>• D B G road</li> <li>• Bara Hindu Rao</li> <li>• Pahar Ganj</li> <li>• Roop Nagar</li> <li>• Maurice Nagar</li> <li>• Lahori Gate</li> <li>• Karol Bagh</li> <li>• Prasad Nagar</li> <li>• Jama Masjid</li> <li>• Timar Pur</li> <li>• Kashmere Gate</li> <li>• Rajender Nagar</li> <li>• Hazrat Nizamuddin (railway)</li> <li>• Sarai Rohilla</li> <li>• Kamla Market</li> <li>• Nabi Karim</li> <li>• Darya Ganj</li> <li>• Sadar Bazar</li> </ul>

	<ul style="list-style-type: none"> <li>• Sarai Rohilla Police Station</li> <li>• Hauz Quazi</li> <li>• NDRS</li> <li>• Kotwali (Chandni Chowk)</li> <li>• Gulabi Bagh (Pratap Nagar)</li> <li>• Civil Lines</li> <li>• Burari</li> <li>• Kashmere Gate Metro Station</li> <li>• Chadni Mahal</li> </ul>
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District	Police Stations
West District	<ul style="list-style-type: none"> <li>• Janak Puri</li> <li>• Anand Parbat</li> <li>• Patel Nagar</li> <li>• Ranjeet Nagar</li> <li>• Maya Puri</li> <li>• Punjabi Bagh (Madipur)</li> <li>• Hari Nagar</li> <li>• Rajouri Garden</li> <li>• Nangloi</li> <li>• Nihal Vihar</li> <li>• Mianwali Nagar</li> <li>• Moti Nagar</li> <li>• Raja Garden Metro Station</li> <li>• Tilak Nagar</li> <li>• Vikas Puri</li> <li>• Uttam Nagar</li> <li>• Paschim Vihar</li> <li>• Khayala</li> <li>• Kirti Nagar</li> <li>• Mundka</li> <li>• Ranhola</li> </ul>

**ADDRESS OF TIS HAZARI COURTS:**

Tis Hazari Courts, Lala Hardev Sahai Marg, Delhi – 110054.

**LOCATION :**

Tis Hazari Court Complex is conveniently located on the main road connecting Inter State Bus Terminal (new name - Maharana Pratap Inter State Bus

Terminus) popularly in short referred to as 'ISBT' and Burf Khana, old Subzi Mandi Delhi.

## **HOW TO REACH:**

### **By Rail**

Delhi Main Railway Station is located just at a distance of about 2 KM from Tis Hazari Court Complex from there are plenty of options available to reach the Court.

### **By Road from other States**

If you are coming from some other State by Bus, then also you will have no difficulty in reaching the Court. Inter State Bus Terminus( ISBT) is located at a distance of just a kilometer from the Court Complex. There are a number options available to reach the Court from ISBT. You may even prefer to walk if you like.

### **By Road from within the City**

DTC Bus Terminal at Mori Gate is just a walking distance from the Court premises. If you like you may take an auto rickshaw or cycle rickshaw. This Bus Terminal is mainly for Delhi Transport Corporation( DTC) Buses. It is well connected with the other parts of the city. You may also can take Bus to ISBT or even Delhi Main Station which are also well connected with all parts of City by DTC Buses network.

There is a DTC Bus Stop, just outside the Court premises. A large number of bus going to ISBT, Delhi Railway Main Station and Mori Gate or originating therefrom pass Tis Hazari Court Complex. With no difficulty you will be able to be find more Bus options by making inquires from DTC or other sources.

### **Delhi Metro**

Tis Hazari Metro Station is located just opposite to the Tis Hazari Court Complex on Red Line route. It can be described as one of the best options to visit

the Court. One can reach here using the Delhi Metro net work from any corner of Delhi.

### **ENTRY TO THE COURT PREMISES**

Litigants are to enter the court premises from Gate no. 5. In view of security measures, the litigants will have to undergo manual frisking and their belongings would have to be screened through baggage scanner machines installed at the entry gates. Following articles are prohibited from being carried in the court complex :

1. Guns / Replica Guns / Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives / Blades.
6. Tools / Equipments.
7. Batteries / Electric Wires / Electronic Parts.
8. Any other offensive weapon.
9. Inflammable items.
10. Tobacco products and tobacco promotional materials.
11. Bidi /Cigarette / Herbal cigarettes.
12. Intoxicating Liquor and Liquor Products / intoxicating products.
13. Ephedrine-containing products
14. Cameras / sound recording devices.
15. Chemical substances containing volatile organic solvents
16. Advertisement articles (posters, banners, placards etc.)
17. Pet animals.
18. Masks or Disguises.
19. Obnoxious substances.

### **PARKING**

Owing to the space constraint the parking facility in Tis Hazari Court Complex

is limited. If you reach the court let us say by 9:45, you may not find space to park your vehicle. Even if you are in time and manage to park your vehicle inside the complex, you may still find it difficult to take it out from the Court Complex. You will, therefore, be better served if you avoid bringing your own vehicle to the Court Complex. You may better use the public transport like Metro, DTC Buses etc. or other private transports like the Taxis for reaching the court.

### **BUILDING PLAN OF TIS HAZARI COURT COMPLEX**

The Tis Hazari Court Complex is built in the area measuring 75000 sq. yards up to 5<sup>th</sup> storey. It consists of 62 courts and various branches which include one Library, Delhi Legal Aid Services office of North and North-West District separately, Mediation Centre, One copying agency, Record Room, Office of Bar Association, Nazarat Branch of North and North-West District separately, Conference Hall, Administration Branch, Bail Section, RTI Cell, Computer Branch, CMM Office, Account Branch, ACJ Office and various other branches and Lawyers Chambers.

### **WHERE TO CONTACT**

If you are visiting the court for the first time and you have no idea where to go then instead of going around and making inquiries, you must visit our Facilitation Cum Information Centre located just opposite the Gate no. 2 close to the Central Hall of Tis Hazari Court Complex. The window no. 1 and 20 can provide you answers to all most all your queries including the following :-

1. Where is the court relating to a particular Police Station located?
2. Where can I file my fresh civil suit or a criminal complainant ?
3. Where to go for applying for a certified copy?
4. What is the next date of hearing fixed in a particular case?

## **FACILITATION CENTRE/P.R.O. OFFICE**

There is a Filing Section located in the Facilitation cum Information Centre near Gate No. 1 Ground Floor. One can approach for filing his / her case at the following Counters of the Facilitation Centre:-

Counter No. 2 : For filing cases before District & Sessions Judges.

Counter No. 3 : For filing cases of civil nature.

Counter No. 4 : For filing Rent cases and RCT appeals.

Counter No. 5 : For filing criminal complaints.

Counter No. 6 : For filing Bail applications.

Counter No. 11: For filing cases relating to Family Courts.

## **CASUAL VISITORS**

If you are just curious and want to visit any of the Court in the Court Complex. You are welcome to do so. The Courts are open to all. Entry to the Court Rooms is unrestricted. It is, however, expected that as a responsible citizen you would cause no interruption in Court Proceedings and if for reason you have been asked to leave the Court you must comply with such directions of the Court. You may, however, may not be allowed to carry your phone inside or may asked to switched of. You are in any case not allowed to pictures.

## **VISITORS WITH SPECIAL NEEDS**

If your are a visitor to the Court with some special needs you may note that though the Tis Hazari Court complex is an old structure but wherever it was possible the ramps have been made in order to facilitate the entry of the person who may have such disability finding it difficult to get into the Court rooms. There is also a wheel chair facility for all such visitors #. You can approach the Facilitation Centre for being provided with a wheel chair to move around in the Court complex. In case you happen to be a litigant and you feel that it is difficult for you to go to the upper floors then you can approach the concerned District Judge / Sessions Judge for the transfer of your case to a Court, which may be located on the ground floor and may be easily accessible to you and you can be assured of that your request



would be considered sympathetically.

### **VISITORS TO FAMILY COURTS**

If you are a visitor to the Family Courts then you would find that the Family Courts have been designed keeping in my mind taking into account not only the requirement of the adults but also the children who sometime are also required to visit the Court for meeting one of the separated parent. You would also find that the facilities have been provided where the separated couples may be able to interact with each other in a comforting atmosphere. The Family court of the Central District is located at the first floor in Room No. 101. Two courts of the West Districts are located in Room Nos. 1 & 2 on the ground floor. There are rooms attached to these court rooms for counseling as well as for separated parents have able to meet their children. These rooms are well furnished and well equipped considering the needs of the children, particularly, small children. There are toys for children to play and they are also provided with snacks.

### **WITNESSES**

A witness is considered a privileged visitor to the Court. You are entitled to be reimbursed of the expenses you may have incurred in coming to the Court both in Criminal and Civil cases. In Criminal Cases in general the expenses are borne by the State if you are State witness. In Civil Case generally party summoning would pay you. The payment is not made in cash in Court but by a Voucher signed by a the Presiding Officer. You carry this voucher to cashier in the Cash Branch, at present located in room no.4 on the Ground Floor, he would give you the cash as against the voucher. The process is rather simple and in case you still have any difficult you can ask for guidance from the Court staff. You may note the reimbursements made are realistic and are guided by rules framed for the purpose.

### **VULNERABLE WITNESSES**

For you are guardian to child witness or you happen to be rape victim or belong the category of vulnerable witnesses, you need to fear in appearing before

the Court. There is special care taken care of such witnesses. There is a separate room (Room No.19) on the ground floor, which has been designed for recording the testimony of this particular category of witnesses where there is even an arrangement where a witness cannot see the accused but the accused will be able to see the witness. A support person is allowed remain witnesses of this category , give a feeling reassurance to the witness. There is a provision of video conferencing in the said room. There is a pantry attached this room and to make child witnesses comfortable there is a small play area with toys etc. If you want to familiarize yourself of the working in the said room before coming to depose in the Court you may contact Administrative Officer (Judicial), Administrative Branch 1 room no 204.

### **WEBSITE:**

[www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in) is an extremely useful website of Delhi District Courts. It has links to all the District Courts Complexes. It can practically provide all the information which you have been looking for like the name of the judges, kinds of jurisdiction a particular judge is having, his room number and also the name of the district s/he is posted. With the help of the links available on the home page itself with no difficulty you will be able access the cause lists of different courts , judgments, daily orders, status of case or even the information if a judge is on leave on a particular day. There are also links you will find such as “pleadings forms” commonly used during court proceedings, commonly referred “Bare Acts” and also Court Fees Table which can be of great help to you to know the ad valorem fees payable on the institution of suits for example you can find if you file a suit for recovery for Rs. 1 Lakh as to how much of court fees you will be required to pay.

### **COPIES OF ADMINISTRATIVE RECORDS UNDER RTI**

If you visit the Delhi District Courts website you will find link to RTI and you can access the Delhi district courts (Right to Information) Rules 2008, including the formats to be used for seeking the information and fee to be paid. You are advised to go through these rules carefully before submitting a RTI application to know for

example how much is payment to made for getting the information.

### **INSPECTION OF ADMINISTRATIVE RECORDS**

Sometime you feel your purpose can be served just by inspecting the administrative record without there being any necessity taking the copies thereof. Sometimes not being sure as to what exactly would be of use to you ask for the records from one end and then search therein what you require. This obviously means incurring extra expenses for you on the hand and wastage of lot useful time of the administrative staff. Instead of going for “ searching needle in a haystack” approach you may utilize the provisions in the Delhi district courts (Right to Information) Rules 2008, to inspect the Administrative records first on payment of some nominal fees.

### **WHERE TO SUBMIT APPLICATIONS UNDER RIGHT TO INFORMATION ACT (RTI)**

The applications under RTI can be sent by post addressed Public Information Officer (PIO), Tis Hazari Court Complex. The applications can also be submitted by hand in R & I Section, Room No. 204. In case you want to apply for inspection of administrative records, then the application will be required to be submitted to the PIO Section at Room No. 204 and 108. He will let you now the time and the place where you will required to visit for inspecting the records.

### **FEES FOR INSPECTION OF ADMINISTRATIVE RECORDS AND GETTING THE COPIES UNDER RTI**

A fee of Rs. 10/- in the form of postal order / demand draft or in cash be made with the application seeking information and Rs. 2/- per page is charged while providing the information.

For inspection of administrative record a fee of Rs. 5/- per hour is charged.

Fee for filing appeal under RTI is Rs. 50/-.

## **CERTIFIED COPIES OF JUDICIAL RECORDS**

There are four copying agencies in the Court Complex. If you are a party to a litigation, you can yourself or through your Advocate submit an application in the printed forms available with the vendors around the Court complex or you can download the same from the website of Delhi Courts, at the different windows at the Facilitation Centre except in the case of the judicial records of Small Cause Courts and Motor Accident Claims Tribunal. In case of a judicial records of the Small Cause Courts and the records of the Motor Accident Claims Tribunal you will have to approach Room No. 305 for submitting the application for certified copies. In the cases of already decided cases, even if you are not a party to a litigation, you can obtain certified copies of the judicial records of the same except for the documents which may have been filed by the parties to the litigation during the course of judicial proceedings.

## **WHERE TO APPLY FOR CERTIFIED COPIES**

Although there are four copying agencies located in the Tis Hazari Court complex viz.,

- (i) Civil
- (ii) Criminal
- (iii) Sessions
- (iv) Small Cause Copying Agency.

But for applying certified copies it would not be necessary to visit the said Copying Agencies. You will find that at the Facilitation Centre itself there are windows specified for applying certified copies. The certified copies would also be delivered at the Facilitation Centre itself.

## **FEEES FOR APPLYING CERTIFIED COPIES**

There are two types of certified copies which can be obtained, one is Ordinary and other is Urgent.

- Ordinary copy      - processing fee of Rs. 10/-
  - Every page Rs. 5/-

- Delivery time seven days.
- Urgent copy- processing fee of Rs. 25
  - Every page Rs. 5/-
  - Delivery time three days.
- Certified copies are also to be provided free of cost to certain category of litigants, such as, convicts, persons in judicial custody, Legal Aid counsel, Public prosecutors and Amicus Curie appointed by the Court.

### **TIMINGS FOR APPLYING FOR CERTIFIED COPIES**

10.00 A.M. to 1.30 A.M.

2.00 P.M. to 3.30 P.M.

### **INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the Court and the other which have been decided. In case of pending cases the judicial record is opened to inspection to only the litigants concerned, who can inspect it themselves and through their advocate on payment of nominal fees. The decided judicial cases, however, are open for inspection to any public person on a payment of nominal fee after filing an appropriate application before the Officer In charge, Record Rooms.

There are certain instructions related to the inspection of judicial records, such as, while inspecting the judicial record you will not allowed to use ink pens etc. Whatever instructions are given with regard to the inspection of records, you are expected to follow them strictly.

### **FEE FOR INSPECTION OF JUDICIAL RECORDS**

Pending cases – In a pending case file can be inspected on payment of court fee of Rs. 2 /- for an hour on the same and Rs. 5/- for an hour, if the case is not listed on that day on filing of application in the concerned court.

Decided cases - In a decided case any public person can inspect the judicial record on a payment of Rs. 5 per hour on filing of application before the Officer In

charge, Record Rooms.

## **LEGAL AID**

There are two Legal Services Authorities functioning for providing legal aid free of cost, in Tis Hazari Court Complex, one is for the Central District at Room No. 287 and the other for West District at Room No. 295.

### **Persons entitled for free Legal Aid**

- A person with an annual income of less than Rs. 1,00,000
- A Woman or a Child.
- A member of Scheduled Caste or Scheduled Tribe
- A victim of trafficking in human beings beggar
- An under trial in custody, including a juvenile.
- A person with disability such as suffering from blindness, leprosy loco motive disability, hearing impairment, mental derangement
- A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- An industrial workman
- A person upto the age of 18 years in a protective home or a mentally ill person in a psychiatric hospital or psychiatric nursing home.
- A trans gender whose annual income is less than Rs. 2,00,000/-
- A Senior Citizen whose annual income is less than Rs. 2,00,000/-.

If you are a person falling in the above categories and you are not strictly looking into going into litigation but intend to have some legal advise or counseling in some matter you can approach any of the above two districts Legal Services Authority where besides the Secretaries of the said Authorities there is a also an Advocate available for giving you the advise.

### **TIMING**

10.00 A.M. to 1.30 A.M.

2.00 P.M. to 5.00 P.M.

## **COMPENSATION FOR RAPE VICTIMS**

The District Legal Services Authority is also running a active programme for counseling and in proper cases paying the compensation to the rape victims upto Rs. 3 lacs.

## **REMAND ADVOCATE**

If for any reason you have been arrested by the police in a criminal case or someone close to you have been arrested by the police and you do not have any counsel to defend you or to present your case then considering that it involves life and liberty of a person, Legal Services Authority has provided an Advocate for all such persons in every criminal court. There are generally referred to as “Remand Advocate”.

You can also write to District Legal Services Authorities at “[dlsacentraldelhi@gmail.com](mailto:dlsacentraldelhi@gmail.com)” and “[west-dlsa@nic.in](mailto:west-dlsa@nic.in)” and contact on Telephone Nos. 23968053 & 23968052.

## **CASH BRANCH**

The cash branch is located at Room No. 4 on the Ground Floor of the court building. This branch is responsible for all kinds of cash receipts (viz. Challans, fines, fees etc.) and deposit of the same in the government treasury/Reserve Bank of India. Witnesses, who are summoned by the court, are paid transportation expenses referred as “diet money” and disbursement of the same is made to witnesses from the cash branch.

## **MEDIATION CENTRE**

There is a vibrant Mediation Centre in Tis Hazari Court Complex at Room No. 325. You may know that medication is an informal process where the parties resolve their disputes with the help of a neutral independent mediator. The services of the Mediation Centre are available for every one. You can approach the Mediation Centre to settle the disputes both in the cases of litigations pending before the Court or where though the dispute is brewing but no litigation has been

initiated as yet.

In case the settlement is arrived at through mediation pending before the Court you are even entitled to refund of full court fee which you have filed at the time of initiating the litigation. Once the matter has been settled through process of mediation you are saved of the time of going through the process of appeals etc. which generally followed in the cases which are decided by the Courts. The settlements arrived before the mediation are of binding nature and can be enforced.

For further details you can visit the Website of Delhi Mediation Centre "[www.delhimediaioncentre.gov.in](http://www.delhimediaioncentre.gov.in)" or contact on Telephone No. 23961909.

### **ONE STOP CENTRE**

Room No. 285, Second Floor, Tis Hazari Courts, Complex, Delhi. (for Central & West District).

### **NAZARAT BRANCH**

Nazarat Branch is functional from Room No. 104, First Floor in the court complex and it functions for both the districts i.e. Central and West. It deals with the calculation report regarding compensation in Land Acquisition cases and also deals with deposition of cheques in Banks and collection of counter receipts. Various fixed deposit receipts also got prepared through banks in Land Acquisition cases. Letter of withdrawal for fixed deposits is issued to the concerned banks. Vouchers are prepared in such cases. Separate register is maintained for deposition of cheques from court of other ADJs.

### **GENERAL BRANCH**

The General Branch of Central district is located at Room No. 128 on First Floor and General Branch of West District is located at Room No. 106 on First Floor in Tis Hazari Courts Complex. General branch takes care of all miscellaneous committee, appointment of oath commissioners, appointment of local commissioners, canteens/kiosks, lawyers chambers, administration of the court complex etc.



### **ADMINISTRATION BRANCH**

There are two separate Administration Branches of both districts, one is for Central District located at second floor in Room No. 204 and the other is for West District located at first floor in Room No. 106. This branch deals with the functions related to the administration of the court employees.

### **R & I BRANCH**

There are two separate Branches of both districts, one is for Central District located at second floor in Room No. 204 and the other is for West District located at first floor in Room No. 106. These branches are mainly divided into two subheads i.e. receipt section and dispatch section and deal with all the correspondence/communications after making entries with particulars of subject.

### **PIO/RTI SECTION**

The RTI Section of Central District is located at Room No. 204, Floor in the court complex and another RTI Section of West District is located at Room No.106, Floor in the court complex and are headed by the Public Information Officer. Any person can make an application under the RTI Act and Rules namely 'Delhi District Courts Establishment (Appointment and Conditions of Service) framed by the Delhi High Court under its notification dated 2nd December, 2013.

### **COMPUTER BRANCH**

A computer branch of both districts has been set up at the Second Floor, Room No. 232 of court building. The branch controls the computer facilities installed in all the courts, branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required. The branch manages and maintains the stock and the record of computers and its peripherals. The computer branch also maintains and upkeep the server, backup of the server data and all other technical works as and when assigned by the authorities. The computer branch also deals with the biometric attendance system of the court employees.

### **CARE TAKING BRANCH**

Care Taking Branch is located at Room No. 305, Third Floor in the court complex. This Copying agency (civil ) of both districts is situated in Room No. 316, copying agency (criminal) is situated in Room No. 344 and copying agency (sessions) is situated in Room No. 321 of the court complex. These agency provide the certified copies of the documents related to the judicial case files on application. ranch controls and supervises Group D employees (Safai Karamcharies, Farash, Chowkidarsw etc.) and supervises the work done, cleanliness of the building. The branch also deals with arrangement of meetings/functions, all the complaints related to PWD, AMC, etc.

### **COPYING AGENCY**

Copying Agency (civil ) of both districts is situated in Room No. 316, Copying Agency (Criminal) is situated in Room No. 344 and Copying Agency (Sessions) is situated in Room No. 321 of the court complex. These agency provide the certified copies of the documents related to the judicial case files on application.

