

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ), DELHI  
ADVISORY PROTOCOL**

In continuation of previous orders of the Office of the undersigned, keeping in mind the extraordinary circumstances prevalent these days due to Covid19 pandemic, following **Advisory Protocol** is designed in order to minimize the scope of physical interaction between the Judicial Officers (ADJs/ASJs) on duty and other stakeholders, concerning the Central District in Tis Hazari Courts Complex:

1. As and when an Advocate/litigant calls up AO(J) to request for urgent listing of a matter, the AO(J), if satisfied that it is a matter of extreme urgency, shall ask the Advocate/litigant to send complete paperbook (Bail Application or Plaint+Stay Application with documents) in pdf format to the dedicated e-mail: [aojdelhicourts@gmail.com](mailto:aojdelhicourts@gmail.com). The said dedicated e-mail shall be under control of the AO(J).
2. The AO(J) shall offer the Advocate/litigant to address arguments through videoconferencing via Zoom Cloud Meetings application.
3. If the Advocate/litigant agrees to address arguments through videoconferencing, AO(J) shall fix time, preferably next day and shall communicate the same to the Judicial Officer on duty as well as the Prosecutor concerned over phone as well as by e-mail.
4. The AO(J) shall transmit the paperbook to the Judicial Officer and the Prosecutor on duty by e-mail immediately on receipt thereof. Along with the paperbook, the AO(J) shall also transmit e-mail id of the said Advocate/litigant and Prosecutor concerned to the Judicial Officer on duty.
5. On the day and time fixed for hearing, the Judicial Officer shall log in Zoom application and shall send the URL to the Advocate/litigant/Prosecutor through Zoom itself, on receipt whereof the Advocate/litigant/Prosecutor shall join the videoconferencing.
6. During the said videoconferencing Stenographer of the Judicial Officer shall also be made to join from her/his home.
7. Either in presence of both sides or soon after the arguments, the Judicial Officer shall dictate the order to the stenographer over phonecall or videoconferencing.
8. The stenographer shall, after typewriting the order, send the same by email to the Judicial Officer, who shall sign the same after taking printout or shall append digital signatures on the same and shall send either the digitally signed order or scanned copy of the signed order by email to the AO(J) on the dedicated email.
9. The AO(J) shall immediately transmit the digitally signed order or the scanned copy of signed order to the concerned Advocate/litigant/Prosecutor and shall also send the same to the computer branch for being uploaded.
10. It is clarified that the above procedure shall be adopted only with consent of all stakeholders and hearings may be allowed only in cases of extreme urgency.

*Girish Kathpalia*  
29.3.20

**(GIRISH KATHPALIA)**

District & Sessions Judge (HQs)

Delhi

Dated: 29.03.2020

Copy forwarded for information & necessary action to :

1. The Registrar General, High Court of Delhi New Delhi
2. The District & Sessions Judges, all Court Complexes, Delhi/New Delhi

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3. All Officers of Delhi Higher Judicial Service, Central, THC, Delhi
4. The Sr.AO (J), Administration Branch, I, II & III, Central, THC, Delhi
5. The Sr. AO(J)/DDO/Branch Incharge, Filing Section, General Branch, Computer Branch, THC
6. The Director, Directorate of Prosecution, Govt. of NCT of Delhi, Delhi
7. The Chief Public Prosecutor, THC, Delhi
8. The Incharge, Lock up, THC, Delhi
9. Secretary, DLSA Central, THC
10. The Secretary, Bar Associations, all court complexes, Delhi/New Delhi
11. The Website Committee (English/Hindi), THC, Delhi
12. The R&I Branch, Central for uploading on LAYERS
13. The PS/Reader to the undersigned

  
**District & Sessions Judge (HQs)**  
**Delhi**

Dated: 29.03.2020