

CITY CIVIL COURT, CHENNAI

CIRCULAR REGARDING PHYSICAL FILING / HEARING OF CASES

FROM 14.06.2021

Dated 11st day of June, 2021

Sub: Courts – COVID -19 Pandemic – Functioning of City Civil Court, Chennai From 14.06.2021- Direction issued.

Ref: Official Memorandum of the Hon'ble High Court, Madras in R.O.C.No.41440-A/2021/C3, dated 10.06.2021.

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In view of the Official Memorandum issued by the Hon'ble High Court in R.O.C.No.41440-A/2021/C3, dated 10.06.2021 the following instructions are issued for the physical filing of the cases from **14.06.2021**:

CITY CIVIL COURTS :

1) Filing of Civil Cases : Physical filing of **Urgent Civil Cases** is permitted only through the Drop Box meant for “**City Civil Court**”, placed at the Esplanade Gate between 10.30 A.M to 3.30 P.M on all working days. **The Urgent Civil Cases taken on file will be heard only through Video Conference.**

2) In respect of the pending cases, if both sides are ready and willing to proceed **through Video Conference**, they are required to file a “Joint Memo” into the “Drop Box” with their convenient date and time, atleast three days in advance. In such cases, the concerned Court, if it is found convenient with the time schedule. The case number, date and time will be informed to the concerned counsels from the court concerned. The mobile number and e-mail Id of the counsel should be furnished in the Joint Memo.

3) Cases be taken up for hearing only on filing of Urgent petition. Nature of urgency will be decided by the concerned Judge.

4) Filing of Bail Applications - Advocates and parties are instructed to file duly stamped bail applications in the Drop Box meant for “ **Principal Sessions Court – Bail Applications**” placed at the Esplanade Gate between 10.30 A.M to 1.30 P.M. on all working days. **The Bail Applications taken on file will be heard only through Video Conference.**

5) In respect of Civil Cases, after verifying the plaint, appeal etc., if it is found in order, the same will be numbered. Otherwise, it will be returned through “Return Box” proposed to be placed at Esplanade Gate. The return papers can be taken by the concerned Advocate by acknowledging the same in the “Return Register” maintained by a staff of the court at Esplanade Gate. The facts of Return or Numbered of the Plaint / Appeal will be informed in this Court website.

6) Copy Applications on Urgent matters only relating to City Civil Court can be presented in the “**City Civil Court**” Drop Box and ready copies will be delivered by the Copy Section at the Esplanade Gate.

7) The Bail Order copies will be sent to the concerned Magistrate through E-Mail. The Magistrates are directed to act on the basis of the bail order copy without insisting for Certified Copies of the bail order.

8) As per the High Court direction in the Official Memorandum referred above all the Litigants and Lawyer are requested not to enter into the Court premises, until or otherwise specially permitted for the Emergent needs of the Court.

S/d. R.SELVAKUMAR
PRINCIPAL JUDGE,
CITY CIVIL COURT, CHENNAI.