### **LIBRARY**

A library is presently functional for the judicial officers at Third Floor in Room No. 374 of court building. Judicial Officers can access all the Reference Books, Journals, Bare Acts, Swamy's Book, General Books, Law Journals, Law Software etc. Maintenance and issuance of Books, General Books, Law Software, Library Software, binding of Law Journals, purchasing of Newspapers and Magazines for the Judicial Officers are also undertaken.

### **CMM OFFICE / (CENTRAL AND WEST DISTRICT)**

The CMM office of Central District is located at Room No. 177, First Floor and another CMM office of West District is located at Room No.155, First Floor in the court complex. The main functions of the CMM offices are receipt/dispatch of letters/orders from and to Metropolitan Magistrates/Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action, maintaining of Leave Record

of Metropolitan Magistrates and to deal with the work related to case transfer application and miscellaneous application filed by the lawyers and litigants with respect to the cases pending in the courts of Metropolitan Magistrates of their respective districts.

### **VIGILANCE**

There are two Vigilance Branches in the Court Complex, one is for Central District located at Room No. 213 and the other for West District at Room No. 106. Above Branches are headed by an Administrative Officer and supervised by an In-charge. In case you are being harassed by anyone of the court staff and there is a bribe being demand from you, you can approach the Administrative Officer of the concerned Vigilance Branch. You can given your complaint in writing. If you will not in a position to write your own complaint then your complaint can be reduced in writing by the Administrative Officer and you may asked to sign the same after having gone through it. If you do not wish to be identified and you want to a file a complaint anonymous generally such complaints are not inquired into unless there is a something of substance, which can be independently looked into without the requirement of your presence and the allegations leveled are not of personal nature. If you want to deliver your complaint in writing you should do so by visiting the Receipt & Issue Branch where you will also get the acknowledgement of the same. If you do not approach the Vigilance Branch and still want to make a complaint then you can approach the DCP, Anti Corruption Branch of Govt. of NCT of Delhi on telephone No. 23890221 or 9868218103.

### **RECORD ROOM**

The Record Rooms of session, civil and criminal of both the districts have been located at Room Nos. 220, 312 and 352 respectively in the court complex. The record room works for consignment of files decided by the Judicial Officers and weeding out of the matured judicial records.

**ACCOUNTS BRANCH**

There are two accounts branch in the court complex. Account Branch of Central District is located in Room No. 320 Floor and Account Branch of West District is located in Room No. 208, Second Floor. Above branches are headed by an Assistant Account Officer and supervised by DDO. The branches maintain pay bills, medical bills, service book, advances, GPF/CPF, LTC & TA and Retirement benefits of the staff. These branches also also having cash branch, fine and audit branch.

**DELHI BAR ASSOCIATION**

Tis Hazari Courts, Delhi-110054

Telephone No. : 23975016, 23975032

[e-mail.dba.tishhazari@gmail.com](mailto:e-mail.dba.tishhazari@gmail.com)

**OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

**MEDICAL FACILITIES**

There are two Delhi Government Dispensaries located in the complex. One is located in the Room No.141, First Floor, Main Court Building and other is located just opposite to the Delhi Bar Association office at the civil wing.

**POLICE POST**

Police Post Tis Hazari Court complex which falls under the jurisdiction of Police Station Subzi Mandi is located close to the Delhi Government Treasury close to the main complex. The telephone number is 23912114.

**BANK**

There is a large branch of State Bank of India headed by Assistant General Manager located close to the main complex. The IFSC code of the branch is

SBIN0000726.

### **ATM**

There is also an ATM of the State Bank of India located at outside the bank where you can withdraw the money easily.

### **STAMP VENDORS**

The stamp vendors can be found all around the court complex.

### **TYPISTS**

There are large number of private typists available all around the court complex. There is a typist block located in the civil wing.

### **NOTARY PUBLIC & OATH COMMISSIONERS**

There are large numbers of Notary Public and Oath Commissioners available all around the court complex.

### **BOOKS**

Law related books and Acts can easily available on a few dedicated shops across the court complex at Gokhle Market at the Southern side of the complex. Some of the book shops are

Universal Book Traders	23911966
Jupiter Law Book Company	9891618304
Allied Book Store	23959639
Delhi Law House	9953597579

### **STATIONARY SHOPS**

One can find around the court complex many vendors selling printer stationary such as process fee form, vakalatnamas, bail bonds etc. and also other stationary items.

**PHOTOCOPIERS**

All around the court complex including the lawyers blocks, one can find photocopiers.

**E-STAMP**

Except for smaller denomination where the Court fees available in smaller size stamps which are generally used for applying for certified copies, inspection of judicial records, submitting miscellaneous applications before the Court, the Court fee is now a days provided with computer generated with unique number. It also refers to as E-court fees. You can get the said court fee from the authorised vendor of the Government of NCT of Delhi around the court complex upto Rs. 500/-. However, if you require court fees beyond Rs. 500/- then you have to approach the Treasury in the Tis Hazari Court Complex of Government of NCT of Delhi and apply in the usual form available at the Treasury itself. One of the benefits of E-court fee is that its genuineness can be cross checked by the court officials and once it is used it cannot be re-used by other any other person.

**POST OFFICE:**

A fully functional post office is located in the ground floor of the complex.

**EATING JOINTS :**

There are two Canteen / Cafeteria situated on the Central Hall, Ground Floor and Central Hall Third Floor, which provides foods, beverage, tea etc. for general public.

**PUBLIC GRIEVANCE**

If any grievance you have with regard to the general services being provided to you in the Court there is a Nodal Officer to look all your such grievances. You may leave all your such grievances in writing at the Facilitation Centre and you can be assured of that they will be attended by the Nodal Officer and if need be he / she call you. If you want to meet the Nodal Officer personally, it is advised that you may

visit him with prior appointment. You can ask for the name of the Nodal Officer and his room number at the Facilitation Centre.

### **FEEDBACK AND SUGGESTIONS**

If you want to make some suggestions with regard to the services being provided at the Tis Hazari Court complex or you want to give feedback positive or negative with regard to any of the services being provided you are welcome to do so and drop all such feedbacks and suggestions in a box you would find at each floor outside the rooms Nos. 1, 101, 201, 301.

### **WHAT YOU CAN EXPECT FROM US**

You can expect from us that all your concerns with regard to the general services being provided in the Court complex are to your satisfaction and that you would be attended to promptly and with courtesy.

### **WHAT IS EXPECTED FROM YOU**

You will know that Tis Hazari Court Complex is one of the busiest court complex in the country where every day thousands of peoples visit and, therefore, it is expected that when you visit the Court complex you would follow the necessary guidelines given for providing the necessary services. You may also note that the courts require a peaceful atmosphere to discharge its work and, therefore, it is expected that when you move around in the court premises you will not create noise and move about in orderly fashion. If you happen to enter any of the court rooms you will maintain the decorum of the court and do nothing which may cause disturbance in the working of the Court. To sum up we would expect you to help us to serve you better.

## DISTRICT COURT, PATIALA HOUSE



This court complex is situated in the Palace of erstwhile Maharaja of Patiala near India Gate. Patiala House Court complex deals with cases pertaining to New Delhi District. The areas falling under the jurisdiction of New Delhi District, divided as per police stations are detailed herein below:-

District	Police Stations
New Delhi	<ul style="list-style-type: none"> <li>• Crime Branch (ND)</li> <li>• SARFESI</li> <li>• EOW (ND),</li> <li>• Custom,</li> <li>• NCB,</li> <li>• DRI,</li> <li>• Central Excise,</li> <li>• FEMA, Spl. Cell</li> <li>• PFA</li> <li>• IGI Airport</li> <li>• IGI Metro</li> <li>• Connaught Place</li> <li>• Chanakya Puri</li> <li>• Vasant Kunj (North)</li> <li>• Vasant Kunj (South)</li> </ul>



	<ul style="list-style-type: none"> <li>• Tuglak Road</li> <li>• Delhi Cantt.</li> <li>• Naraina</li> <li>• Sagarpur</li> <li>• Mandir Marg</li> <li>• Inderpuri</li> <li>• Barakhamba Road</li> <li>• Sarojini Nagar</li> <li>• R.K. Puram</li> <li>• Parliament Street</li> <li>• South Campus</li> <li>• Vasant Vihar</li> <li>• Tilak Marg</li> <li>• North Avenue</li> <li>• South Avenue</li> <li>• Traffic Court qua all aforesaid police stations.</li> <li>• Mahila Court</li> </ul>
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### **ADDRESS OF PATIALA HOUSE COURTS**

District Courts Complex, Patiala House, New Delhi – 110001.

### **LOCATION**

Patiala House Court Complex is conveniently located near India Gate, New Delhi on Tilak Marg.

### **HOW TO REACH :**

#### **By Rail**

Nearest Railway Station is Tilak Bridge.

#### **By Road from other States**

Nearest Interstate Bus Terminal is Sarai Kale Khan, New Delhi and Maharana Pratap Interstate Bus Terminus, Kashmeri Gate, Delhi.

#### **Delhi Metro**

Pragati Maidan and Mandi House are the nearest metro stations to Patiala

House Courts Complex, New Delhi.

### **ENTRY TO THE COURT PREMISES**

Litigants may enter the court premises from Gate no.1, 2 and 4. In view of security measures, the litigants will have to undergo manual frisking and their belongings would have to be screened through baggage scanners machines installed at the entry gates. Following articles are prohibited from being carried in the court complex:

1. Guns / Replica Guns / Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives / Blades.
6. Tools / Equipments.
7. Batteries / Electric Wires / Electronic Parts.
8. Any other offensive weapon.
9. Inflammable items.
10. Tobacco products and tobacco promotional materials.
11. Bidi /Cigarette / Herbal cigarettes.
12. Intoxicating Liquor and Liquor Products / intoxicating products.
13. Ephedrine-containing products
14. Cameras / sound recording devices.
15. Chemical substances containing volatile organic solvents
16. Advertisement articles (posters, banners, placards etc.)
17. Pet animals.
18. Masks or Disguises.
19. Obnoxious substances.

### **PARKING**

Presently parking is not permitted for litigant's vehicles inside the Courts Complex due to security reasons and necessary advisory from Delhi Police,

however, litigants coming to court complex can park their vehicle in the outer Periphery of the Court Complex.

### **BUILDING PLAN OF THE PATIALA HOUSE COURT COMPLEX**

The Patiala House court complex is built in an area measuring 31872 square meter. The whole complex is divided into five parts viz. a viz. Main Building, Publication Building, Annexe Building, Lock-up Building and MEA Building. It consists of 37 Court rooms (37 courts are running under New Delhi District) and various branches which include one Judges Library, Copying Agency, Record Rooms, Office of the Bar Association, Nazarat Branch, Conference Room, Administration Branch, Bail Section, RTI Cell, Computer Branch, CMM office, Account Branch and various other branches.

### **WHERE TO CONTACT**

If you are visiting the court for the first time and you have no idea where to go then instead of going around and making inquiries, you must visit our Facilitation Centre located in Publication Building. The window no.01 can provide you answers to most of your queries including the following:-

1. Where is the court relating to a particular police station located?
2. Where you can file fresh civil suit or a criminal complaint?
3. Where to go for applying for a certified copy?
4. What is the next date of hearing fixed in particular case?

### **FACILITATION CENTRE/P.R.O OFFICE**

A facilitation center is functional at Patiala Courts Complex. The same is located at ground floor Publication Building. The facilitation center comprises of Centralized filing counter and has a Public Relations Officer deputed at the ground floor to help out the Advocates and Litigants. They can make all inquiries in the Facilitation Center.

**WORKING HOURS**

Courts	10.00 AM to 1.30 PM 1.30 PM to 2.00 PM (Lunch break) 2.00 PM to 4.00 PM
Filing Section	10.00 AM to 1.00 PM 2.00 PM to 3.30 PM (Note:- Cases which are filed upto 4 PM are listed before the concerned court at 2.00 PM on the following day. In case of any urgency, a party can mention the case before the District Judge concerned for the same to be listed on the same day of its filing. Similarly, in case any matters has to be filed between 4 PM to 5 PM the same has to be mentioned before the District Judge concerned who has the authority to give such permission.
Inspection of case files	Litigants and Advocates are permitted to inspect the judicial files between 11 AM to 1 PM and 2 PM to 4 PM.
Copying Agency for obtaining certified copies of judicial record.	10.00 AM to 1.30 PM 1.30 PM to 2.00 PM (Lunch break) 2.00 PM to 3.30 PM

**FILING SECTION**

There is a Filing section located in the Facilitation Cum Information Center near gate DLSA. One can approach the following counters of the Facilitation Center:-

- Counter no.1 & 2 : For Public Relation Officer/ General inquiry.
- Counter No.4 : Nazarat Branch.
- Counter No.6 : Rent Deposit/ Diet Money Deposit.
- Counter no.07 : For filing criminal complaints and cases of cheque bounce before Chief Metropolitan Magistrate (New Delhi District).
- Counter no.08 : For filing of Civil and Criminal cases before District

& Sessions Judge (New Delhi District) & for filing bail applications (New Delhi District).

### **CASUAL VISITORS**

If you are just curious and want to visit any of the Courts in the Court complex, you are welcome to do so. The courts are open to all. Entry to the court rooms is unrestricted. It is however, expected that as a responsible citizen you would cause no interruption in Court proceedings and if for any reason you have been asked to leave the Court Room, you must comply with such directions of the Court. You may, however, may not be allowed to carry your phone inside and if you do so you are expected to keep the same on silent mode and also you are not allowed to take any pictures inside the Court Complex .

### **VISITORS WITH SPECIAL NEEDS**

Inclined Ramps have been made available at all the main entrances of the Patiala House Courts for the benefit of differently-able persons. Also, wheelchairs are available with the Care-Taker and separate toilets adjacent to Lawyers Canteen are also at their disposal inside the Court Complex.

### **VISITORS TO FAMILY COURTS**

If you are a visitor to the Family Courts then you would find that the Family Courts have been designed keeping in mind the requirement of the adults but also the children who sometime are also required to visit the Court for meeting one of the separated parent. You would find that Family Court of Patiala Court is located adjacent to the MEA Building side of Patiala House Courts Complex, consisting of 02 floors and 01 court. There is a Children's arena on the ground floor of the MEA Building.

### **WITNESSES**

A witness is considered a privileged visitor to the Court. You are entitled to be reimbursed for the expenses (actual fare) you may have incurred in coming to the Court both in Criminal and Civil cases, as per rules. In criminal cases in general the

expenses are borne by the State if you are a State witness (es). In Civil cases generally party summoning would pay for the witnesses. The payment is not made in cash in Court but by a Voucher signed by the Presiding Officer. You may carry this voucher to Cashier in Cash Branch (for vouchers issued by the Criminal Courts) and to Nazarat Branch (for vouchers issued by the Civil Courts), at present located at Room no. 12 and Administrative Block, Ground Floor, Publication Building respectively. The Cash Branch or the Nazarat Branch as the case may be would give the witness cash as against the voucher. The process is rather simple and in case you still have any difficulty you can ask for guidance from court staff.

### **VIDEO CONFERENCING**

Video conferencing facility has been made available at New Delhi District on the First Floor of the Lock-up Building to enable video conferencing between the Court and the Jail authorities / inmates in Delhi and other States and various other Court Complexes including the Hon'ble High Court of Delhi.

### **VULNERABLE WITNESSES**

Construction of Vulnerable Witnesses Room is under active consideration.

### **WEBSITE**

[www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in) is an extremely useful website of Delhi District Courts which has links to all the Districts Courts Complexes. It can practically provide all the information which you have been looking for like the name of the Judges, kinds of jurisdiction a particular Judge is having their room number and also the name of district he/she is posted. With the help of the links available on the home page itself with no difficulty you will be able to access the cause lists of different Courts, judgments, daily orders, status of case or even the information if a Judge is on leave on a particular day. There are also links you will find such as "pleadings forms" commonly used during court proceedings, commonly referred "Bare Acts" and also Court fee table which can be of great help to you to know the ad valorem fees payment on the institution of suits.

## **COPIES OF ADMINISTRATIVE RECORDS UNDER RTI/INSPECTION OF ADMINISTRATIVE RECORDS**

If you visit the Delhi District Courts website you will find link to RTI and you can access the Delhi District Courts (Right to Information) Rules, 2008, including the formats to be used for seeking the information and fee to be paid. You are advised to go through these rules carefully before submitting an RTI application to know for example how much payment has to be made for getting the information.

Sometime you feel your purpose can be served just by inspecting the administrative record without there being any necessity taking the copies thereof. Sometimes not being sure as to what exactly would be of use to you, ask for the records from one end and then search therein what you require. This obviously means incurring extra expenses for you on the one hand and wastage of lot of useful time of the administrative staff. Instead of going for “Searching needle in haystack” approach you may utilize the provision in the Delhi district courts (Right to information) Rules, 2008, to inspect the Administrative records first on payment of some nominal fees.

## **WHERE TO SUBMIT APPLICATIONS UNDER RIGHT TO INFORMATION ACT (RTI)**

The applications under RTI can be sent by post addressed to Public Information Officer (PIO), Patiala Courts Complex. The application can also be submitted by hand in RTI Section, Central Courtyard, Ground Floor, Publication Building for New Delhi District. In case you want to apply for inspection of administrative records, then the application will be required to be submitted to the PIO section. He will let you know the time and place where you will be required to visit for inspecting records.

## **FEEES FOR INSPECTION OF ADMINISTRATIVE RECORDS AND GETTING THE COPIES UNDER RTI**

A fee of Rs.10/- in the form of postal order/demand draft in the name of Public Information Officer (PIO), Patiala House Courts or in cash be made with the

application seeking information and Rs.2/- per page is charged while providing the information.

For inspection of administrative record a fee of Rs.5/- per hours is charged.

Fee for filing appeal under RTI is Rs.50/-

### **CERTIFIED COPIES OF JUDICIAL RECORDS**

There is one copying agency in the Court Complex. If you are a party to a litigation, you can yourself or through your Advocate submit an application in the printed forms available with the vendors around the Court complex or you can download the same from website of Delhi Courts and submit it at the different windows at the Facilitation Center except in the case of judicial records of small cause courts and motor accident claim tribunal. In the case of already decided cases, even if you are not a party to a litigation, you can obtain certified copies of judicial records of the same except for the documents which may have been filed by the parties to the litigant during the course of judicial proceedings.

### **WHERE TO APPLY FOR CERTIFIED COPIES**

There is a Copying Agency located in the Patiala House Courts Complex for obtaining consolidated certified copies under various categories viz..

- i) Civil
- ii) Criminal
- iii) Sessions

But for applying certified copies it would not be necessary to visit the said copying agency. You will find that at the Facilitation Center itself there are windows specified for applying certified copies. The certified copies would also be delivered at the Facilitation center.

### **FEES FOR APPLYING CERTIFIED COPIES**

There are two types of certified copies which can be obtained, one is ordinary and other is urgent.

Ordinary copy – processing fee of Rs.20/-



Every page Rs.5/-  
Delivery time seven days.

Urgent Copy - Processing fee of Rs.50/-  
Every page Rs.5/-  
Delivery time three days.

Certified copies are also to be provided free of cost to certain category of litigants, such as, convicts, persons in judicial custody, legal aid counsel, public prosecutor and amicus curie appointed by the court.

### **TIMINGS FOR APPLYING FOR CERTIFIED COPIES**

10.00 AM to 1.30 PM

02.00 PM to 3.30PM

### **INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the Court and the other which have been decided. In case of pending cases the judicial record is available for inspection only to the litigants concerned, who can inspect it themselves and through their counsel on payment of nominal fee. The decided judicial cases, however, are opened for inspection to any public person on payment of nominal fee after filing an appropriate application before Officer In-charge, Record room.

There are certain instructions related to inspection of judicial records, such as while inspecting the judicial record you will not allowed to use the ink pens etc.

### **FEE FOR INSPECTION OF JUDICIAL RECORDS**

**Pending cases:-** In a pending case file can be inspected on payment of court fee of Rs.10/- for an hour on the same and Rs.10/- for an hour, if the case is not listed on that day on filing of application in the concerned court.

**Decided cases:-** In a decided case any public person can inspect the judicial record on a payment of Rs.10/- per hours on filing of application before the officer In-charge, record room.

**Legal Aid:-** There is Central Office of Delhi Legal Services Authority (DSLISA) and one District Legal Services Committee functioning at Patiala House Court Complex for providing legal aid free of cost.

### **PERSONS ENTITLED FOR FREE LEGAL AID**

- A person with an annual income of less than Rs.1,00,000/-
- A Woman or a Child
- A member of Scheduled Caste or scheduled Tribe.
- A victim of trafficking in human beings/beggar.
- An under trial in custody, including a juvenile.
- A person with disability such as suffering from blindness, leprosy loco motive disability, hearing impairment, mental derangement
- A victim of mass disaster, ethnic violence, caste atrocity, flood , drought, earthquake or industrial disaster.
- An industrial workman.
- A person upto the age of 18 years in a protective home or mentally ill person in a psychiatric hospital or psychiatric nursing home.
- A transgender whose annual income is less than Rs.2,00,000/-
- A senior citizen whose annual income is less than Rs.2,00,000/-

### **TIMING**

10.00 AM to 1.30 PM

02:00 PM to 5.00 PM

### **COMPENSATION FOR RAPE VICTIMS**

The Central Office, DSLISA and New Delhi District Legal Services Authority are also running an active programme for counseling and in proper cases paying the compensation to the rape victims upto Rs. 3 lacs.

### **REMAND ADVOCATE**

If for any reason you have been arrested by the police in a criminal case or someone close to you have been arrested by the police and you do not have any counsel to defend you or to present your case then considering that it involves life and liberty of a person, legal service authority has provided a Advocate for all such persons in every criminal court. They are generally referred to as “Remand Advocate”.

You can also write to the Ld. Member Secretary, Central Office, District State Legal Services Authority, Patiala House Courts, New Delhi and the Ld. Secretary, New Delhi District, Legal Services Authority, Patiala House Courts, New Delhi.

### **CASH BRANCH**

The cash branch is located at the ground floor in the court building. The cash branch is responsible for all kinds of cash receipts (viz. Challans, fines, fees etc) and deposit of the same in the government treasury/Reserve Bank of India. Witnesses who are summoned by the Court are paid transportation expenses referred as “diet money” and disbursement of the same is made to witnesses from the cash branch.

### **MEDIATION CENTER**

There is a vibrant Mediation Centre in Patiala House Court Complex at First Floor, Publication Building. The mediation is an informal process where the parties resolve their disputes with the help of a neutral independent mediator. The services of the Mediation Centre are available for every one. You can approach the Mediation Centre to settle the disputes both in the cases of litigations pending before the Court.

In case the settlement is arrived at through mediation in a case pending before the Court you are even entitled to refund of full court fee which you have filed at the time of initiating the litigation. Once the matter has been settled through process of mediation you can save the time, energy and resources with advantage of its being final without there being any necessity to undergo the process of

appeals etc. which generally followed in the cases which are decided by the Courts. The settlements arrived before the mediation are of binding nature and can be enforced.

For further details you can visit the Website of Delhi Mediation Centre "[www.delhimeritiationcentre.gov.in](http://www.delhimeritiationcentre.gov.in)" or contact on Telephone No. **23072569**.

### **ONE STOP CENTRE**

Ground floor, Main building, next to court of Ld. ACJ, Patiala House Court Complex, New Delhi. (For New Delhi District).

### **NAZARAT BRANCH**

Nazarat Branch is functional from Main Hall Publication Building, in the court building. Nazarat Branch also known as process serving agency is primarily responsible for delivery/execution of various processes (summons/warrants etc) issued by the Courts located at Patiala House court complex and the process received from other courts of different districts/states also.

### **GENERAL BRANCH**

The General Branch is located at Main Hall Publication Building in the Patiala House Courts Complex. General branch is taking care of all miscellaneous administrative work and also deals with the work of building maintenance Committee, appointment of Oath Commissioners & Notary Public, Canteens/ kiosks, Lawyers chambers, administration of the court complex etc. correspondence from Jail, convicts, interstate service of summons and all other miscellaneous matters related to advocates. Besides this, it also maintains the record of all the Judicial files that comes and is being sent from New Delhi District.

### **ADMINISTRATION BRANCH**

The Administrative Branch is located on ground floor in Main Hall Publication Building and deals with the functions related to the administration of the court employees.

**R & I BRANCH**

The R&I branch is located on the ground floor in Main Hall Publication Building of the court complex. The branch is mainly divided into two subheads i.e Receipt Section & Dispatch section and deals with all the correspondence/communications after making entries with particulars of subject.

**PIO/RTI SECTION**

The RTI section is on the ground floor in Publication Building of the Court building and is headed by the Public information officer. Any person can make an application under the RTI Act and the Rules namely "Delhi District Courts Establishment (Appointment & Conditions of Service) framed by the Delhi High Court under its notification dated 02<sup>nd</sup> December, 2013.

**COMPUTER BRANCH**

A Computer Branch has been set up at room no. 20B, Patiala Courts Complex, Delhi on first floor of the Main Building. The Branch controls the computer facilities installed in all the Courts, Branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required. The Branch manages and maintains the stock and the record of computers and its peripherals. The Computer Branch also looks after the maintenance and upkeep the Server, backup of the server data and all other technical works as and when assigned by the authorities. The Computer Branch also deals with the bio-metric attendance system of the court employees.

**CARE TAKING BRANCH**

Care Taking Branch is located on the ground floor in room no.17 of the Court Complex. The Branch control and supervise Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) and supervises the cleanliness work of the building. The branch also deals with arrangement of meetings/functions and all the complaints related to PWD, AMC, etc.

### **COPYING AGENCY**

The Copying Agency having three branches i.e. Copying Agency (Civil), Copying Agency (Criminal) & Copying Agency (Sessions) and they have been located on the ground floor of the Administrative Block of Court Complex at Publication Building. This agency provides the Certified Copies of the documents related to the Judicial Case Files on application.

### **JUDGES LIBRARY**

A Library is presently functional for Judicial Officers on ground floor Publication Building, where Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books, General books, law Journals, Law Softwares etc. Maintenance and issuance of Books, Bar Acts, Swamys' Books, General books, law Journals, Law Softwares, Library Software. Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District Judge, New Delhi District.

### **CMM OFFICE /(NEW DELHI DISTRICT)**

CMM Office at Patiala Courts Complex is located on the ground floor at Main Hall Publication Building. The main functions of the CMM office is Receipt & Dispatch of letters/orders from & to Metropolitan Magistrates/ Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action, Maintaining of Leave Record of Metropolitan Magistrates and to deal with the work related to case transfer application & misc application filed by lawyers and litigants with respect to the cases pending in the courts of Metropolitan Magistrates. Also fresh cases of criminal complaints and cases of cheque bounce are filed.

### **VIGILANCE**

There is a Vigilance Branch in the Court Complex, New Delhi District located in ground floor, Publication Building. Above branches are headed by an Administrative Officer and supervised by Incharge. In case you are being harassed by anyone of the court staff and there is a bribe being demanded from you, you can

approach the Administrative officer/Branch In-Charge of the concerned Vigilance branch. You can give your complaint in writing. If you will not be able to write your own complaint then your complaint can be reduced in writing by the Administrative officer and you may ask to sign the same after going through the same. As per directions of the Ld. District & Sessions Judge (HQs) no anonymous/pseudonymous complaint is entertained by the Vigilance Branch but still if you do not wish to be identified and want to file a complaint then you can personally meet either the Branch I/c (Vig.) or A.O. (J) (Vig.) and if you are still not satisfied then you can seek an appointment and request for a personal hearing either with OIC concerned or the Ld. Officer In-charge (Vigilance) or with the Ld. District & Sessions Judge, New Delhi District and you can be rest assured that your name will be kept confidential.

### **ACCOUNTS BRANCH**

Accounts branch is located on the First Floor of the Publication Building in the Court Complex. It is responsible for preparation of all the Pay & Allowances of the Officers and the staff members posted in Patiala House Courts.

### **RECORD ROOM**

The Record Room (Civil), Record Room (Criminal) and Record Room (Sessions & MACT) are located on 1<sup>st</sup> floor of the Patiala House Court Complex. The record room works for consignment of files decided by the Courts and weeding out of the matured judicial records.

### **PATIALA HOUSE COURTS BAR ASSOCIATION**

There is an office of Patiala House Courts Bar Association located on the 1<sup>st</sup> floor of Lockup Building, Patiala House Court Complex, where one can contact the Lawyers. The phone number is 011-23389245.

## **OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

### **MEDICAL FACILITIES**

There is one Delhi Government Dispensary located at ground floor of Publication Building and an emergency unit on ground floor in the Patiala House Court Complex, New Delhi-110001.

### **POLICE POST**

Police Post Patiala House Court Complex which falls under the jurisdiction of Police Station, Tilak Marg is located at ground floor of Patiala House Court Complex, New Delhi – 110001. The telephone number is 011-23384209. The said Police Post deals with the security issues of Patiala House Courts.

### **BANK**

There is a branch of UCO Bank headed by Branch Manager located at ground floor of Patiala House Court Complex, New Delhi – 110001.

### **ATM**

There is also an ATM of the UCO Bank located at ground floor, Patiala House Court Complex, New Delhi – 110001.

### **STAMP VENDORS**

The stamp vendors are available near Gate no. 5 and 6 of the Patiala House Courts Complex, New Delhi.

### **NOTARY PUBLIC & OATH COMMISSIONERS**

There are numbers of Notary Public and Oath Commissioners available at ground floor of Patiala House Courts Complex, New Delhi near the Lawyer's Chambers.



**BOOKS**

Law related books and Acts are easily available on a few dedicated book shops at ground floor of Patiala House Courts Complex, New Delhi.

**STATIONARY SHOPS**

One can find at ground floor Patiala House Court Complex vendors selling printed stationary such as process fee form, vakalatnamas, bail bonds etc. and also other stationary items.

**PHOTOCOPIERS**

Photocopier can be found at ground floor behind Lockup Building, Gate No.1, Patiala House Courts Complex, New Delhi.

**E-STAMP**

Except for smaller denomination where the court fee available in smaller size stamp which are generally used for applying certified copies, inspection of judicial record, submitting miscellaneous applications before the court, the court fee is provided with computer generated unique number which is also called as "E-Court fee". You can get E-court fee/E-stamp from the authorized vendor from ground floor, Main Building, E-Court fee of denomination of minimum Rs.10/- and maximum Rs.50,000/- and E-Court stamp of minimum Rs.10/- and maximum Rs.50/- is available with the said vendor at ground floor. For E-court fee of more than Rs.50,000/- and E-stamp paper of Rs.500/- you may approach the Corporation Bank for issuance of the same or may also be taken from the treasury at Tis Hazari Courts, Delhi.

**POST OFFICE**

A fully functional post office is located in the ground floor of the complex.

**EATING JOINTS**

There is 1 Canteen / Cafeteria situated at ground floor of Main Building

Patiala House Courts Complex, which provides foods, beverages, tea etc. for general public.

One Canteen and Cafeteria looked after by Patiala House Court Bar Association is also situated at ground floor, Lockup Building of Patiala House Court Complex, New Delhi.

### **SECURITY**

The district court is fully secured. There are Police personnels deputed on each entry and exit gate who after checking, allow people to enter the court complex. On each floor fire fighting system is also installed to combat the alarming situation.

### **PUBLIC GRIEVANCE**

If any grievance you have with regard to the general services being provided to you in the Court there is a Nodal Officer to look all your such grievances. You may leave all your such grievances in writing at the Facilitation Centre and you can be assured that they will be attended to by the Nodal Officer and if need be he / she call you. If you want to meet the Nodal Officer [Administrative Officer(Vigilance)] personally, it is advised that you may visit him with prior appointment. You can ask for the name of the Nodal Officer and his room number at the Facilitation Centre.

### **FEEDBACK AND SUGGESTIONS**

If you want to make some suggestions with regard to the services being provided at the Patiala House Court Complex or if you want to give feedback, positive or negative with regard to any of the services being provided, you are welcome to do so and drop all such feedback and suggestions in a petition box you would find outside each court room.

### **WHAT YOU CAN EXPECT FROM US**

You can expect from us that all your concerns with regard to the general services being provided in the Court Complex are to your satisfaction and that you

would be attended to promptly and with courtesy.

### **WHAT IS EXPECTED FROM YOU**

You will know that Patiala House Court Complex is one of the busiest court complex in the country where every day thousands of people visit and, therefore, it is expected that when you visit the Court complex you would follow the necessary guidelines given for providing the necessary services. You may also note that the courts require a peaceful atmosphere to discharge its work and, therefore, it is expected that when you move around in the court premises you will not create noise and move about in orderly fashion. If you happen to enter any of the court rooms you will maintain the decorum of the court and do nothing which may cause disturbance in the working of the Court. To sum up we would expect you to help us to serve you better.

## **DISTRICT COURT KARKARDOOMA COURT**



The Judicial Districts of Distt. East, North-East and Shahdara are functioning from the Karkardooma Courts Complex.

The areas falling under the jurisdiction of the Judicial Districts of Distt. East, North-East and Shahdara are as divided as per the police stations falling in each district.

<b>DISTRICT</b>	<b>POLICE STATIONS</b>
<b>EAST</b>	<ul style="list-style-type: none"> <li>• Kalyanpuri</li> <li>• Pandav Nagar</li> <li>• New Ashok Nagar</li> <li>• Gandhi Nagar</li> <li>• Mayur Vihar</li> <li>• Geeta Colony</li> <li>• Mandawali</li> <li>• Gazipur</li> <li>• Shakarpur</li> <li>• Yamuna Bank Metro Station</li> <li>• Krishna Nagar</li> <li>• Preet Vihar</li> </ul>
<b>NORTH EAST</b>	<ul style="list-style-type: none"> <li>• Karawal Nagar</li> <li>• New Usman Pur</li> <li>• Bhajanpura</li> <li>• Seelampur</li> <li>• Khajuri Khas</li> <li>• Gokul Puri</li> <li>• Sonia Vihar</li> <li>• Shasti Park Metro Station</li> </ul>

<b>SHAHDARA</b>	<ul style="list-style-type: none"> <li>• Shahdara</li> <li>• Vivek Vihar</li> <li>• Anand Vihar</li> <li>• Anand Vihar Railway Station</li> <li>• Jagat Puri</li> <li>• Farsh Bazar</li> <li>• Zafrabad</li> <li>• Madhu Vihar</li> <li>• Jyoti Nagar</li> <li>• Seemapuri</li> <li>• Nand Nagri</li> <li>• Harsh Vihar</li> <li>• Welcome</li> <li>• GTB Enclave</li> <li>• Mansarovar Park</li> </ul>
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### **ADDRESS OF KARKARDOOMA DISTRICT COURTS**

Karkardooma Courts, Shahdara, Delhi.

### **LOCATION**

Karkardooma Courts Complex is conveniently located at DC & LC Project Division Near Hedgewar Hospital East, Delhi.

### **HOW TO REACH KARKARDOOMA DISTRICT COURTS**

#### **By Rail**

One can reach Karkardooma Courts Complex, Delhi by reaching at Anand Vihar Railway Station East Delhi.

#### **By Road from other States**

One can reach Karkardooma Courts Complex, Delhi from other States after reaching various Bus Terminals of Delhi such as Kashmere Gate (ISBT) and the nearest bus stand is the Radhey Puri/ Jagat Puri Bus Stand. etc.

#### **By Delhi Metro**

The nearest Delhi Metro stations are the Karkardooma and Welcome Metro Stations.

## **ENTRY TO THE COURT PREMISES**

Litigants are to enter the Court premises from Gate No.3 as shown in the site plan above. In view of security measures, the litigants will have to undergo manual frisking and their belongings would have to be screened through baggage scanner machines installed at the entry gates. As per the norms, the following articles are prohibited from being carried in the Court complex:-

1. Guns / Replica Guns / Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives / Blades.
6. Tools / Equipments.
7. Batteries / Electric Wires / Electronic Parts.
8. Any other offensive weapon.
9. Inflammable items.
10. Tobacco products and tobacco promotional materials.
11. Bidi /Cigarette / Herbal cigarettes.
12. Intoxicating Liquor and Liquor Products / intoxicating products.
13. Ephedrine-containing products
14. Cameras / sound recording devices.
15. Chemical substances containing volatile organic solvents
16. Advertisement articles (posters, banners, placards etc.)
17. Pet animals.
18. Masks or Disguises.
19. Obnoxious substances.

## **PARKING**

Parking facility for two wheelers and four wheelers are available for litigants are provided for in plot no. 19 and 20, CBD Grounds, Shahdara, which is adjacent to the Court Complex and opposite gate no. 6.

## **BUILDING PLAN OF THE KARKARDOOMA COURTS COMPLEX**

The Karkardooma District Court Complex is built on an area measuring 60,200 Sq. Meters, B- Block of the building is six storeyed and A & C Blocks are 3 storeyed. Lawyers Chambers Block is an independent structure in the Complex up to Third Storey. It consists of 70 courts (36 Courts are under East District, 17 Courts are under Shahdara District and 17 Courts are under North-East District) and various branches which include one Library, Delhi Legal Aid Services (DLSA) Office, Mediation Centre, one Copying Agency, Record Room, Office of Bar Association, Nazarat Branch, Conference Hall, Administration Branch, Bail Section, RTI Cell, Computer Branch, ACMM Office, Account Branch, ACJ Office and various other Branches and Lawyers Chambers.

## **WHERE TO CONTACT**

If you are visiting the court for the first time and you have no idea where to go then instead of going around and making inquiries, you must visit our Facilitation Centre located at Ground Floor of I- Block in the court complex.

## **FACILITATION CENTER/ PRO OFFICE**

A facilitation centre is functional at Karkardooma Courts Complex. The same is located on the Ground Floor of I- Block, Main Entry Gate, Karkardooma Courts, Delhi. The Facilitation Center comprises of a Centralized Filing Counter and has an Asst. Public Relations Officer deputed at the Ground Floor to help out litigants. All inquiries by litigants can be made in the Facilitation Center.

## **WORKING HOURS :**

Courts	10.00 am to 1.30 pm 1.30 pm to 2.00 pm – lunch 2.00 pm to 4.00 pm
Filing Section	10.00 am to 1.00 pm 2.00 pm to 4.00 pm

	(Note – cases which are files upto 4.00 pm are listed before the concerned Court at 2.00 pm on the following day. In case of any urgency, a party can mention the case before the District Judge concerned for the same to be listed on the same day of its filing. Similarly, in case any matter has to be filed between 4.00 to 5.00 pm the same has to be mentioned before the District Judge concerned who is the authority to give such permission.
Inspection of case files	Litigants and Advocates are permitted to inspect the judicial files between 11.00 am to 1.00 pm and 2.00 pm to 4.00 pm
Copying Agency (copies of judicial record)	The applications are to be filed in the filing counters for obtaining certified working hours of which are mentioned above.

### **FILING SECTION**

**COUNTER NO.1 AND 2** : Enquiry Counter + Filing of Labour Court Cases

**COUNTER NO. 3** : For filing of criminal revisions, criminal  
(North-East) appeal, civil appeals, civil suits, rent appeals, executions and miscellaneous applications, session committal cases before District & Sessions Judge (North-East).

Filing of Police Challans pertaining to North-East District.

**COUNTER NO.4** : For filing of criminal revisions, criminal appeals, civil appeals, civil suits, rent appeal



executions, MACT and miscellaneous applications, session committal cases before District & Sessions Judge (Shahdara)

For filing of Civil Suits, rent cases, executions, miscellaneous applications, civil appeals before Sr. Civil Judge (Shahdara).

Bail filing pertaining to Shahdara District  
Delivery of Dasti Copies of bail orders and inspection of bail files

Maintaining record of decided bail applications and consignment.

EAST FILING : For filing of criminal revisions, criminal appeals, civil appeals, civil suits, rent appeal, rent appeal, executions, miscellaneous applications, session committal cases, MACT Cases before District & Sessions Judge (East).  
Filing of cases pertaining to Electricity Court.

FIRST CABIN : In-charge/PRO section.

SECOND CABIN : Bail filing pertaining to East and North-East District  
(Counter no.12 N.E. & Counter No. 13 East)  
Delivery of Dasti copies of bail orders/ inspection of bail files etc.  
Maintaining record of decided bail applications and consignment.

- COUNTER NO. 5 : CA-Delivery of copies for Civil & Labour
- COUNTER NO. 6 : CA-Fresh filing of CA applications for Civil & Labour
- COUNTER NO. 7 : CA-Fresh filing of CA applications for ASJ/ADJ/MACT
- COUNTER NO. 8 : CA-Fresh filing of CA applications for MM
- COUNTER NO. 9 : Rent Deposit Counter (now vacant)
- COUNTER NO. 10 : CA-Delivery of copies for MM
- COUNTER NO. 11 : CA-Delivery of copies for ASJ/ADJ/MACT

### **CASUAL VISITORS**

If you are just curious and want to visit any of the court of the court complex, you are welcome to do so. The courts are open to all. Entry to the court rooms is unrestricted. It is however expected that as the responsible citizen you would cause no interruption in court proceedings and if for any reason you have been asked to leave the court, you must comply with such directions of the court. You may, however, not be allowed to carry your phone inside or may be asked to switch off and not allowed to take pictures.

### **VISITORS WITH SPECIAL NEEDS**

In order to ensure that the physically challenged people are not made to face hardships while attending their cases in the Courts existing at various floors of Karkardooma Courts Complex, provision of lift facility is available to each floor. There are two wheel chairs available with the Care Taking Branch for handicapped /

injured persons.

### **VISITORS TO FAMILY COURTS**

If you are a visitor to a Family courts then you would find that the Family Courts have been designed keeping in mind the requirement of the adults but also the children who sometime are also required to visit the court for meeting one of the separated parent. You would find that Family Court for Shahdara District of Karkardooma court is located at Court room no. 57, 3rd Floor, B- Block, Karkardooma Courts, Delhi in the court complex and Family Courts for East and North-East District are presently functioning from Vishwas Nagar Complex.

### **WITNESSES**

A witness is considered a privileged visitor to the court. You are entitled to be reimbursed of the expenses, actual fare you may have incurred in coming to the court, both in criminal and civil cases, as per rules. In criminal cases, in general the expenses are borne by the State if you are State witnesses. In Civil case generally party summoning would pay you. The payment is not made in cash in court but by a voucher signed by the Presiding Officer. You may carry this voucher to cashier in Cash Branch/Nazarat Branch (for Civil) at present located on the Ground Floor in Room No. 18-A in the court complex and he would give you the cash (for criminal) against the voucher. The process is rather simple and in case you still have any difficulty you can ask for guidance from court staff.

### **VIDEO CONFERENCING**

Video conferencing facility has been temporarily made available at Mediation Centre situated at 2nd Floor, I-Block, Karkardooma Courts. At present the conferencing between the court and the jail and other court complexes including the Hon'ble High Court is possible from the video conferencing room.

## **VULNERABLE WITNESSES**

For you are guardian to child witness or happen to be rape victim or belong the category of vulnerable witnesses, you need not to fear in appearing before the court. There is special care taken of such witnesses. There is a separate room no. 77 and 78 at 6th floor, B Block of the court building designed for recording the testimony of vulnerable witnesses.

## **WEBSITE**

[www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in) is an extremely useful website of Delhi District Courts. It has links to all the Districts Courts Complexes. It can practically provide all the information which you have been looking for like the name of the judges, kinds of jurisdiction a particular judge is having, his room number and also the name of district he / she is posted. With the help of the links available on the home page itself, with no difficulty you will be able to access the cause lists of different courts, judgment, daily orders, status of case or even the information if a judge is on leave on a particular day. There are also links you will find such as “pleadings forms” commonly used during court proceedings, commonly referred “Bare Acts” and also court fee table which can be of great help to you to know the ad valorem court fees payment on the institution of suits.

## **COPIES OF ADMINISTRATIVE RECORDS UNDER RTI / INSPECTION OF ADMINISTRATIVE RECORDS.**

If you visit the Delhi District Courts website you will find link to RTI and you can access the Delhi district courts (Right to Information) Rules, 2008, including the formats to be used for seeking the information and fee to be paid. You are advised to go through these rules carefully before submitting RTI application to know for example how much payment to be made for getting the information.

Sometimes you feel your purpose can be served just by inspecting the administrative record without there being any necessity taking the copies thereof. Sometimes not being sure as to what exactly would be of use to you, ask for the

records from one end and then search therein what you require. This obviously means incurring extra expenses for you on the one hand and wastage of lot of useful time of the administrative staff. Instead of going for “Searching needle in haystack” approach you may utilize the provision in the Delhi district courts (Right to Information) Rules, 2008 to inspect the Administrative records first on payment of some nominal fees.

### **WHERE TO SUBMIT APPLICATIONS UNDER RIGHT TO INFORMATION ACT (RTI).**

The application under RTI can be sent by post addressed to Public Information Officer (PIO), Karkardooma Court Complex. The application can also be submitted by hand in R & I Section at Porta Cabin, 3<sup>rd</sup> Floor, I Block, Karkardooma Court, Delhi. In case you want to apply for inspection of administrative records, then the application will be required to be submitted to the PIO section. He will let you know the time and place where you will be required to visit for inspecting records.

### **FEES FOR INSPECTION OF ADMINISTRATIVE RECORDS AND GETTING THE COPIES UNDER RTI**

A fee of Rs.10/- in the form of postal order / demand draft be deposited with the application seeking information and Rs.2/- per page is charged while providing the information.

For inspection of administrative record a fee of Rs.5/- per hour is charged.

Fee for filing appeal under RTI is Rs.50/-

### **CERTIFIED COPIES OF JUDICIAL RECORDS.**

There is one copying agency in the court complex on the Third Floor of J-Block. If you are a party to a litigation, you can yourself or through your Advocate submit an application in the printed forms available with the vendors around the court complex. In the case of already decided cases, even if you are not a party to a litigation you can obtain certified copies of judicial records of the same except for

the documents which may have been filed by the parties to the litigation during the course of judicial proceeding.

### **WHERE TO APPLY FOR CERTIFIED COPIES**

Although there is one copying agency of all three districts i.e. East, North-East and Shahdara are located on the Third Floor of J- Block in the Karkardooma Court Complex viz.

- i) Civil Copying Agency
- ii) Criminal Copying Agency
- iii) Sessions Copying Agency
- iv) Small cause Copying Agency

but for applying certified copies it would not be necessary to visit the said copying agencies. You will find that at the Facilitation Center itself there are windows specified for applying certified copies. The certified copies would also be delivered at the Facilitation Center.

### **FEEES FOR APPLYING CERTIFIED COPIES**

There are two types of certified copies which can be obtained, one is ordinary and other is urgent

- |               |   |  |
|---------------|---|--|
| Ordinary copy | - | processing fees of Rs.10/-<br>every page Rs.5/-<br>delivery time seven days. |
| Urgent copy   | - | processing fees of Rs.25/-<br>every page Rs.5/-<br>delivery time three days. |

Certified copies are also to be provided free of cost to certain category of litigants, such as convicts / persons in judicial custody, legal aid counsel, public prosecutor and amicus curie appointed by the court.

**TIMING FOR APPLYING CERTIFIED COPIES**

10.00 A.M. TO 1.30 P.M.

2.00 P.M. TO 3.30 P.M.

**INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the court and the other which have been decided. In case of pending cases the judicial record is open to inspection for only the litigants concerned, who can inspect it themselves and through their counsel on payment of nominal fee. The decided judicial cases, however, are open for inspection to any public person on payment of nominal fee after filing an appropriate application before Officer Incharge, Record Room.

There are certain instructions related to inspection of judicial records such as while inspecting the judicial record you are not allowed to use the ink pen etc.

**FEES FOR INSPECTION OF JUDICIAL RECORDS.**

Pending cases : In a pending case file can be inspected on payment of court fee of Rs.5/- for an hour on the same day and Rs.2/- for an hour, if the case is not listed on that day on filing of application in the concerned court.

Decided cases : In a decided case any public person can inspect the judicial record on a payment of Rs.5 per hour on filing of application before the officer Incharge, Record Room.

Legal aid : There are two legal service authorities functioning for providing legal aid free of cost.

**PERSONS ENTITLED FOR FREE LEGAL AID**

1. A person with an annual income of less than Rs.1,00,000/-
2. A woman or a child
3. A member of Scheduled Caste or Scheduled Tribe
4. A victim of trafficking in human beings beggar
5. An under trial in custody, including a juvenile.

6. A person with disability such as suffering from blindness, leprosy loco motive disability, hearing impairment, mental derangement
7. A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
8. An industrial workman
9. A person upto the age of 18 years in a protective home or mentally ill person in a psychiatric hospital or psychiatric nursing home.
10. A trans gender whose annual income is less than Rs.2,00,000/-
11. A senior citizen whose annual income is less than Rs.2,00,000/-

### **TIMING**

10.00 A.M. TO 1.30 P.M.

2.00 P.M. TO 5.00 P.M.

### **COMPENSATION FOR RAPE VICTIM**

The District Legal Services Authority is also running an active programme for counselling and in proper cases paying the compensation to the rape victims upto Rs.3 lacs.

### **REMAND ADVOCATES**

If for any reason you have been arrested by the police in a criminal case or someone close to you have been arrested by the police and you do not have any counsel to defend you or to present your case then considering that it involves life and liberty of a person, legal service authority has provided an Advocate for all such persons in every criminal court. They are generally referred to as "Remand Advocate".

### **CASH BRANCH**

The Cash Branch is located at the Ground Floor in the A- Block of the Court Building. The Cash Branch is responsible for all kinds of cash receipts (viz. challans, fines, fees etc.) and deposit of the same in the Government Treasury/



Reserve Bank of India. Witnesses who are summoned by the Court are paid transportation expenses referred as “diet money” and disbursement of the same is made to witnesses from the cash branch.

### **MEDIATION CENTRE**

There is a mediation centre at Second Floor, I-Block, Karkardooma Court Complex. You may know that mediation is an informal process where the parties resolve their disputes with the help of a neutral independent mediator. The services of the mediation center are available for everyone. You can approach the mediation center to settle the disputes both in cases of litigation pending before the court or where though the dispute is brewing but no litigation has been initiated as yet.

In case the settlement is arrived at through mediation in case pending before the court you are even entitled to refund of full court fee which you have filed at the time of initiating the litigation. Once the matter has been settled through process of mediation you can save of time of going through the process of appeals etc. which generally follow in the cases which are decided by the courts. The settlements arrived before the mediation centre are of binding nature and can be enforced.

### **ONE STOP CENTRE**

Room adjacent to Mediation Centre, above the canteen 2<sup>nd</sup> floor, K-Block, Karkardooma Courts, Delhi. (For Shahdara, East & North-East District).

### **NAZARAT BRANCH**

Nazarat Branch is functional from the Third Floor at J- Block in the Court Building. Nazarat Branch also known as Process Serving Agency is primarily responsible for delivery/ execution of various processes (summons/notices/ warrants etc.) issued by the Courts located at Karkardooma Courts Complex and the processes received from other Courts of different districts/ states also.

### **GENERAL BRANCH**

The General Branch is located on the Third Floor in the I- Block in the Court

Complex. General Branch is traces/links the cases related to old and existing Courts and also deals with the work of Building Maintenance Committee, appointment of Oath Commissioners, Canteens/Kiosks, Lawyers Chambers etc.

### **ADMINISTRATION BRANCH**

The Administration Branch is located on the Third Floor in the I- BLock and deals with the functions related to the administration of the Court Complex and the employees.

### **R&I BRANCH**

The R&I Branch is located on the Third Floor in the I- Block of the Court Building. The Branch is mainly divided in to two sub heads i.e. Receipt Section & Dispatch Section and deals with all the Correspondence/ Communications after making entries with particulars of subject.

### **PIO/ RTI SECTION**

The RTI Section is on the Third Floor in the Administration Branch of the Court Building and is headed by the Public Information Officer. Any person can make an application under the RTI Act with the PIO. Such applications are governed by the provisions of the RTI Act and the Rules framed by the Delhi High Court.

### **COMPUTER BRANCH**

A Computer Branch has been set up at East District, Karkardooma Courts Complex, Delhi on the Third Floor in the A- Block of the main Building. The Branch controls the computer facilities installed at all the Courts, Branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required. The Branch manages and maintains the stock and the record of computers and its peripherals. The Computer Branch also maintain and upkeep of the Server, backup of the server data and all other technical works as and when assigned by the authorities.

### **CARE TAKING BRANCH**

Care Taking Branch is located on the Third Floor at Room No. 312 in the A-Block of the Court Complex. The Branch control and supervise Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) and supervise the work done cleanliness of the building. The branch also deals with arrangement of meetings/ functions, all the complaints related to PWD, AMC, etc.

### **COPYING AGENCY**

The Copying Agency having three branches i.e. CA (Civil), CA (CrI.) & CA (Sessions) has been located on the Third Floor of J- Block. This agency provides the Certified Copies of the documents related to the Judicial Case Files on application.

However applications for grant of certified copies are to be filed in the Facilitation Center. Ordinary fee is Rs.15/- per application. Urgent applications require fee of Rs.25/- which are made available within three days. Apart from the application fee, Rs.5/- per page of the document are charged in addition.

### **LIBRARY**

A Library is presently functional for Judicial Officers on the Third Floor in the C- Block. Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books, General books, law Journals, Law Softwares etc. Maintenance and issuance of Books, Bar Acts, Swamys' Books, General books, law Journals, Law Softwares, Library Software. Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District Judge, New Delhi District.

### **CMM OFFICE**

CMM Office at Karkardooma District Courts is located on the Third Floor in the A- Block. The main functions of the ACMM office is Receipt & Dispatch of letters/orders from & to Mms/ Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action, Maintaining of Leave Record of MMs and to deal with the work related to case transfer application & misc application filed by lawyers and

litigants with respect to the cases pending in the courts of MM.

### **VIGILANCE BRANCH**

There are three Vigilance Branches in the Court Complex, one is for East District, one for North-East and one for Shahdara District. All the three branches are functioning from Administrative Block (Porta Cabins) located at 3rd Floor of main court building. Above branches are headed by an Administrative Officer and supervised by In-charge. In case you are being harassed by anyone of the court staff and there is a bribe being demanded from you, you can approach the Administrative officer/Branch In-Charge of the concerned Vigilance branch. You can give your complaint in writing. If you will not be able to write your own complaint then your complaint can be reduced in writing by the Administrative officer and you may ask to sign the same after going through the same. If you do not wish to be identified and you want to file a complaint anonymous generally such complaints are not inquired into unless there is something of substance, which can be independently looked into without the requirement of your presence and the allegations levelled are not of personal nature.

### **RECORD ROOM**

The Record Room (Civil) is located on the Second Floor (K- Block), Record Room (Criminal) is located on the Fourth Floor (J-Block), Record Room (Sessions) is located on the Fifth Floor (L- Block) and the Record Room (MACT) is located on the Sixth Floor (L-Block) in the main Building. The Record Room works for weeding out of the matured Judicial Records and Consignment of files decided by the Judicial Officers.

### **ACCOUNTS BRANCH**

Accounts branch is located on the Third Floor in the I- Block in the Court Complex. There is separate Accounts Branch for both the District i.e. East & North-East District and it is responsible for preparation of all the Pay & Allowances of the Employees and the Employer.

**BIOMETRIC BRANCH**

The Biometric Branch is located at Room no. 319, Third Floor, I Block, in the Karkardooma court complex of all districts i.e North, Shahdara and North East. Above branch is headed by an Officer Incharge. The main function of Biometric Branch is to maintain the biometric punching records of all the court staffs of Karkardooma Courts, Delhi.

**ACJ OFFICE BRANCH**

There are three ACJ Office Branches of all three districts in the Karkardooma Court Complex. East District ACJ Office Branch is located at Room no. 23, A Block, 1<sup>st</sup> Floor, North East District ACJ Office Branch is located at Room no. 60, B Block, IV Floor and Shahdara District ACJ Office Branch is located at Room no. 64, B Block, IV Floor of the court building. Above branches are headed by an Officer Incharge / ACJ. The branch provides peons, safai karamchari, farash, maintains Receipt and Dispatch of Group-IV employees, transfer and posting of Group-IV employees and employee of Nazarat Branch, Leave maintenance record of Group-IV employees and Nazarat Branch, Hindi section, RTI dealing, issuance of memo to Group-IV employees regarding complaint and for not submitting of leave and record regarding biometric punching of Group-IV employees as well as Nazarat Branch.

**JUDICIAL BRANCH**

Judicial Branch is located on the Third Floor in the I- Block. This branch deals with matters related to Judicial officers and also keeps the record of the monthly disposal statements, training programmes, leave, etc.

**KARKARDOOMA BAR ASSOCIATION**

There is office of Bar Association located on the First Floor at J-Block, where one can contact the Lawyers. The phone numbers are 011-22300238.

## **OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

### **MEDICAL FACILITIES**

A Delhi Govt. dispensary is functional in the basement of B-Block of the complex. Doctors of the Delhi Government are available and litigants can also access the same.

### **POLICE POST**

Police Post Karkardooma Court Complex which falls under the jurisdiction of Police Station, Farsh Bazar is located at basement, A-Block of Court building. The telephone number is 011-22308889.

### **BANK**

UCO bank has a Branch in the Court complex which is located on the first floor of the Administration Block.

### **ATM**

The complex also has two ATM Machines that are located at Gate No.3 of the complex.

### **STAMP VENDORS**

Stamp vendors can be found at Ground Floor, D-Block, near Facilitation Centre, Karkardooma Court Complex.

### **NOTARY PUBLIC & OATH COMMISSIONERS**

Notary Public and Oath Commissioners have been notified by the appropriate government in the Complex. As a temporarily arrangement, Oath Commissioners are made available at 1st Floor, K-Block, Main Building and Notary Public are made available at 1st Floor, D-Block and K-Block of Main Building of Karkardooma Court

Complex.

### **BOOKS/STATIONARY SHOPS**

There are book shops / stalls located near Lawyers' Chambers Blocks in the complex. They make available basic law books such as bare acts, certain commentaries that are useful for litigants.

### **PHOTOCOPIERS :**

Photocopying facilities are available at gate no. 3, near and in the Lawyers' Chambers Blocks.

### **E-STAMP**

Licensed stamp paper vendors and court fee vendors are available in the Court Complex. One counter is located near the Facilitation Center and several other vendors are in the Lawyers' Chambers Block and Administration Block. (Kindly provide a link to the names and details of the vendors on the website)

### **POST OFFICE:**

A fully functional post office is located in the ground floor of the Administration Block.

### **EATING JOINTS**

The complex has two canteens for litigants which are located on the ground floor and first floor of the Administration Block. There are also snack kiosks on different floors of the court complex that vend tea, coffee, etc.

### **MOTHER DAIRY OUTLET**

The complex also houses a Mother Dairy outlet near gate no. 3 of the complex.

**TJ's Outlet:**

An outlet of Tihar Jail is located near gate no. 3 of the complex. Items such as shirts, snacks, cooking oil, mops etc. are available at reasonable prices.

**SITTING ARRANGEMENT**

There is sufficient space earmarked for the sitting arrangements for the litigants and the lawyers inside and outside each court room and in the main halls of the Court building.

**SECURITY**

The district court is fully secured. There are guards on each exit / entry gate who after checking, allow people to come. On each floor fire fighting system is also installed to combat the alarming situation.

**PUBLIC GRIEVANCE**

If any grievance you have with regard to the general service being provided to you in the court, there is a Nodal Officer to look at such grievances. You may leave all your grievances in writing at the Facilitation Centre and you can be assured that they will be attended by the Nodal Officer and if need be, he / she will call you. If you want to meet the Nodal Officer personally, it is advised that you may visit him with prior appointment. You can ask for the name of the Nodal Officer and his room number at the Facilitation Center.

**FEEDBACK AND SUGGESTIONS**

If you want to make some suggestions with regard to the services being provided at the Karkardooma Court Complex or if you want to give feedback, positive or negative with regard to any of the services being provided, you are welcome to do so and drop all such feedback and suggestions in a box you would find outside each court room.



**WHAT YOU CAN EXPECT FROM US**

You can expect from us that all your concern with regard to the general services being provided in the court complex are to your satisfaction and that you would be attended to promptly and with courtesy.

**WHAT IS EXPECTED FROM YOU**

You will know that Karkardooma court complex is one of the busiest court complex in the country where everyday thousands of people visit and, therefore, it is expected that when you visit the court complex you would follow the necessary guidelines given for providing the necessary services. You may also note that the courts require a peaceful atmosphere to discharge its work and, therefore, it is expected that when you move around in the court premises you will not create noise and move about in orderly fashion. If you happen to enter any of the court rooms you will maintain the decorum of the court and do nothing which may cause disturbance in the working of the court. To sum up we would expect you to help us to serve you better.

## **DISTRICT COURT ROHINI**



The judicial districts of North and North-West are functioning from Rohini Courts Complex.

The areas falling under the jurisdiction of the judicial districts of district North and North West are divided as per the police stations in each district.

District	Police Stations
NORTH	<ul style="list-style-type: none"> <li>• Crime</li> <li>• EOW</li> <li>• Alipur</li> <li>• CBI</li> <li>• Mukherjee Nagar</li> <li>• Mahendra Park</li> <li>• Narela Industrial Area</li> <li>• Samai Pur Badli</li> <li>• Jahangir Puri</li> <li>• Bhalaswa Dairy</li> <li>• Model Town</li> <li>• Prashant Vihar</li> <li>• KNK Mark</li> </ul>

	<ul style="list-style-type: none"> <li>• Shahbad Dairy</li> <li>• Bawana</li> <li>• Adarsh Nagar</li> <li>• Swaroop Nagar</li> <li>• Mahila Court</li> <li>• MCD Challans</li> <li>• Traffic Courts Circles – Patel Nagar, Pahar Ganj, Karol Bagh, Rajouri Garden, Tilak Nagar, Alipur.</li> </ul>
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District	Police Stations
North-West	<ul style="list-style-type: none"> <li>• Subhash Place (Saraswati Vihar)</li> <li>• Ashok Vihar</li> <li>• EOW Cell</li> <li>• Bharat Nagar</li> <li>• Maurya Enclave</li> <li>• Rani Bagh</li> <li>• Begum Pur</li> <li>• Sultanpuri</li> <li>• Kanjhawala</li> <li>• Aman Vihar</li> <li>• Shalimar Bagh</li> <li>• Rohini (South)</li> <li>• Rohini (North)</li> <li>• Rithala Metro Vijay Vihar</li> <li>• Keshavpuram</li> <li>• Mangolpuri</li> <li>• Mahila Court no. 1 (North West)</li> <li>• Mahila Court no. 2 (North West),</li> <li>• 138 NI Act (North West)</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"> <li>• Circles – Patel Nagar, Pahar Ganj, Ashok Vihar, Narela, Punjabi Bagh, Karol Bagh. Traffic Courts Circles - Ashok Vihar, Narela, Punjabi Bagh, Bawana, Rohini, Mangol Puri, Nangloi.</li> </ul> |
|--|---|

### **ADDRESS OF ROHINI COURTS**

District Courts Complex, Sector-14, Rohini, Delhi-110085.

### **LOCATION**

Rohini Court Complex is conveniently located on the Outer Ring Road, Madhuban Chowk, Rohini, Delhi-110085.

### **HOW TO REACH ROHINI COURTS**

#### **By Rail**

One can reach Rohini Courts Complex, Delhi by reaching at various Railway Stations such as Badli, Sarai Rohilla, Mangolpuri, Shakur Pur, etc.

#### **By Road from other States**

One can reach Rohini Courts Complex, Delhi from other States after reaching various Bus Terminals of Delhi such as Kashmere Gate, Dhaula Kuan etc.

#### **By Road within the City**

Rohini Court is well connected to Outer Ring Road via Mahatama Gandhi Marg.

#### **Delhi Metro**

Pitampura metro station is just situated at a distance of ½ Kilometer from Rohini Courts Complex, Delhi.

## **ENTRY TO THE COURT PREMISES**

Litigants are to enter the court premises from Gate no. 5. In view of security measures, the litigants will have to undergo manual frisking and their belongings would have to be screened through baggage scanners machines installed at the entry gates. Following articles are prohibited from being carried in the court complex :

1. Guns / Replica Guns / Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives / Blades.
6. Tools / Equipments.
7. Batteries / Electric Wires / Electronic Parts.
8. Any other offensive weapon.
9. Inflammable items.
10. Tobacco products and tobacco promotional materials.
11. Bidi /Cigarette / Herbal cigarettes.
12. Intoxicating Liquor and Liquor Products / intoxicating products.
13. Ephedrine-containing products
14. Cameras / sound recording devices.
15. Chemical substances containing volatile organic solvents
16. Advertisement articles (posters, banners, placards etc.)
17. Pet animals.
18. Masks or Disguises.
19. Obnoxious substances.

## **PARKING**

Presently parking is not permitted for litigant's vehicle in the Courts Complex due to security reasons and necessary advisory from Delhi Police. There is separate underground parking for Judges and Lawyers besides stack parking on ground floor.

## **BUILDING PLAN OF THE ROHINI COURT COMPLEX**

The District Court is built in the area measuring 75000 sq. yards up to 5<sup>th</sup> storey. It consists of 62 courts and various branches which include one Library, Delhi Legal Aid Services office of North and North-West District separately, Mediation Centre, One copying agency, Record Room, Office of Bar Association, Nazarat Branch of North and North-West District separately, Conference Hall, Administration Branch, Bail Section, RTI Cell, Computer Branch, CMM Office, Account Branch, ACJ Office and various other branches and Lawyers Chambers.

## **WHERE TO CONTACT**

If you are visiting the court for the first time and you have no idea where to go then instead of going around and making inquiries, you must visit our Facilitation Centre located at Ground Floor in the court complex.

## **FACILITATION-CUM-INFORMATION CENTER**

There is Facilitation-Cum-Information Center near gate no. 04. One can approach for queries regarding case flow details and successor courts etc.

## **P.R.O. OFFICE**

A Public Relation Officers (PRO) office is functional at Rohini Court Complex at Room No 501, Fifth Floor in the court building. A Public Relations officer is deputed there to help out litigants.

## **WORKING HOURS**

Courts	10.00 A.M. to 1.30 P.M. 1.30 P.M. TO 2.00 P.M. LUNCH 2.00 P.M. TO 4.00 P.M.
Filing Section	10.00 A.M. TO 1.00 P.M. 2.00 P.M. TO 4.00 P.M.
Inspection of case files	Litigants and Advocates are permitted to inspect the judicial files between 10.00 AM to 1:30 PM and

	2:00 PM to 4:00 PM.
Copying agency for obtaining certified copies of judicial record.	10.00 A.M. to 1.30 P.M. 1.30 P.M. TO 2.00 P.M. LUNCH 2.00 P.M. TO 3.30 P.M.

### **FILING SECTION FOR FILING COPYING AGENCY APPLICATIONS.**

- Counter no. 1 : Filing of copying agency / application  
Counter no. 2 : Copying Agency Inquiry  
Counter no. 3 : e-Stamp and e-Court fees available there  
Counter no. 4 : Delivery of certified copies

### **TIMINGS FOR RECEIPT OF COPYING AGENCY APPLICATIONS**

10.00 A.M. TO 1.30 P.M.  
02.00 P.M. TO 3.30 P.M.

### **FILING SECTION FOR FILING CASES.**

There is filing section located adjacent to Facilitation Cum Information Center near gate no. 04. One can approach for filing his / her case at the following counters of the Filing section :

#### **Filing of Senior Civil Judge**

- Counter no. 4 : Civil Suit, Rent cases, Civil Appeal, Execution  
Caveat of SR. CJA

#### **Filing of DJ**

- Counter no. 5 : Civil suits, Execution, Arbitration suit, Civil Appeal/ Application, revision, Guardianship, Letter of Administration, Caveat of DJ, Criminal Appeal.

#### **Filing of CMM**

- Counter no. 6 : Criminal Complaint Cases.

### Filing of Sessions

Counter no. 7 : Bail Application.

### Filing of CMM

Counter no. 8 : Fresh Charge Sheet

## **CASUAL VISITORS**

If you are just curious and want to visit any of the court of the court complex, you are welcome to do so. The courts are open to all. Entry to the court rooms is unrestricted. It is however expected that as the responsible citizen you would cause no interruption in court proceedings and if for any reason you have been asked to leave the court, you must comply with such directions of the court. You may, however, not be allowed to carry your phone inside or may be asked to switch off and not allowed to take pictures.

## **VISITORS WITH SPECIAL NEEDS**

If you are a visitor to the court with some special needs you may note that there is also a wheel chair facility for all such visitors. You can approach the Facilitation Center for being provided with a wheel chair to move around the court complex. The lifts and ramps are available for litigants.

## **VISITORS TO FAMILY COURTS**

If you are a visitor to a Family courts then you would find that the Family Courts have been designed keeping in mind the requirement of the adults but also the children who sometime are also required to visit the court for meeting one of the separated parent. You would find that Family courts of Rohini court are located on the Ground Floor in the court complex.

## **WITNESSES**

A witness is considered a privileged visitor to the court. You are entitled to be reimbursed of the expenses you may have incurred in coming to the court, both in



criminal and civil cases as per rules. In criminal cases, in general the expenses are borne by the State if you are State witnesses. In Civil case generally party summoning would pay you. The payment is not made in cash in court but by a voucher signed by the Presiding Officer. You may carry this voucher to cashier in Cash Branch at present located on the Ground Floor in Room No. 18-A in the court complex and he would give you the cash against the voucher. The process is rather simple and in case you still have any difficulty you can ask for guidance from court staff.

### **VIDEO CONFERENCING**

Video conferencing facility has been made available at Rohini District Court on the Third Floor at Room no. 310A. At present the conferencing between the court and the jail and other court complexes including the Hon'ble High Court is possible from the video conferencing room.

### **VULNERABLE WITNESSES**

Presently there is no separate room for vulnerable witnesses and the same is expected to be earmarked in near future.

### **WEBSITE**

[www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in) is an extremely useful website of Delhi District Courts. It has links to all the Districts Courts Complexes. It can practically provide all the information which you have been looking for like the name of the judges, kinds of jurisdiction a particular judge is having, his room number and also the name of district he / she is posted. With the help of the links available on the home page itself, with no difficulty you will be able to access the cause lists of different courts, judgment, daily orders, status of case or even the information if a judge is on leave on a particular day. There are also links you will find such as “pleadings forms” commonly used during court proceedings, commonly referred “Bare Acts” and also court fee table which can be of great help to you to know the ad valorem court fees payment on the institution of suits.

## **COPIES OF ADMINISTRATIVE RECORDS UNDER RTI / INSPECTION OF ADMINISTRATIVE RECORDS.**

If you visit the Delhi District Courts website you will find link to RTI and you can access the Delhi district courts (Right to Information) Rules, 2008, including the formats to be used for seeking the information and fee to be paid. You are advised to go through these rules carefully before submitting RTI application to know for example how much payment to be made for getting the information.

Sometimes you feel your purpose can be served just by inspecting the administrative record without there being any necessity taking the copies thereof. Sometimes not being sure as to what exactly would be of use to you, ask for the records from one end and then search therein what you require. This obviously means incurring extra expenses for you on the one hand and wastage of lot of useful time of the administrative staff. Instead of going for “Searching needle in haystack” approach you may utilize the provision in the Delhi district courts (Right to Information) Rules, 2008 to inspect the Administrative records first on payment of some nominal fees.

## **WHERE TO SUBMIT APPLICATIONS UNDER RIGHT TO INFORMATION ACT (RTI).**

The application under RTI can be sent by post addressed to Public Information Officer (PIO), Rohini Court Complex. The application can also be submitted by hand in R & I Section, room no. 310 for both districts i.e. North and North West. In case you want to apply for inspection of administrative records, then the application will be required to be submitted to the PIO section. He will let you know the time and place where you will be required to visit for inspecting records.

## **FEEES FOR INSPECTION OF ADMINISTRATIVE RECORDS AND GETTING THE COPIES UNDER RTI**

A fee of Rs.10/- in the form of postal order / demand draft be deposited with the application seeking information and Rs.2/- per page is charged while providing the information.

For inspection of administrative record a fee of Rs.5/- per hour is charged.  
Fee for filing appeal under RTI is Rs.50/-

### **CERTIFIED COPIES OF JUDICIAL RECORDS**

There is one copying agency (North and North West) in the court complex on the Ground Floor. If you are a party to a litigation, you can yourself or through your Advocate submit an application in the printed forms available with the vendors around the court complex. In the case of already decided cases, even if you are not a party to a litigation you can obtain certified copies of judicial records of the same except for the documents which may have been filed by the parties to the litigation during the course of judicial proceeding.

### **WHERE TO APPLY FOR CERTIFIED COPIES**

Although there is one copying agency of both districts i.e. North and North West located on the Third Floor at Room No. 303 in the Rohini Court Complex viz.

- i) Civil Copying Agency
- ii) Criminal Copying Agency
- iii) Sessions Copying Agency
- iv) Small cause Copying Agency

but for applying certified copies it would not be necessary to visit the said copying agencies. You will find that at the Facilitation Center itself there are windows specified for applying certified copies. The certified copies would also be delivered at the Facilitation Center.

### **FEES FOR APPLYING CERTIFIED COPIES**

There are two types of certified copies which can be obtained, one is ordinary and other is urgent

Ordinary copy - processing fees of Rs.10/-  
every page Rs.5/-  
delivery time seven days.

Urgent copy - processing fees of Rs.25/-  
every page Rs.5/-  
delivery time three days.

Certified copies are also to be provided free of cost to certain category of litigants, such as convicts / persons in judicial custody, legal aid counsel, public prosecutor and amicus curie appointed by the court.

Timings for applying for certified copies

10.00 A.M. TO 1.30 P.M.

2.00 P.M. TO 3.30 P.M.

**INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the court and the other which have been decided. In case of pending cases the judicial record is open to inspection for only the litigants concerned, who can inspect it themselves and through their counsel on payment of nominal fee. The decided judicial cases, however, are open for inspection to any public person on payment of nominal fee after filing an appropriate application before Officer Incharge, Record Room.

There are certain instructions related to inspection of judicial records such as while inspecting the judicial record you are not allowed to use the ink pen etc.

**FEES FOR INSPECTION OF JUDICIAL RECORDS.**

Pending cases : In a pending case file can be inspected on payment of court fee of Rs.5/- for an hour on the same day and Rs.2/- for an hour, if the case is not listed on that day on filing of application in the concerned court.

Decided cases : In a decided case any public person can inspect the judicial record on a payment of Rs.5 per hour on filing of application before the officer In charge, Record Room.

Legal aid : There are two legal service authorities functioning for providing legal aid free of cost.

### **PERSONS ENTITLED FOR FREE LEGAL AID**

- A person with an annual income of less than Rs.1,00,000/-
- A woman or a child
- A member of Scheduled Caste or Scheduled Tribe
- A victim of trafficking in human beings beggar
- An under trial in custody, including a juvenile.
- A person with disability such as suffering from blindness, leprosy loco motive disability, hearing impairment, mental derangement
- A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- An industrial workman
- A person upto the age of 18 years in a protective home or mentally ill person in a psychiatric hospital or psychiatric nursing home.
- A trans gender whose annual income is less than Rs.2,00,000/-
- A senior citizen whose annual income is less then Rs.2,00,000/-

### **TIMING**

10.00 A.M. TO 1.30 P.M.

2.00 P.M. TO 5.00 P.M.

### **COMPENSATION FOR RAPE VICTIM**

The District Legal Services Authority is also running an active programme for counselling and in proper cases paying the compensation to the rape victims upto Rs.3 lacs.

### **REMAND ADVOCATES**

If for any reason you have been arrested by the police in a criminal case or someone close to you have been arrested by the police and you do not have any

counsel to defend you or to present your case then considering that it involves life and liberty of a person, legal service authority has provided an Advocate for all such persons in every criminal court. They are generally referred to as “Remand Advocate”.

### **CASH BRANCH**

The cash branch is located at the Ground Floor, Room No. 18-A of the court building. The cash branch is responsible for all kinds of cash receipts (viz. Challans, fines, fees etc.) and deposit of the same in the government treasury / Reserve Bank of India. Witnesses who are summoned by the court are paid transportation expenses referred as “diet money” and disbursement of the same is made to witnesses from the cash branch.

### **MEDIATION CENTER**

There is a mediation centre at Room no. 408, Fourth Floor, Rohini Court Complex. You may know that mediation is an informal process where the parties resolve their disputes with the help of a neutral independent mediator. The services of the mediation center are available for everyone. You can approach the mediation center to settle the disputes both in cases of litigation pending before the court or where though the dispute is brewing but no litigation has been initiated as yet.

In case the settlement is arrived at through mediation in case pending before the court you are even entitled to refund of full court fee which you have filed at the time of initiating the litigation. Once the matter has been settled through process of mediation you can save of time of going through the process of appeals etc. which generally follow in the cases which are decided by the courts. The settlements arrived before the mediation centre are of binding nature and can be enforced.

### **ONE STOP CENTRE**

Room No. 306, Third Floor, Rohini Courts Complex, Delhi. (For North and North-East District).

**NAZARAT BRANCH**

Nazarat Branch is functional from Room No. 310, Central Hall, Third Floor in the court building of both districts i.e North and North West. Nazarat Branch also known as process serving agency is primarily responsible for delivery / execution of various processes (summons / warrants etc.) issued by the courts located at Rohini Court complex and the process received from other courts of different districts / states also.

**DISTRICT NAZIR BRANCH**

This branch is functional from Room no. 314, Third Floor in the court complex and it functions for both the districts i.e. North and North-West. It deals with the calculation report regarding compensation in Land Acquisition cases and also deals with deposition of cheques in Banks and collection of counter receipts. It also deals with collection of treasury numbers from District Nazir Branch, Tis Hazari, Delhi. Various fixed deposit receipts are also got prepared through banks in Land Acquisition cases. Letter of withdrawal for fixed deposits is issued to the concerned banks. Vouchers are prepared in such cases. Separate register is maintained for deposition of cheques from court of other ADJs.

**GENERAL BRANCH**

The General Branch of North district is located at Room no. 407, Fourth Floor in the Rohini court complex and another General Branch of North West district is located at Room no. 17, Ground Floor in the Rohini court complex. General branch is taking care of all miscellaneous administrative work and also deals with the work of building maintenance committee, appointment of oath commissioners, appointment of local commissioners, canteens / kiosks, lawyers chambers, administration of the court complex etc.

**ADMINISTRATION BRANCH**

There are two separate Administration Branches of both districts one is for North District located at fourth floor in Room No. 407 and the other is for North-

West District located at fourth floor in Room no. 405 and deals with the functions related to the administration of the court employees.

### **R & I BRANCH**

The R & I Branch of both districts is located on the third floor in Room No. 310 of the court building. The branch is mainly divided into two subheads i.e. receipt section and dispatch section and deals with all the correspondence / communications after making entries with particulars of subject.

### **PIO / RTI BRANCH**

The RTI section of North District is located at Room No. 407, Fourth Floor in the court complex and another RTI section of North West District is located at Room No. 400, Fourth Floor in the court complex and are headed by the Public Information Officer. Any person can make an application under the RTI Act and the Rules namely "Delhi District Courts Establishment (Appointment and Conditions of Service) framed by the Delhi High Court under its notification dated 2<sup>nd</sup> December, 2013.

### **COMPUTER BRANCH**

A computer branch of both districts has been set up at the Fourth Floor, Room No. 400 of court building. The branch controls the computer facilities installed in all the courts, branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required. The branch manages and maintains the stock and the record of computers and its peripherals. The Computer branch also maintains and upkeep the server, backup of the server data and all other technical works as and when assigned by the authorities. The computer branch also deals with the biometric attendance system of the court employees.

### **CARE TAKING BRANCH**

Care Taking branch is located in the Annexe. Building of the Court Complex.



The branch control and supervise Group-D employees (Safai Karamcharies, Farash, Chowkidars etc.) and supervise the work done, cleanliness of the building. The branch also deals with arrangement of meetings / functions, all the complaints related to PWD, AMC, etc.

### **COPYING AGENCY**

The copying agency of both districts i.e. North and North West consisting Copying agency (civil), copying agency (criminal) and copying agency (sessions) has been located at Room no. 303, Third Floor in the court complex. This agency provides the certified copies of the documents related to the judicial case files on application.

### **LIBRARY**

A library is presently functional for the judicial officers at Fifth Floor in Room No. 501 of court building. Judicial Officers can access all the reference books, journals, bare acts, Swamy's Books, General Books, Law Journals, Law Software etc. Maintenance and issuance of Books, Bare Acts, Swamy's Books, General Books, Law Journals, Law Softwares, Library Software, Binding of Law Journals, Purchasing of Newspapers and Magazines for the District Judge is also undertaken.

### **CMM OFFICE (NORTH AND NORTH WEST DISTRICT)**

CMM office at Rohini Court Complex is located on the Fourth Floor in Room no. 405. The main functions of the CMM office is receipt / dispatch of letters / orders from and to Metropolitan Magistrates / Hon'ble High Court / Hon'ble Supreme Court of India for further necessary action, maintaining of Leave Record of Metropolitan Magistrates and to deal with the work related to case transfer application and misc. application filed by lawyers and litigants with respect to the cases pending in the courts of Metropolitan Magistrates. Also fresh criminal complaint cases and cases of cheque bouncing are filed.

**VIGILANCE BRANCH**

There are two Vigilance branches in the court complex. Vigilance Branch of North West is located in Room no. 405, Fourth Floor, in the court complex and Vigilance Branch of North is located in Room no. 407, Fourth Floor, in the court complex. Above branches are headed by an Administrative Officer and supervised by Incharge. In case you are being harassed by anyone of the court staff and there is a bribe being demanded from you, you can approach the Administrative officer / Branch In charge of the concerned vigilance branch. You can give your complaint in writing. If you are not able to write your own complaint then your complaint can be reduced into writing by the Administrative Officer and you may be asked to sign the same after going through the same. If you do not wish to be identified and you want to file a complaint anonymously, generally such complaints are not inquired into unless there is something of substance, which can be independently looked into without the requirement of your presence and the allegations levelled are not of personal nature.

**RECORD ROOM**

The record room of both districts i.e. North and North West is located at Room no. 309, Third Floor in the court complex. The record room works for consignment of files decided by the Judicial Officers and weeding out of the matured judicial records.

**ACCOUNTS BRANCH**

There are two account branches in the court complex. Account Branch of North West is located in Room no. 405, Fourth Floor and Account Branch of North is located in Room no. 313, Third Floor. Above branches are headed by an Assistant Account Officer and supervised by DDO. The branch maintains pay bills, medical bills, service book, advances, GPF /CPF, LTC & TA and Retirement benefits of the staff. This branch is also having Cash branch and Fine and Audit Branch.

### **DISTRICT LEGAL SERVICE AUTHORITY (DLSA) BRANCH**

There are two Delhi Legal Service Authority (DLSA) branches in the court complex. Delhi Legal Service Authority (DLSA) Branch of North West is located in Room no. 306, Third Floor, in the court complex and Delhi Legal Service Authority (DLSA) Branch of North is located in Room no. 402, Fourth Floor, in the court complex. Above branches are headed by an Officer Incharge / Secretary. These branches organizes programme of Gender Reference Center (GRC), conduct literacy programmes at Government School / Government Aided Schools, to provide legal aid to the litigants, counselling with missing children, provide compensation to rape victims, provide compensations to victim of cases related to untraced Detailed Accidental Report (DAR) and provide compensations to victim of acid attacks, compensations to LR's of victims of u/s 302 IPC, compensations to victims u/s 307 IPC, to conduct National Lok Adalat every month, payment to advocates who performed duty at Front Office, GRC, Schools, payment to staff of Lok Adalat etc., Age verification entry of victims and other miscellaneous work as directed by National Legal Services Authority (NALSA) or Central Office Delhi State Legal Services Authority (DSLISA), Patiala House, New Delhi.

### **ACJ OFFICE BRANCH**

The ACJ Office Branch of both districts is located on the third floor in Room No. 313 of the court building. Above branches are headed by an Officer Incharge / ACJ. The branch provides peons, safai karamchari, farash, maintains Receipt and Dispatch of Group-IV employees, transfer and posting of Group-IV employees and employee of Nazarat Branch, Leave maintenance record of Group-IV employees and Nazarat Branch, Hindi section, RTI dealing, issuance of memo to Group-IV employees regarding complaint and for not submitting of leave and record regarding biometric punching of Group-IV employees as well as Nazarat Branch.

**ROHINI BAR ASSOCIATION**

There is an office of Rohini Bar Association located at Central Hall, Ground Floor, Delhi. Office phone no. 011-27550388.

**OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

**MEDICAL FACILITIES**

There is one Delhi Government Dispensary located at Ground Floor and an emergency unit at ground floor in the Rohini Court Complex, Delhi. Phone No. 011-27552550.

**POLICE POST**

Police Post Rohini Court Complex which falls under the jurisdiction of Police Station Prashant Vihar is located at Ground Floor in Room No. 15 in the court building. Phone No. 011-27555623.

**POST OFFICE**

A post office is situated at Ground Floor, inside the court complex for staff, lawyers, litigants and general public. Phone No. 011-27553151.

**BANK**

There is branch of State Bank of India headed by Branch Incharge located at Ground Floor in the court building. Phone No. 011-27555439-40.

**ATM**

There are also two ATMs. One is of State Bank of India and another is of UCO Bank. Both are located at Ground Floor, Central Hall in the court building.

**STAMP VENDORS**

The stamp vendors can be found at Ground Floor in Room No. 16 of the court building.

**TIHAR JAIL (TJ's) OUTLET**

TJs outlet is located on the Ground Floor inside the District Court Complex. Different kinds of juices and other refreshment items are readily available for the staff, lawyers, litigants and other visitors.

**NOTARY PUBLIC AND OATH COMMISSIONERS**

There are number of Notary Public and Oath Commissioners available at the Ground Floor in Room No. 16 of the court building. Oath commissioners are available for the purpose of attestation of the documents to be filed in the Courts. A nominal fee of Rs. 10/- only is charged by the Oath Commissioners for attestation of the documents. A fee of Rs. 15/- is charged by the Notary Public for verification and attestation of the normal documents, as per the rules of the Notary Act, 1952.

**BOOKS**

Law related books and Acts can easily be found in a few dedicated shops at Ground Floor of the court building.

**STATIONERY SHOP**

One can find at Ground Floor vendors selling printed stationery such as process fee form, vakalatnamas, bail bonds etc. and also other stationery items.

**PHOTOCOPIERS**

Photocopier can be found at Ground Floor in Room No. 16 and Central Hall in the court building.

**e-STAMP / e-COURT FEE**

Except for smaller denomination where the court fee available in smaller size stamp which are generally used for applying certified copies, inspection of judicial record, submitting miscellaneous application before the court, the court fee is provided with computer generated unique number which is also called as “e-COURT FEE”. You can get e-court fee / e-stamp from the authorized vendor from Room No. 16, Ground Floor in the court complex of denomination of minimum Rs.5/- and maximum Rs.50,000/- and e-Court Stamp of minimum Rs.10/- and maximum Rs.50/- is available with the said vendor at Room No. 16, Ground Floor in the court complex. For e-stamp of more than Rs.50,000/- and e-stamp paper of Rs.500/- you may approach the Corporation Bank for issuance of the same or may also be taken from the treasury at Tis Hazari, Delhi.

**EATING JOINTS**

There is one canteen / cafeteria located at Central Hall, Second Floor in the court complex and one Food Court on the Ground Floor is also available near the Mother Dairy in the court complex, which provides food, beverages, tea etc. for general public.

A juice shop is also situated on the Ground Floor, inside the court complex. Different kinds of juices and other refreshment items are readily available to the staff, lawyers, litigants and other visitors.

**MOTHER DAIRY**

There is outlet of Mother Dairy on the Ground Floor which provides milk, lassi, ice-cream etc.

**SECURITY**

The district court is fully secured. There are guards on each exit / entry gate who after checking, allow people to come. On each floor fire fighting system is also installed to combat the alarming situation.

## **PUBLIC GRIEVANCE**

If any grievance you have with regard to the general service being provided to you in the court, there is a Nodal Officer to look at such grievances. You may leave all your grievances in writing at the Facilitation Centre and you can be assured that they will be attended by the Nodal Officer and if need be, he / she will call you. If you want to meet the Nodal Officer personally, it is advised that you may visit him with prior appointment. You can ask for the name of the Nodal Officer and his room number at the Facilitation Center.

## **FEEDBACK AND SUGGESTIONS**

If you want to make some suggestions with regard to the services being provided at the Rohini Court Complex or if you want to give feedback, positive or negative with regard to any of the services being provided, you are welcome to do so and drop all such feedback and suggestions in a box you would find outside each court room.

## **WHAT YOU EXPECT FROM US**

You can expect from us that all your concern with regard to the general services being provided in the court complex are to your satisfaction and that you would be attended to promptly and with courtesy.

## **WHAT IS EXPECTED FROM YOU**

You will know that Rohini court complex is one of the busiest court complex in the country where everyday thousands of people visit and, therefore, it is expected that when you visit the court complex you would follow the necessary guidelines given for providing the necessary services. You may also note that the courts require a peaceful atmosphere to discharge its work and, therefore, it is expected that when you move around in the court premises you will not create noise and move about in orderly fashion. If you happen to enter any of the court rooms you will maintain the decorum of the court and do nothing which may cause disturbance in the working of the court. To sum up we would expect you to help us to serve you better.

## **DISTRICT COURT DWARKA**



The District Court of South West District is functioning from District Court, Dwarka. The Mediation Centre, Delhi Legal Services Authority (DLSA) and Family Courts are also located in this Court Complex.

The criminal jurisdiction presently under South-West District of District Court Dwarka comprises of following police stations:-

<b>District</b>	<b>Police Stations</b>
South West	<ul style="list-style-type: none"> <li>• Dwarka Sector-23</li> <li>• Dabri</li> <li>• Kapashera</li> <li>• Dwarka South</li> <li>• Palam Village</li> <li>• Baba Haridas Nagar</li> <li>• Chhawla</li> <li>• Dwarka North</li> <li>• Bindapur</li> <li>• Jaffarpur</li> <li>• Najafgarh</li> <li>• Janakpuri</li> <li>• Vikaspuri</li> <li>• Uttam Nagar</li> </ul>



The Civil jurisdiction of District Court Dwarka of South West District comprises of following areas:-

Name of District	Name of Sub Division	Revenue / Village/Colonies
South West	Dwarka	<ul style="list-style-type: none"> <li>• Boudhela</li> <li>• Nangli Jalib</li> <li>• Posangipur</li> <li>• Asalatpur Khadar</li> <li>• Hastal</li> <li>• Raja Pur Khurd</li> <li>• Nawada Mazra Hastal</li> <li>• Matiala</li> <li>• Togan Pur</li> <li>• Palam</li> <li>• Binda Pur</li> <li>• Luhar Hari</li> <li>• Mirza Pur</li> <li>• Nasir Pur</li> <li>• Dabri</li> <li>• Dhool Siras</li> <li>• Pochan Pur</li> <li>• Amber Hari</li> <li>• Nangli Sakrawati</li> <li>• Kakrola</li> </ul>
	Najafgarh	<ul style="list-style-type: none"> <li>• Roshan Pura</li> <li>• Dichaun Kalan</li> <li>• Jharoda Kalan</li> <li>• Surakh Pur</li> <li>• Mitraun</li> <li>• Khar Khari Nahar</li> <li>• Khaira</li> <li>• Surhera</li> <li>• Kair</li> <li>• Khera Dabar</li> <li>• Ujwa</li> <li>• Sher Pur Dairy</li> <li>• Jafar Pur Kalan</li> <li>• Malik Pur Zern Garh</li> <li>• Jhull Jhuli</li> <li>• Saranpur</li> <li>• Mundhela Kalan</li> <li>• Mundhela Khurd</li> <li>• Samas Pur Khalsapuri</li> <li>• Issa Pur</li> </ul>

		<p>Qazi Pur</p> <ul style="list-style-type: none"> <li>• Baqar Garh</li> <li>• Dhansa</li> <li>• Galib Pur</li> <li>• Najafgarh</li> <li>• Haibat Pur</li> <li>• Masuda Bad</li> </ul>
	Kapashera	<ul style="list-style-type: none"> <li>• Barthal</li> <li>• Bamnoli</li> <li>• Guman Hera</li> <li>• Darya Pur Khurd</li> <li>• Rawta</li> <li>• Devrala</li> <li>• Pindwala Kalan</li> <li>• Pindwala Khurd</li> <li>• Khar Khari Jatmal</li> <li>• Khar Khari Rond</li> <li>• Jhatikra</li> <li>• Ragho pur</li> <li>• Nanak heri</li> <li>• Badu Sarai</li> <li>• Shikar Pur</li> <li>• Asalat Pur Khawad</li> <li>• Jain Pur</li> <li>• Hasanpur</li> <li>• Daulat Pur</li> <li>• Rewla Khan Pur</li> <li>• Paprawat</li> <li>• Goela Khurd</li> <li>• Taj Pur Khurd</li> <li>• Quiba Pur</li> <li>• Chhawla</li> <li>• Kangan Heri</li> <li>• Salah Pur</li> <li>• Kapashera</li> <li>• Bijwasan</li> <li>• Dindar Pur</li> </ul>
	Dwarka	<ul style="list-style-type: none"> <li>• Toganpur</li> <li>• Palam</li> <li>• Bindapur</li> <li>• Luhar Hedi</li> <li>• Mirzapur</li> <li>• Dabri</li> <li>• Nasirpur</li> <li>• Dhool Siras</li> </ul>

		<ul style="list-style-type: none"> <li>• Pochhanpur</li> <li>• Amber Hedi</li> <li>• Nangli Sakrawati</li> <li>• Kakrola</li> <li>• Budela</li> <li>• Nangli (jalib)</li> <li>• Posangipur</li> <li>• Asalatpur Khadar</li> <li>• Hastsaal</li> <li>• Razapur Khurd</li> <li>• Nawada Maazra Hastsaal</li> <li>• Matiala</li> </ul>
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Following courts are functional at District Court, Dwarka:

- (1) Court of District & Sessions Judge
- (2) Family Courts
- (3) CBI Courts
- (4) NDPS Court
- (5) POCSO Court
- (6) Fast Track Court
- (7) Electricity Court
- (8) MACT Court
- (9) Courts of Additional Sessions Judges
- (10) Courts of Additional District Judges
- (11) Senior Civil Judge/Rent controller
- (12) Additional Senior Civil Judge
- (13) Chief Metropolitan Magistrate
- (14) Additional Chief Metropolitan Magistrate
- (15) Metropolitan Magistrate
- (16) Mahila Courts
- (17) Civil Judges/ Administrative Civil Judge.
- (18) Traffic Courts ( dealing with Traffic challans of Mayapuri circle, Dwarka, R.K. Puram, IGI Airport circle, Palam Airport, Najafgarh Circle, Kapashera circle, Delhi Cantt. and STA (circle-wise)

- Note: a) Pecuniary jurisdiction of Senior Civil Judge/Additional Senior Civil Judge/Civil Judge is upto Rs. Three Lacs.
- b) Pecuniary jurisdiction of District Judge/Additional District Judge is more than Rs. Three lacs and upto Rs. Two crores(except for commercial cases having value of more than Rs. one crore).

**ADDRESS/CONTACT NUMBER OF DWARKA COURT :**

District Court Dwarka , Sector 10, Dwarka, New Delhi-110075.

Ph. No. : 011 28402659

**HOW TO REACH DISTRICT COURT DWARKA**

One can access the District Court, Dwarka by public mode of transport like Metro, Bus, Auto, Taxi, etc.

**By air**

If one is coming by flight to New Delhi, then after arriving at IGI Airport, he/she can easily reach District Court, Dwarka either by taking taxi or by taking Airport Express Metro till Dwarka Sector-21 interchange station and from there he/she can take Delhi Metro to reach at Sector-10 Metro Station, which is situated opposite District Court, Dwarka.

**By rail**

If one is coming by train to Delhi and deboarding at any of the Railway Stations i.e. Nizamuddin Railway Station, Sarai Kale Khan, Old Delhi Railway Station, New Delhi Railway Station, Delhi Cantt. Railway Station, he/she can use Delhi Metro or any other public transport for reaching District Court, Dwarka.

**By road from other states**

If one is coming to Delhi by bus from other States after deboarding at any of the Bus Terminals of Delhi i.e. Maharana Partap

Bus Terminal( Kashmere Gate), Anand Vihar Bus Terminal, Sarai Kale Khan etc., he/she can use Delhi Metro for reaching District Court, Dwarka.

### **Delhi Metro**

One can use Delhi Metro for reaching Sector-10, Dwarka metro station which is situated opposite District Court Dwarka, Delhi.

### **ENTRY TO THE COURT PREMISES**

Entry to the court premises for visitors(including lawyers, staff and Litigants) is from gate nos. 3 & 4. For safety and security purpose, all visitors have to undergo manual frisking and their belongings are screened through X-ray machines installed at the entry gates.

Following articles are prohibited from being carried in the court complex :

1. Guns / Replica Guns / Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives / Blades.
6. Tools / Equipments.
7. Batteries / Electric Wires / Electronic Parts.
8. Any weapon.
9. Inflammable items.
10. Bidi /Cigarette / Herbal cigarettes or any other tobacco products.
11. Liquor and any other intoxicating Products / Narcotics products.
12. Chemical substances containing volatile organic solvents.
13. Advertisement articles (posters, banners, placards etc.).
14. Pet animals.
15. Masks or Disguises.
16. Obnoxious substances.

17. Any other articles/goods etc. which may be prejudicial to the safety and security of the court complex.

### **BUILDING PLAN OF DWARKA COURT COMPLEX**

The District Court, Dwarka Complex is located in Sector-10, Dwarka, New Delhi covering an area of 3.70 Hectares. The Court building is divided into four wings i.e. A,B,C & D. The Court Complex has a separate Administrative Block connected to the Court building at Certain levels and also has an independent Lawyers Chambers Block. In addition to courts, the District Court, Dwarka also houses , Mediation Centre, office of Delhi Legal Services Authority, Head Quarters of Family Court as well as Family Court of South West District.

### **P.R.O. OFFICE**

A Public Relation Office (PRO) is functional at District Court, Dwarka in the Facilitation Centre situated between 'B' Wing & 'C' Wing of the court Complex. A Public Relations officer is deputed there to provide necessary information.

### **WORKING HOURS.**

Courts	10.00 A.M. to 1.30 P.M. 2.00 P.M. TO 4.00 P.M.
Filing Section	10.00 A.M. TO 1.00 P.M. 2.00 P.M. TO 4.00 P.M.
Inspection of case files	Litigants and Advocates are permitted to inspect the judicial files between 10.00 AM to 1:30 PM and 2:00 PM to 4:00 PM.
Copying agency for obtaining certified copies of judicial record.	10.00 A.M. to 1.30 P.M. 2.00 P.M. TO 3.30 P.M.

## **FACILITATION CUM INFORMATION CENTRE**

Two Facilitation Centres are functional at Dwarka Courts Complex to facilitate the litigants and lawyers. Facilitation Centre No. 1 is situated between 'B' & 'C' wings of the Court Building on the Ground Floor and Facilitation Centre No.2, is situated opposite lawyers's chamber block on the ground floor. One can approach the Facilitation Centre located on the ground floor between 'B' & 'C' wing of the Court building for filing of cases/applications and queries, if any. One can also contact the Facilitation Centre telephonically to make any inquiry at the following telephone number:**011-28402659**.

The business transacted at various counters at the Facilitation Centres is as follows:-

### **FACILITATION CENTRE NO. 1**

**Counter No.1** : PRO Office

**Counter No. 2** : Filing in the court of District & Session Judge:

- (a) Civil Suits (of appropriate pecuniary jurisdiction)
- (b) Execution Applications
- (c) Arbitration Cases
- (d) Civil/criminal Appeal
- (e) Criminal Revision
- (f) Guardianship cases
- (g) Letter of Administration/Probate cases
- (h) Caveat
- (i) bail applications etc.(except for bail pertaining to Pocso, NDPS and Electricity Courts which are filed directly before the concerned court).

**Counter No.3** : Filing in the court of Senior Civil Judge/Rent Controller:

- (a) Civil Suit(of appropriate pecuniary jurisdiction),
- (b) Rent cases
- (c) Civil Appeal
- (d) Execution Applications

(e) Caveat.

**Counter no.4 : Filing in the court of CMM:**

- (a) Criminal complaint cases U/s 200 Cr.P.C,
- (b) Cases U/s 138 Negotiable Instruments Act,
- (c) Under Domestic Violence Act
- (d) Application U/s 156(3) Cr.P.C,

**NOTE:**

The MACT claims and criminal complaints pertaining to Electricity Court are filed directly before the special designated courts/Tribunal.

**FACILIATION CENTRE NO. 2**

**Counter no.1 :** For purchase of e-stamp and e-court fees.

**Counter no.2:** (a) Filing of chargesheets in criminal cases by the police.

(b) Filing of Untraced cases by the police

(c) Filing of applications for disposal of case property by the police.

**Counter no.3 :** Filing of matters pertaining to family courts.

**COPYING AGENCY**

The Copying Agency having three branches CA (Civil), CA (Crl.) & CA (Sessions) is located at the Ground Floor in the Administrative Block. This agency provides the Certified Copies of the documents related to the Judicial Files on filing of an application. During the pendency of a case, the application is to be filed before the court concerned and if the case has been disposed of, then before the copying agency.

**CERTIFIED COPIES OF JUDICIAL RECORDS.**

The certified copies of judicial record can be obtained on filing of appropriate application on payment of prescribed fees in the copying agency situated on the Ground Floor in the Administrative Block at the following counters:



**Counter No.1 :** Receipt of CA applications pertaining to the courts of ADJs, ASJs and MMs.

**Counter No.2 :** Delivery of certified copies of the record of Sessions courts and Civil courts.

**Counter No.3 :** Receipt of CA applications of Civil Courts i.e. Court of Senior Civil Judge/Additional Senior Civil Judge/Civil judges and delivery of certified copies of the record of MM's court.

**Counter No.6 :** Receipt and delivery of certified copies of record of family courts.

**Who can apply for certified copies:**

In a pending case, a party to litigation either himself or through his counsel can apply for certified copies on submission of prescribed application and fees.

In decided cases, certified copies of the judicial records, except the copies of documents which have been filed by parties to litigation, can be obtained by any person on submission of prescribed application and fees.

**FEES FOR CERTIFIED COPIES**

The certified copies can be obtained either in the normal course or on urgent basis on payment of the following fees:

- Ordinary copy** - Processing fees of Rs.10/- and Rs.5/- per page.
- Urgent copy** - Processing fees of Rs.25/- and Rs. 5/- per page.

Certified copies are also to be provided free of cost to certain category of litigants, such as convicts / persons in judicial custody, legal aid counsel, public prosecutor and amicus curiae appointed by the court.

**CASUAL VISITORS**

Any person can visit the court complex. The courts are open to all. Entry to

the court rooms is generally unrestricted subject to constraint of space and unless otherwise directed by the Presiding Officer. It is however expected that being a responsible citizen, one would cause no interruption in court proceedings and if, for any reason, one has been asked to leave the court, he/she must comply with such directions of the court. However, mobile phones are to be kept switched off inside the court room. Audio Visual recording and taking of photographs inside the court room is totally prohibited.

### **VISITORS WITH SPECIAL NEEDS**

The wheel chair facility is available for visitors with special needs. The wheel chairs are available at the following places in the complex :-

- (a) Lock up ( Contact: Incharge Lock up)
- (b) Gate no.3 ( Contact : Supervisor, Security Agency i.e. Kushal Suraksha and Allied Services P. Ltd.)
- (c) Gate no.4 ( Contact : Supervisor, Security Agency i.e. Kushal Suraksha and Allied Services P. Ltd.)
- (d) Facilitation Centre - (Contact : Incharge, Facilitation Centre)
- (e) Reception Area, Administrative Block (Contact : Supervisor, Security Agency i.e. Kushal Suraksha and Allied Services P. Ltd.)
- (f) "A" Wing, Ground floor - (Contact: Ahlmad of Evening Court no.3 (Room no.3)
- (g) "B" Wing, Ground Floor- (Contact : Ahlmad of Evening Court no.5 (Room no.5)
- (h) "C" Wing, Ground Floor( Contact: Ahlmad in the court of Sh. Vivek Kumar Gulia, Ld. CMM, (Room no.11).
- (i) "D" Wing, Ground Floor ( Contact : Ahlmad in the court of Shri Santosh Kumar Singh, Ld.MM, (Room no.13).
- (j) "B" Wing, Second Floor (Contact : Ahlmad in the court of Shri Arun Kumar Garg, Ld. Civil Judge, (Room no.208).
- (k) "A" Wing, Third Floor (Contact : Ahlmad in the court of Shri Vikas Dhull, Ld. ASJ-01 (Room no.302).

- (l) "D" Wing, Fifth Floor (Contact : Ahlmad in the court of Shri Anil Kumar, Ld. ASJ, (Room no.516).

The lifts and ramps have also been provided in the court complex.

### **VISITORS TO FAMILY COURTS**

Family Courts at District Court, Dwarka have been designed keeping in view the requirement not only of the adults but also of the children who may be required to visit the court. The Family courts are located at Court No. 303 and Court No. 307, Wing A, 3<sup>rd</sup> Floor.

### **WITNESSES**

Witnesses are privileged visitors to the court. As a witness one is entitled to reimbursement of expenses incurred in coming to the court, as per rules. In criminal cases, in general, the expenses are borne by the State if one is a prosecution witness. In Civil cases, generally the party summoning would pay expenses of the witness. In criminal case, the payment is made through a voucher signed by the Presiding Officer which is required to be deposited in Cash Branch for payment. The Cash Branch is located at the Ground Floor in Administrative Block in the Court Complex.

### **VULNERABLE WITNESSES**

To ensure that vulnerable witnesses i.e children under the age of 18 years, rape victims and witnesses in heinous offences like murder etc. are able to depose fearlessly, a vulnerable witness room has been provided on the ground floor in room no. 15 and 16, Wing 'D' of the Court complex. In the said room, there is a separate entrance for the vulnerable witnesses. Facility of play/waiting area, witness room and refreshment is available there. The vulnerable witness can depose in the said room without the witness being forced to face the accused. However, accused can see the witness through camera/one-way glass so that his right of fair trial is protected.

## **VIDEO CONFERENCING**

Video conferencing facility is available at District Court, Dwarka in Court Room No. 308, 3<sup>rd</sup> Floor, 'B' Wing. At present, video conferencing can be done between the Court, Jail and other Court Complexes including the Hon'ble Delhi High Court.

## **WEBSITE**

***www.delhidistrictcourts.nic.in*** is an extremely useful website of Delhi District Courts. It has links to all the Districts Courts Complexes. It provides the information i.e. the name of the judges, jurisdiction a particular judge is having, room number and also the name of district where the Judge is posted. With the help of the links available on the home page itself, the cause lists of different courts, judgment, daily orders, status of case or even the information, if a judge is on leave on a particular day can be accessed.

The Website provides link to "pleadings forms", "Bare Acts" and Court Fee Table.

One can separately access the District Court, Dwarka on the Website: [www.delhicourts.dwarka.nic.in](http://www.delhicourts.dwarka.nic.in).

## **INFORMATION /COPIES OF ADMINISTRATIVE RECORDS UNDER RTI**

On Delhi District Courts website, there is a link to RTI from which one can access the Delhi District Courts (Right to Information) Rules, 2008, including the formats of applications for seeking the information and fee to be paid. It is advisable to go through these rules before submitting RTI application.

## **RTI CELL**

RTI Cell is on the Fifth Floor in the Administrative Block of the Complex. It is headed by the Public Information Officer.

The application under RTI Act can be sent by post to Public Information Officer (PIO), District Court, Dwarka. The application can also be submitted by hand in R & I Section at Fifth Floor in the Administrative Block of the Complex.

## **INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the court and the other which have been decided. In case of pending cases, the judicial record is open to inspection only for the concerned parties, who can inspect it themselves or through their counsel on payment of fee. The decided judicial cases, however, are open for inspection to any public person on payment of fee on filing an application before Officer Incharge, Record Room.

There are certain instructions related to inspection of judicial records which are provided in Delhi High Court Rules Chapter-16 Part-C, Vol.-IV. As per Rule 7 of Chapter-16 Part-C, Vol.-IV of Delhi High Court Rules, a person inspecting the record is not allowed to put any mark on the judicial record or paper which is being inspected and copy of any document or portion of the record in pen and ink is strictly prohibited. However pencil copies of a document or portion of the record may be made by the counsel or under his supervision and in his presence by his clerk or servant.

## **FEEES FOR INSPECTION OF JUDICIAL RECORDS.**

**Pending cases** : In a pending case parties or their counsel, on an application can inspect the court file on payment of court fee of Rs.2/- per hour. However, if file is to be inspected on the day, the file is listed for hearing, then court fee payable is Rs. 5/- per hour.

**Decided cases** : In a decided case any public person can inspect the judicial record on payment of fee of Rs.4/- per hour on filing an application before the officer Incharge, Record Room.

## **LEGAL AID**

Delhi Legal Service Authority (DLSA) South West, headed by a Secretary, is located at Ground Floor in Administrative Block in the complex. It organizes legal awareness programmes at Gender Resource Centres (GRC) and conducts literacy programmes at Government Schools / Government Aided Schools/ Private Schools and colleges. It also provides free legal aid to the litigants, counselling to child

victims of kidnapping/trafficking and also children reported missing and recovered. It also provides legal assistance to victims of motor accidents. It provides compensation to rape victims, victims of cases related to untraced offending vehicles in case of Motor Accidents, victims of acid attacks, LR's of victims u/s 302 IPC etc. under the **Delhi Victim Compensation Scheme**. This authority also organizes National/State Lok Adalats, maintains a panel of advocates who perform duty at Front Office, GRC, Schools etc. DLSA also performs such other miscellaneous work as directed by National Legal Services Authority (NALSA) or Central Office Delhi State Legal Services Authority (DSLISA), Patiala House, New Delhi.

### **PERSONS ENTITLED FOR FREE LEGAL AID**

- A person with an annual income of less than Rs.1,00,000/-
- A woman or a child
- A member of Scheduled Caste or Scheduled Tribe
- A victim of trafficking in human beings or beggar as referred to in Article 23 of the Constitution.
- An under trial in custody, including a juvenile.
- A person with disability such as suffering from blindness, leprosy, loco motive disability, hearing impairment, mental derangement.
- A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- An industrial workman
- A person upto the age of 18 years in a protective home or mentally ill person in a psychiatric hospital or psychiatric nursing home.
- A transgender whose annual income is less than Rs.2,00,000/-
- A senior citizen whose annual income is less then Rs.2,00,000/-

**TIMING OF THE OFFICE OF DLSA**

10.00 A.M. TO 1.30 P.M.

2.00 P.M. TO 5.00 P.M.

**REMAND ADVOCATES**

If a person arrested by the police in a criminal case does not have any counsel to defend or to present his case, legal service authority provides an Advocate called REMAND ADVOCATE, free of charge, to represent such person in every criminal court.

**MEDIATION CENTRE**

To give impetus to mediation as an effective tool of Alternate dispute Resolution mechanism and for convenience of litigants, a fully air-conditioned mediation centre is functioning on third floor of the Administration Block. The graceful ambience, piped instrumental music and relaxing atmosphere at Dwarka Mediation Centre are highly conducive to restore harmony between warring parties and build new bridges through mediation. To screen the young children from acrimonious exchange between their parents during mediation, there is a beautiful children room equipped with toys, books and inviting play zone where the kids relax and enjoy while their parents are busy with mediation sessions.

To restore peace in society, the litigants are encouraged by the courts, in appropriate cases such as civil disputes, family matters, criminal compoundable cases, cheque bouncing cases etc. to amicably settle the controversy with the help of Mediator- a neutral third person. The mediation proceedings are fully confidential and empower the litigants to settle their disputes on their own terms. The mediators are sensitive, friendly and are ever willing to assist the parties in a positive manner. Dwarka Centre has a high settlement rate of more than 75%, one of the highest in the country.

**JUDICIAL BRANCH**

Judicial Branch is located in Room No. 204A of the second floor of the

Administrative Block. This branch deals with matters relating to Judicial officers and also keeps the record of their monthly disposal statements, training programmes, leave, etc.

### **ACCOUNTS BRANCH**

Accounts branch is located in room no 201A on the Second Floor of the Administrative Block. It is responsible for payment of all the Pay & Allowances of the Judicial Officers and the staff.

### **CASH BRANCH**

Cash Branch located on the second floor of the Administrative Block undertakes all kinds of cash receipts (viz. challans, fines, fees etc.) and deposit of the same in the Government Treasury/ Reserve Bank of India.

### **NAZARAT BRANCH**

Nazarat Branch is functional at the First Floor in the Administrative Block. It is also known as process serving agency. It is primarily responsible for delivery/execution of various processes like summons/notices/warrant of possession/attachment etc. issued by the various courts at District Court Dwarka as well as the processes received from other Courts of other Districts/States.

### **GENERAL BRANCH**

The General Branch is located on the Second Floor in the Administrative Block. This Branch traces/ links the cases relating to abolished and existing Courts. It also deals with the work of Building Maintenance Committee, appointment of Oath Commissioners, allotment of Canteens/ Kiosks, Lawyers Chambers etc.

### **ADMINISTRATION BRANCH**

The Administration Branch is located on the Fifth Floor in the Administrative Block. It deals with the functions relating to the administration of the Court Complex and the employees.



**R&I BRANCH**

Receipt and Issue Branch is located on the Fifth Floor in the Administrative Block. The Branch is divided into i.e. Receipt Section & Dispatch Section. It deals with all the Correspondence/ Communications received in or dispatched from District Court Dwarka and maintains record thereof.

**RECORD ROOMS**

Record of the decided cases at District court Dwarka is maintained as under:-

- (a) Record Room (Sessions)- It maintains the record of decided files of the Court of District and Sessions Judge, Court of Additional Sessions Judges and Court of Additional District Judges.
- (b) Record Room ( Criminal)- It maintains the record of decided files of the Court of Chief Metropolitan Magistrate, Additional Chief Metropolitan Magistrate and court of Metropolitan Magistrates.
- (c) Record Room( Civil): It maintains the record of decided files of the Court of Senior Civil Judge, Additional Sr. Civil Judge, Rent Controller and court of Civil Judges.

The Incharge of respective record Rooms is custodian of files decided by the Judicial Officers.

**COMPUTER BRANCH**

Computer Branch is located on the Fifth Floor in the Administrative Block. It looks after and maintains the computer facilities provided to all the court rooms, branches and at the residence of the Judicial Officers.

**CARE TAKING BRANCH**

The Care Taking Branch, headed by Administrative Civil Judge, is located on the First Floor in the Administrative Block. It supervises Group D employees (Safai Karmacharies, Farash, Chowkidars etc.) and is responsible for taking care

of the entire Court Complex.

### **JUDGES' LIBRARY**

To keep abreast of the latest development, a Judges' Library is provided at the Seventh Floor of District Court, Dwarka. It is well equipped with all the facilities like Internet, Reading Space, Books, Journals, Bare Acts, General books, law Journals, Law Softwares etc.

### **OFFICE OF CMM :**

Office of CMM is located in Chamber No.JC-11 at the First Floor in 'C' Wing of the complex. It deals with administrative work relating to all Magisterial Courts.

### **VIGILANCE BRANCH**

Vigilance Branch, is located in Room no. 204A, 2<sup>nd</sup> Floor in the Administrative Block. In case of any grievance against any staff member regarding bribe etc., a complaint can be made to the Administrative officer / Branch Incharge of the concerned vigilance branch. Anyone can give complaint in writing to the said branch.

### **BIOMETRIC BRANCH**

The Biometric Branch is located at Server Room, IV Floor, 'C' Wing in the Court complex. The attendance of the court staff is marked through Biometric Cards to ensure punctuality.

### **OFFICE OF ACJ**

The Office of ACJ is located in Chamber No. 201, First floor, 'A' Wing of the complex. This office supervises its staff viz., peons, safai karamchari, farash etc.

### **DWARKA BAR ASSOCIATION**

Office of Dwarka Bar Association is located in Bar Association Room, 1st Floor of Lawyers Chamber Block.

## **OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

### **POST OFFICE**

Facility of Post Office is available on the ground floor of the Lawyers Chambers Block of the complex.

### **RAILWAY RESERVATION COUNTER**

Facility of Railway Reservation Counter is available on the ground floor of the Lawyers Chambers Block of the complex.

### **BANK /ATM :**

A branch of State Bank of India is located on the ground floor of Lawyers Chambers Block, to facilitate easy financial transactions by the Court Staff, Litigants, Lawyers and the General Public. There is one SBI ATM located near the canteen on the ground floor in the Lawyers Chamber Block.

### **CANTEEN**

A Canteen is being run by Dwarka Bar Association on the ground floor in Lawyers Chambers Block to provide food, snacks, beverages etc.

## **OTHER FACILITIES (SERVICES IN RELATION TO OTHER INDEPENDENT FACILITIES)**

Sufficient space has been provided for the following public facilities in the complex:

### **OATH COMMISSIONER**

Oath Commissioners are available in the Complex near the canteen at the ground floor in the Lawyers' Chambers Block, for the purpose of attestation of the documents to be filed in the Courts. As per rules, a fee of Rs.20/- is charged by the Oath Commissioners for attesting an affidavit to be filed in court/ Judicial

Proceedings.

### **NOTARY PUBLIC**

For the purpose of attestation of all the documents, Notary Public are also available near the canteen at the ground floor in Lawyers' Chambers Block. A fee of Rs. 10/- per page (minimum of Rs.20/-) is charged for certifying copies of documents as true copies of the original and Rs.35/- is charged for attesting affidavit (for purpose other than judicial) and Rs.100/- for translating and verifying the translation of any document from one language to another as per Notaries Rules, 2014.

### **HPMC JUICE CORNER**

HPMC kiosk is located on the Ground Floor near the entrance at 'B' Wing, where different kinds of juices are available.

### **STATIONERY SHOP / PHOTOCOPYIST & TYPISTS**

Stationary shop, Private Typists and Photocopyists are available near the SBI Bank at the ground floor of Lawyers' Chambers Block.

### **e-STAMP / e-COURT FEE**

The court fee/ court stamp is provided with computer generated unique number which is also called as "e-COURT FEE"/ "e-COURT STAMP". One can get e-court fee of upto Rs.20 lacs and e- court stamp of upto Rs.500/- from the authorized vendor at Counter no.1, Facilitation Centre-2 on the Ground Floor. E-court fee of more than Rs.20 lacs and e-stamp paper of Rs.500/- is available in the Corporation Bank, Palam Branch, Central Bank, Sector-10 Dwarka and the treasury at Tis Hazari Court, Delhi.

### **PUBLIC CONVENIENCE**

Drinking Water is available on each floor of the Court Complex, Administrative Block and the Lawyers' Chambers Block. Toilet facilities for all,

including differently abled persons, are also available at each floor.

### **SITTING ARRANGEMENTS**

There is sufficient sitting space for litigants and the lawyers inside and outside each court room and in the main halls of the Court building.

### **DISPENSARY**

A dispensary of Govt. of NCT of Delhi is situated on the ground floor of Administrative Block in the Complex, where a Medical Officer is available from 10.00 A.M. to 4.00P.M.

### **TIHAR JAIL (TJ's)OUTLET**

TJ's outlet is located on the ground floor inside the lawyers' Chamber Block. Various bakery items and clothes are available there.

### **SECURITY**

The Dwarka Court Complex is fully secured and CCTVs cameras have been installed at different locations outside and inside the court building. There are security guards on each exit / entry gate, who after checking/frisking, allow visitors/litigants to come inside the complex. On each floor fire fighting system is also installed to combat any untoward incident.

### **POLICE POST**

A Police Post is located on the Ground Floor of the Lawyers' Chambers Block near the SBI Bank. Contact number of the Police Post is 28051585

### **PUBLIC GRIEVANCE**

A Nodal Officer has been appointed to deal with any grievance with regard to the general services being provided in the court. All such grievances can be addressed to Nodal Officer in writing at the Facilitation Centre-I. Nodal Officer can be personally contacted with prior appointment. Information as to name and room

number of the Nodal Officer is available at the Facilitation Centre.

### **FEEDBACK AND SUGGESTIONS**

Suggestions/feedback with regard to the services being provided at the Dwarka Court Complex can be addressed to Nodal Officer ( Public Grievance).

### **WHAT YOU CAN EXPECT FROM US**

All visitors to Dwarka Court can expect that services being provided in the court complex are to their satisfaction and that they would be attended promptly and with courtesy.

### **WHAT IS EXPECTED FROM YOU**

Visitors to District Court Dwarka are expected to follow the guidelines given for availing various services. They may also note that the courts require a peaceful atmosphere to discharge their duties and conduct proceeding and, therefore, it is expected that when visitors move around the court premises, they do not create any disturbance and move about in an orderly fashion. If they happen to enter any of the court rooms, they are expected to maintain the decorum of the court and do nothing which may cause disturbance in the working of the court. To sum up we would expect all visitors to help us to serve them better.

## DISTRICT COURTS, SAKET



The judicial districts of South and South East are functioning from Saket Courts Complex.

The areas falling under the jurisdiction of the judicial districts of district South and South East are divided as per the police stations in each district.

District	Police Stations
South	<ul style="list-style-type: none"> <li>• EOW (South)</li> <li>• AATS</li> <li>• F.I</li> <li>• CRIME BRANCH (SOUTH)</li> <li>• C.R.ACT, D.P.D.P. ACT</li> <li>• SAKET</li> <li>• SOUTH (MAHILA COURT-I) Mehrauli, Neb Sarai, Q.M. Metro Stn., Fateh Pur Beri</li> <li>• SOUTH (MAHILA COURT-II) Ambedkar Nagar, Hauz Khas, Malviya Nagar, Safdarjung Enclave, Saket, Sangam Vihar</li> <li>• MEHRAULI</li> <li>• HAUZ KHAS</li> <li>• NEB SARAI</li> <li>• Q. M. METRO STATION</li> </ul>

	<ul style="list-style-type: none"> <li>• AMBEDKAR NAGAR</li> <li>• SANGAM VIHAR</li> <li>• MALVIYA NAGAR</li> <li>• SAFDARJUNG ENCLAVE</li> <li>• FATEHPUR BERI</li> <li>• DEFENCE COLONY(CIRCLE)</li> <li>• VASANT VIHAR(CIRCLE)</li> </ul>
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District	Police Stations
South East	<ul style="list-style-type: none"> <li>• EOW</li> <li>• (CRIME BRANCH)</li> <li>• SOUTH-EAST</li> <li>• C.B.I</li> <li>• D.P.D.P. ACT</li> <li>• SARFESI ACT</li> <li>• COPY RIGHT ACT</li> <li>• TRADE MARK ACT</li> <li>• P.F.I &amp; ESI</li> <li>• SOUTH-EAST (MAHILA COURT-I) New Friends Colony, Badarpur, Lodhi Colony, C.R. Park, Sarita Vihar, Sunlight Colony, Kotla Mubarkpur, Pul Prahladpur, S.N. Puri.</li> <li>• SOUTH-EAST (MAHILA COURT-II) Lajpat Nagar, Okhla, Jaitpur, Hazrat Nizamuddin, Govind Puri, Kalkaji Mandir Metro, Kalkaji, Amar Colony, Defence Colony, Greater Kailash, Jamia Nagar.</li> <li>• New Friends Colony</li> <li>• Badarpur</li> <li>• Lodhi Colony</li> <li>• Lajpat Nagar</li> <li>• Okhla</li> <li>• Jaitpur</li> <li>• Hazarat Nizamuddin</li> <li>• C.R. Park</li> <li>• Govind Puri</li> <li>• Sarita Vihar</li> <li>• Kalkaji Mandir Metro</li> <li>• Kalka Ji</li> <li>• Sunlight Colony</li> <li>• Kotla Mubarakpur</li> </ul>



District	Police Stations
	<ul style="list-style-type: none"> <li>• Amar Colony</li> <li>• Pul Prahladpur</li> <li>• Defence Colony</li> <li>• Greater Kailash</li> <li>• Jamia Nagar</li> <li>• S. N. Puri</li> <li>• G.K (Circle)</li> <li>• Kalka Ji (Circle)</li> <li>• Lajpat Nagar (Circle)</li> <li>• Sarita Vihar (Circle)</li> </ul>

### **ADDRESS OF SAKET COURTS**

District Courts Complex, Saket, New Delhi – 110017.

### **LOCATION**

Saket Court Complex is conveniently located on the Press Enclave Road, Near Pushp Vihar, Saket, New Delhi.

### **HOW TO REACH SAKET COURTS**

#### **By Rail**

One can reach Saket Courts Complex, New Delhi by reaching at Okhla or Tuglakabad Railway Stations which are located just at a distance of about 8 Kilometers.

#### **By Road from other States**

One can reach Saket Courts Complex, New Delhi from other states after reaching various Bus Terminals of Delhi such as Sarai Kale Khan, Kashmere Gate, Dhaula Kuan, Safdarjung Bus Terminal etc.

#### **By Road within the City**

Saket Court is well connected to Outer Ring Road via Joseph Arvind Tito Marg (B.R.T Road).

## **Delhi Metro**

Malviya Nagar metro station is just situated at a distance of about 2 Kilometers from Saket Courts Complex, New Delhi.

## **ENTRY TO THE COURT PREMISES**

Litigants are to enter the court premises from Gate no. 03. In view of security measures, the litigants will have to undergo manual frisking and their belongings would have to be screened through baggage scanner machines installed at the entry gates. Following articles are prohibited from being carried in the court complex :

1. Guns/ Replica Guns/Dummy Guns.
2. Explosives.
3. Firearms.
4. Ammunition.
5. Knives/Blades.
6. Tools/Equipments.
7. Batteries/Electric Wires/Electronic Parts.
8. Any other Offensive weapon.
9. Inflammable items.
10. Tobacco Products and Tobacco promotional materials.
11. Bidi/Cigarette/Herbal Cigarettes.
12. Intoxicating Liquor and Liquor Products/intoxicating products.
13. Ephedrine-containing Products.
14. Cameras/sound recording devices.
15. Chemical substances containing volatile organic solvents.
16. Advertisement articles (posters, banners, play cards etc.)
17. Pet animals.
18. Masks or Disguises.
19. Obnoxious substances.

## **PARKING**

Presently parking is not permitted for litigant's vehicles in the Courts Complex due to security reasons and necessary advisory from Delhi Police.

## **BUILDING PLAN OF THE SAKET COURT COMPLEX**

The Saket court complex is seven storied building on an area measuring 17 acre. Lawyers Chambers block is eight storied building independent structure in the Complex. It consists of 81 Court rooms (37 courts are running under South district and 35 courts are running under South East district) and various branches which include one Library, Delhi Legal Aid Services (DLSA South and South-East) office, Mediation Centre, copying agency, Record room, office of Bar Association, Nazarat branch, Conference Hall, Administrative branch, Bail Section, RTI Cell, Computer Branch, CMM office, Account Branch and various other branches.

## **WHERE TO CONTACT**

If you are visiting the court for the first time and you have no idea where to go then instead of going around and making inquiries, you must visit our facilitation centre located just opposite the main entrance lobby. The window no. 04 can provide you answers to most of your queries including the following:-

1. Where is the court relating to a particular police station located?
2. Where you can file fresh civil suit or a criminal complaint?
3. Where to go for applying for a certified copy?
4. What is the next date of hearing fixed in particular case?

## **FACILITATION CENTRE/P.R.O OFFICE**

A facilitation center is functional at Saket Courts Complex. The same is located on the ground floor opposite the main entrance lobby (kindly refer to layout plan). The The facilitation center comprises of Centralized filing counter and has a Public Relations officer deputed at the ground floor to help out litigants. All inquiries by litigants can be made in the facilitation center.

**WORKING HOURS**

Courts	10.00 AM to 1.30 PM 1.30 PM to 2.00 PM- lunch 2.00 PM to 4.00 PM
Filing Section	10.00 AM to 1.00 PM 2.00 PM to 4.00 PM (Note:- Cases which are filed upto 4 PM are listed before the concerned court at 2.00 PM on the following day. In case of any urgency, a party can mention the case before the District Judge concerned for the same to be listed on the same day of its filing. Similarly, in case any matters has to be filed between 4 PM to 5 PM the same has to be mentioned before the District Judge concerned who has the authority to give such permission.
Inspection of case files	Litigants and Advocates are permitted to inspect the judicial files between 11 AM to 1 PM and 2 PM to 4 PM.
Copying agency for obtaining certified copies of judicial record.	10.00 AM to 1.30 PM 1.30 PM to 2.00 PM- lunch 2.00 PM to 3.30 PM

**FILING SECTION**

There is Filing section located in the Facilitation Cum Information Center near gate no 03. One can approach for filing his/her case at the following counters of the Facilitation center:-

- Counter no. 01 : For filing of Civil and Criminal cases before District & Sessions Judge (South-East).
- Counter no. 02 : For filing bail applications (South-East).
- Counter no. 03 : For filing criminal complaints and cases of cheque bounce before Chief Metropolitan Magistrate (South-East).
- Counter no. 04 : For Public and Relation Officer.
- Counter no. 05 : For filing of Civil and Criminal cases before District &

Sessions Judge (South).

Counter no. 06 : For filing bail applications (South).

Counter no. 07 : For filing criminal complaints and cases of cheque bounce before Chief Metropolitan Magistrate (South).

### **CASUAL VISITORS**

If you are just curious and want to visit any of the Court of the Court complex, you are welcome to do so. The courts are open to all. Entry to the court rooms is unrestricted. It is however, expected that as the responsible citizen you would cause no interruption in Court proceedings and if for any reason you have been asked to leave the court, you must comply with such directions of the Court. You may, however, may not allowed to carry your phone inside or may asked to switched off and not allowed to take pictures.

### **VISITORS WITH SPECIAL NEEDS**

If you are a visitor to the Court with some special needs you may note that there is also a wheel chair facility for all such visitors. You can approach the Facilitation Center for being provided with a wheel chair to move around the court complex. The lifts are available for litigants.

### **VISITORS TO FAMILY COURTS**

If you are a visitor to the Family Courts then you would find that the Family Courts have been designed keeping in mind the requirement of the adults but also the children who sometime are also required to visit the Court for meeting one or the separated parent. You would find that Family court of Saket Court is located adjacent to the administrative side of Saket Courts Complex, consisting 02 floors and 02 courts. There is children room on the ground floor.

### **WITNESSES**

A witness is considered a privileged visitor to the Court. You are entitled to be reimbursed of the expenses you may have incurred in coming to the Court both in

Criminal and Civil cases as per rules. In criminal cases in general the expenses are borne by the State if you are State witnesses. In Civil case generally party summoning would pay you. The payment is not made in cash in Court but by a Voucher signed by the Presiding Officer. You may carry this voucher to cashier in Cash Branch, at present located at room no. 404, fourth floor, administrative block and he would give you the cash as against the voucher. The process is rather simple and in case you still have any difficulty you can ask for guidance from court staff.

### **VULNERABLE WITNESSES**

For you are guardian to child witness or happen to be rape victim or belong the category of vulnerable witnesses, you need not to fear in appearing before the court. There is special care taken of such witnesses. There is a separate room no. 15 in South Wing at ground floor of the main court building designed for recording the testimony of vulnerable witnesses.

### **WEBSITE**

[www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in) is an extremely useful website of Delhi District Courts. It has links to all the Districts Courts Complexes. It can practically provide all the information which you have been looking for like the name of the judges, kinds of jurisdiction a particular judge is having, his room number and also the name of district he/she is posted. With the help of the links available on the home page itself with no difficulty you will be able to access the cause lists of different courts, judgments, daily orders, status of case or even the information if a judge is on leave on a particular day. There are also links you will find such as “pleadings forms” commonly used during court proceedings, commonly referred “Bare Acts” and also Court fee table which can be of great help to you to know the ad valorem fees payment on the institution of suits.

### **COPIES OF ADMINISTRATIVE RECORDS UNDER RTI/INSPECTION OF ADMINISTRATIVE RECORDS**

If you visit the Delhi District Courts website you will find link to RTI and you can access the Delhi district courts (Right to Information) Rules, 2008 , including the formats to be used for seeking the information and fee to be paid. You are advised to go through these rules carefully before submitting a RTI application to know for example how much payment to be made for getting the information.

Sometime you feel your purpose can be served just by inspecting the administrative record without there being any necessity taking the copies thereof. Sometimes not being sure as to what exactly would be of use to you, ask for the records from one end and then search therein what you require. This obviously means incurring extra expenses for you on the one hand and wastage of lot of useful time of the administrative staff. Instead of going for “Searching needle in haystack” approach you may utilize the provision in the Delhi district courts (Right to information) Rules, 2008, to inspect the Administrative records first on payment of some nominal fees.

### **WHERE TO SUBMIT APPLICATIONS UNDER RIGHT TO INFORMATION ACT (RTI)**

The applications under RTI can be sent by post addressed Public Information Officer (PIO), Saket Courts Complex. The application can also be submitted by hand in R & I Section, room no. 401 for South district and in room no. 402 for South-East district. In case you want to apply for inspection of administrative records, then the application will be required to be submitted to the PIO section. He will let you know the time and place where you will required to visit for inspecting records.

### **FEEES FOR IINSPECTION OF ADMINISTRATIVE RECORDS AND GETTING THE COPIES UNDER RTI**

A fee of Rs.10/- in the form of postal order/demand draft or in cash be made with the application seeking information and Rs.2/- per page is charged while providing the information.

For inspection of administrative record a fee of Rs.5/- per hours is charged.

Fee for filing appeal under RTI is Rs.50/-

### **CERTIFIED COPIES OF JUDICIAL RECORDS**

There are two copying agencies (South & South-East) in the Court Complex. If you are a party to a litigation, you can yourself or through your Advocate submit an application in the printed forms available with the vendors around the Court complex or you can download the same from website of Delhi Courts, at the different windows at the Facilitation Center except in the case of judicial records of small cause courts and motor accident claim tribunal. In the case of already decided cases, even if you are not a party to a litigation, you can obtain certified copies of judicial records of the same except for the documents which may have been filed by the parties to the litigant during the course of judicial proceeding.

### **WHERE TO APPLY FOR CERTIFIED COPIES**

Although there are four copying agencies located in the Saket Courts Complex viz..

- i) Civil Copying Agency
- ii) Criminal Copying agency
- iii) Sessions Copying agency
- iv) Small Cause copying agency

But for applying certified copies it would not be necessary to visit the said copying agencies. You will find that at the Facilitation Center itself there are windows specified for applying certified copies. The certified copies would also be delivered at the Facilitation center.

### **FEES FOR APPLYING CERTIFIED COPIES**

There are two types of certified copies which can be obtained, one is ordinary and other is urgent.

Ordinary copy – processing fee of Rs.10/-

Every page Rs.5/-

Delivery time seven days.



Urgent Copy - Processing fee of Rs.25/-  
Every page Rs.5/-  
Delivery time three days.

Certified copies are also to be provided free of cost to certain category of litigants, such as, convicts, persons in judicial custody, legal aid counsel, public prosecutor and amicus curie appointed by the court.

### **Time for applying for certified copies**

10.00 AM to 1.30 PM

02.00 PM to 3.30 PM

### **INSPECTION OF JUDICIAL RECORDS**

There are two kinds of judicial records, one relating to the cases pending in the Court and the other which have been decided. In case of pending cases the judicial record is opened to inspection to only the litigants concerned, who can inspect it themselves and through their counsel on payment of nominal fee. The decided judicial cases, however, are opened for inspection to any public person on payment of nominal fee after filing an appropriate application before Officer Incharge, Record room.

There are certain instructions related to inspection of judicial records, such as while inspecting the judicial record you will not allowed to use the ink pens etc.

### **FEES FOR INSPECTION OF JUDICIAL RECORDS**

**Pending cases:-** In a pending case file can be inspected on payment of court fee of Rs.2/- for an hour on the same and Rs.5/- for an hour, if the case is not listed on that day on filing of application in the concerned court.

**Decided cases:-** In a decided case any public person can inspect the judicial record on a payment of Rs.5 per hours on filing of application before the officer Incharge, record room.

**Legal Aid:-** There are two legal services authorities functioning for providing legal

aid free of cost.

### **PERSONS ENTITLED FOR FREE LEGAL AID**

- A person with an annual income of less than Rs.1,00,000/-
- A Woman or a Child
- A member of Scheduled Caste or scheduled Tribe.
- A victim of trafficking in human beings beggar.
- An under trial in custody, including a juvenile.
- A person with disability such as suffering from blindness, leprosy loco motive disability, hearing impairment, mental derangement
- A victim of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
- An industrial workman.
- A person upto the age of 18 years in a protective home or mentally ill person in a psychiatric hospital or psychiatric nursing home.
- A transgender whose annual income is less than Rs.2,00,000/-
- A senior citizen whose annual income is less than Rs.2,00,000/-

### **TIMING**

10.00 AM to 1.30 PM

02:00 PM to 5.00 PM

### **COMPENSATION FOR RAPE VICTIMS**

The District Legal Services Authority is also running a active programme for counseling and in proper cases paying the compensation to the rape victims upto Rs. 3 lacs.

### **REMAND ADVOCATE**

If for any reason you have been arrested by the police in a criminal case or someone close to you have been arrested by the police and you do not have any counsel to defend you or to present your case then considering that it involves life and liberty of a person, legal service authority has provided a Advocate for all such

persons in every criminal court. There are generally referred to as “Remand Advocate”.

You can also write to District legal services authorities at room no. 309 (South) and 310 (South-East), IIIrd floor, Saket Courts Complex, New Delhi.

### **CASH BRANCH**

The cash branch is located at the fourth floor in the administrative block of the court building. The cash branch is responsible for all kinds of cash receipts (viz. Challans, fines, fees etc) and deposit of the same in the government treasury/Reserve Bank of India. Witnesses who are summoned by the Court are paid transportation expenses referred as “diet money” and disbursement of the same is made to witnesses from the cash branch.

### **MEDIATION CENTER**

There is a mediation center at first floor, Utility Block in Saket Courts Complex. You may know that mediation is an informal process where the parties resolve their disputes with the help of a neutral independent mediator. The services of the Mediation center are available for every one. You can approach the mediation center to settle the disputes both in cases of litigants pending before the court or where though the dispute is brewing but no litigant has been initiated as yet.

In case the settlement is arrived at through mediation pending before the Court you are even entitled to refund of full court fee which you have filed at the time of initiating the litigation. Once the matter has been settled through process of mediation you can save of time of going through the process of appeals etc which generally followed in the cases which are decided by the courts. The settlements arrived before the mediation are of binding nature and can be forced.

For further details you can visit the website [www.delhicourts.saket.nic.in](http://www.delhicourts.saket.nic.in)

### **ONE STOP CENTRE**

First Floor, Utility Block, Saket Courts, Delhi. (for South & South East

District).

### **NAZARAT BRANCH**

Nazarat branch is functional from room no. 203, second floor, administrative block in the court building. Nazarat branch also known as process serving agency is primarily responsible for delivery/execution of various processes (summons/warrants etc) issued by the Courts located at Saket court complex and the process received from other courts of different districts/states also.

### **GENERAL BRANCH**

The General Branch is located at room no. 401, for South district and in room no. 402 for South-East district, fourth floor administrative block in the Saket Courts Complex. General branch is taking care of all miscellaneous administrative work and also deals with the work of building maintenance Committee, appointment of oath Commissioners, appointment of local commissioners, Canteens/kiosks, Lawyers chambers, administration of the court complex etc.

### **ADMINISTRATION BRANCH**

The Administrative Branch is located on fourth floor in room no. 401 and deals with the functions related to the administration of the court employees.

### **R & I BRANCH**

The R&I branch is located on the fourth floor in room no. 401 of the court building. The branch is mainly divided into two subheads i.e Receipt Section & Dispatch section and deals with all the correspondence/communications after making entries with particulars of subject.

### **PIO/RTI SECTION**

The RTI section is on the fourth floor in room no. 405 of the Administrative Block of the Court building and is headed by the Public information officer. Any person can make an application under the RTI Act and the Rules namely "Delhi

District Courts Establishment (Appointment & Conditions of Service) framed by the Delhi High Court under its notification dated 02<sup>nd</sup> December, 2013.

### **COMPUTER BRANCH**

A Computer Branch has been set up at room no. 305, Saket Courts Complex, Delhi on third floor of the Administrative Block of Court Building. The Branch controls the computer facilities installed in all the Courts, Branches and the residences of the Judicial Officers and provides the necessary technical assistance to troubleshoot the problems wherever required. The Branch manages and maintains the stock and the record of computers and its peripherals. The Computer Branch also maintain and upkeep of the Server, backup of the server data and all other technical works as and when assigned by the authorities. The Computer Branch also deals with the bio-metric attendance system of the court employees.

### **CARETAKING BRANCH**

Care Taking Branch is located on the second floor in room no. 204 of the Administrative Block of the Court Complex. The Branch control and supervise Group-D employees (Safai-Karmacharies, Farash, Chowkidars etc.) and supervise the work done cleanliness of the building. The branch also deals with arrangement of meetings/ functions, all the complaints related to PWD, AMC, etc.

### **COPYING AGENCY**

The Copying Agency having three branches i.e. Copying Agency (Civil), Copying Agency (Criminal) & Copying Agency (Sessions) and they have been located on the ground floor of the Administrative Block of Court Complex. This agency provides the Certified Copies of the documents related to the Judicial Case Files on application.

### **LIBRARY**

A Library is presently functional for Judicial Officers on fourth floor. Judicial Officers can access all the reference Books, Journals, Bare Acts, Swamys' Books,

General books, law Journals, Law Softwares etc. Maintenance and issuance of Books, Bar Acts, Swamys' Books, General books, law Journals, Law Softwares, Library Software. Binding of Law Journals, Purchasing of Newspapers and Magazines for the Ld. District Judge, New Delhi District.

### **CMM OFFICE /(SOUTH & SOUTH-EAST DISTRICT)**

CMM Office at Saket Courts Complex is located on the ground floor at Facilitation Counter. The main functions of the CMM office is Receipt & Dispatch of letters/orders from & to Metropolitan Magistrates/ Hon'ble High Court/Hon'ble Supreme Court of India for further necessary action, Maintaining of Leave Record of Metropolitan Magistrates and to deal with the work related to case transfer application & misc application filed by lawyers and litigants with respect to the cases pending in the courts of Metropolitan Magistrates. Also fresh cases of criminal complaints and cases of cheque bounce are filed.

### **VIGILANCE**

There are two Vigilance Branches in the Court Complex, one is for South District located in room no. 405 and for South-East District in room no. 402 at fourth floor of Administrative Block. Above branches are headed by an Administrative Officer and supervised by Incharge. In case you are being harassed by anyone of the court staff and there is a bribe being demanded from you, you can approach the Administrative officer/Branch In-Charge of the concerned Vigilance branch. You can give your complaint in writing. If you will not be able to write your own complaint then your complaint can be reduced in writing by the Administrative officer and you may ask to sign the same after going through the same. If you do not wish to be identified and you want to file a complaint anonymous generally such complaints are not inquired into unless there is something of substance, which can be independently looked into without the requirement of your presence and the allegations levelled are not of personal nature.

**RECORD ROOM**

The record room (Civil), record room (Criminal) and record room (Sessions & MACT) are located on third floor of the Administrative Block of Court Complex. The record room works for consignment of files decided by the Judicial Officers and weeding out of the matured judicial records.

**SAKET BAR ASSOCIATION**

There is an office of Saket Bar Association located on the ground floor of Lawyers' Chambers Block, Saket Court Complex, where one can contact the Lawyers. The phone number is 011-29563507.

**OTHER SERVICES**

There may find a number of other services in around the court complex. Some of them are being mentioned below:

**MEDICAL FACILITIES**

There is one Delhi Government Dispensary located at first floor and an emergency unit on ground floor in the utility block of Saket Court Complex, New Delhi-110017.

Centralized Accident & Trauma Service (CATS) is available round the clock in Utility Block adjacent to Cafeteria of IRTC at ground floor with ambulance facility.

**POLICE POST**

Police Post Saket Court Complex which falls under the jurisdiction of Police Station, Saket is located at ground floor of utility block of Saket Court Complex, New Delhi – 110017. The telephone number is 011-29563881.

**BANK**

There is a branch of State Bank of India headed by Branch Manager located at ground floor of utility block of Saket Court Complex, New Delhi – 110017.

**ATM**

There is also an ATM of the State Bank of India located at kiosk no. 01, ground floor of utility block of Saket Court Complex, New Delhi – 110017.

**STAMP VENDORS**

The stamp vendors can be found at ground floor of Lawyers' Chambers Block, Saket Courts Complex, New Delhi.

**TJ's OUTLET**

TJ's outlet is located in kiosk no. 7 & 8 at ground floor of utility block of Saket Court Complex, New Delhi – 110017.

**NOTARY PUBLIC & OATH COMMISSIONERS**

There are numbers of Notary Public and Oath Commissioners available at ground floor of Lawyers' Chambers Block, Saket Courts Complex, New Delhi.

**BOOKS**

Law related books and Acts can easily be found on a few dedicated shops at ground floor of Lawyers' Chambers Block, Saket Courts Complex, New Delhi.

**STATIONARY SHOPS**

One can find at Lawyers Chambers Block, Saket Court Complex vendors selling printer stationary such as process fee form, vakalatnamas, bail bonds etc. and also other stationary items.

**PHOTOCOPIERS**

Photocopier can be found at ground floor of Lawyers' Chambers Block, Saket Courts Complex, New Delhi.

**E-STAMP**

Except for smaller denomination where the court fee available in smaller size



stamp which are generally used for applying certified copies, inspection of judicial record, submitting miscellaneous applications before the court, the court fee is provided with computer generated unique number which is also called as “E-Court fee”. You can get E-court fee/E-stamp from the authorized vendor from ground floor, Lawyers Chamber Block. E-Court fee of denomination of minimum Rs.5 and maximum Rs.50,000/- and E-Court stamp of minimum Rs.10/- and maximum Rs.50/- is available with the said vendor at lawyers block. For E-court fee of more than Rs.50,000/- and E-stamp paper of Rs.500/- you may approach the Corporation Bank for issuance of the same or may also be taken from the treasury at Tis Hazari Courts, Delhi.

### **EATING JOINTS**

There are two Canteen / Cafeteria situated at ground floor of Lawyers’ Chambers Block, Saket Courts Complex, which provides foods, beverage, tea etc. for general public.

One Canteen / Cafeteria of IRCTC is also situated at ground floor of utility block, Saket Court Complex, New Delhi.

### **PUBLIC GRIEVANCE**

If any grievance you have with regard to the general services being provided to you in the Court there is a Nodal Officer to look all your such grievances. You may leave all your such grievances in writing at the Facilitation Centre and you can be assured of that they will be attended by the Nodal Officer and if need be he / she call you. If you want to meet the Nodal Officer personally, it is advised that you may visit him with prior appointment. You can ask for the name of the Nodal Officer and his room number at the Facilitation Centre.

### **FEEDBACK AND SUGGESTIONS**

If you want to make some suggestions with regard to the services being provided at the Saket Court Complex or you want to give feedback positive or

negative with regard to any of the services being provided you are welcome to do so and drop all such feedbacks and suggestions in a box you would find outside each court room.

### **WHAT YOU CAN EXPECT FROM US**

You can expect from us that all your concerns with regard to the general services being provided in the Court Complex are to your satisfaction and that you would be attended to promptly and with courtesy.

### **WHAT IS EXPECTED FROM YOU**

You will know that Saket Court Complex is one of the busiest court complex in the country where every day thousands of peoples visit and, therefore, it is expected that when you visit the Court complex you would follow the necessary guidelines given for providing the necessary services. You may also note that the courts require a peaceful atmosphere to discharge its work and, therefore, it is expected that when you move around in the court premises you will not create noise and move about in orderly fashion. If you happen to enter any of the court rooms you will maintain the decorum of the court and do nothing which may cause disturbance in the working of the Court. To sum up we would expect you to help us to serve you better.