



(Through e-mail)

From

**Registrar General,
High Court of Judicature at
Allahabad**

To

**All the District Judges/OSD,
Subordinate to High Court of Judicature at
Allahabad.**

Letter No. **1117** /LXXXVII-CPC/e-Courts/Allahabad/Dated: **03** June 2020.

Subject: Mechanism/ modalities for opening of Courts subordinate to High Court of Judicature at Allahabad.

Sir/Madam,

I am directed by the Hon'ble Court to communicate the fresh guidelines in respect of mechanism/ modalities for opening of Courts subordinate to High Court of Judicature at Allahabad, as mentioned below :

GUIDELINES REGARDING OPENING OF COURTS

1. All the Courts (including tribunals) subordinate to the High Court of Judicature at Allahabad shall open to take up the Judicial Work & Administrative matters, as per the existing provisions, rules, guidelines and circulars issued from time to time.
2. The guidelines communicated vide letter number 484/InfraCell: Allahabad dated 30th May, 2020 regarding the preference of cases, shall be strictly adhered to.
3. As soon as the Judicial/Administrative work is completed, the Judicial Officers and Court Staff may kindly be directed to leave the Court premises.
4. Minimum One or two Courts in each District shall be identified for conducting Court proceedings through JITSI Software (LAN Version). Possibility may also be explored for conducting Court proceedings through the JITSI Meet website (<https://meet.jit.si/>)
5. The Remand/Other Judicial Work in respect of under trial Prisoner shall be done through Video Conference only. JITSI Video Conference Software for Remand/Other Judicial Work may also be used for the said purpose, wherever required.
6. The Judicial Service Centre (Centralised filing Counter) shall be used for receiving fresh cases/Applications from the Advocates/Litigants. All such cases/Applications shall be registered in CIS. The application shall contain the details of advocate/Litigants including their mobile number. The defects if any may be informed to Counsel Concerned.

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7. The Computer Section shall also inform about the functioning of eCourts app. to all the Ld. Counsels approaching the Judicial Service Centre so that they can view the listed matters/cause list through the above app.
8. Mechanism of dedicated email of District Court for receiving the Bail/Anticipatory bail Applications or other applications including written arguments shall continue as an alternative mode for receiving applications.
9. Only 4 chairs will be arranged in courtroom for advocates with proper distance. Mask shall be used by everyone who enters the courtroom. Sanitizer shall be arranged at the door of courtroom. Reader, Clerk etc. shall follow Social/Physical distancing guidelines.
10. Only such Learned Advocates, Litigants should come to Court premises, whose cases/matters are listed. As soon as the cases of Learned Counsels are complete, they shall leave the Court premises.
11. The Presiding Officer shall take all possible steps to ensure that minimum number of parties/Counsel are present in the Court room at one time for Court proceedings, to ensure physical distancing guidelines. Further, the Presiding Officer shall not prevent appearance of the parties in the case unless suffering some illness, but, shall have the power to restrict entry of persons into the courtroom or the points from which arguments are addressed by the advocates.
12. The discussions shall be made with the Office bearer of Bar Association for the mechanism/modalities regarding functioning of Courts. Necessary assistance may be taken from them to regulate the entry of Advocates and Litigants in the Court premises.
13. Entire information in regard to the mechanism may be posted on local website of District Courts and circulated in the Print media.
14. Wherever any Court campus is covered under the containment Zone, such Courts shall remain closed as per the resolutions of this Court dated 02.05.2020 read with the resolution of this Court dated 25.03.2020, till such time the concerned District Court or Outlying court continues to remain in Containment Zone. Thereafter, the present scheme shall apply. Necessary reports in this regard, be obtained by the District Judges from the District Administration, on regular basis.
15. Where the District Administration/CMO concerned is of the opinion that the District/Outlying Court Campus should be closed for a particular period and/or the District Judge is of the opinion that the District Court/Outlying Court should be closed for particular period, then the District Court/Outlying Court

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may be closed for the said period and an intimation mentioning the specific reasons may be sent to Allahabad High Court.

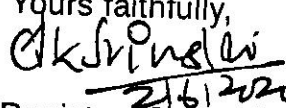
16. Before opening of campus, District Judges shall ensure complete sanitization (strictly as per medical guidelines), cleaning of entire court campus with the help of District Magistrate, other administrative officers & CMO/CMS. District Authorities shall ensure Sanitization of Campus daily.
17. Sanitization of Court campus is a pre-condition for opening of Courts, which needs to be Strictly complied with, as per the medical guidelines. Wherever such sanitization work in the Court & Court Campus is not carried out, Such Courts should not be opened for the Judicial Work. The District Judges concerned in such eventuality shall not open the District Courts and inform the District Administration and High Court with detailed report as soon as possible.
18. Thermal scanning check-up of all the persons entering in the court premises shall also be ensured with the help of District Magistrate, other administrative officers & CMO/CMS.
19. The District Judge shall, in consultation with the District Administration determine the threat level and the status in respect of Containment Zone on daily basis.
20. District Judges/ P.O.'s shall ensure compliance of directions given by Hon'ble Apex Court/ High Court of Judicature at Allahabad in Judicial side and all directions/ guidelines issued by the Central Government & State Government regarding COVID-19.
21. The Mechanism for functioning of the Courts at Local level, based on the Guidelines also be popularized and publicity through Media, Official Website, Bar Association and through other modes may be done by the District Judges on regular basis.
22. A dedicated helpline for assisting the advocates/Litigants mentioning the Landline/Mobile Numbers shall be published on the District Court website and the same be strengthened. The Services of Para Legal Volunteers be taken by the District Legal Services Authority for manning such facility.
23. District Legal Services Authority concerned shall render necessary assistance for generating awareness amongst the stakeholders regarding the Court working through electronic mode and the same needs to be popularized by way of pamphlets, Media coverage and other modes. The Printing of complete local mechanism of Court working by way of Appeal in Print media be ensured by District Legal Services Authority. Necessary assistance of paralegal volunteers, be taken. The Member Secretary, UP State Legal

Services Authority may be informed for taking necessary steps in release of funds and issuance of necessary instructions for such awareness programmes, District wise.

24. The dress code during the court proceedings for the Male Counsel be White Shirt and light coloured trouser and for Lady Counsels, sober attire.
25. The Judicial Officers are exempted from wearing Coat & Gown.
26. Daily consolidated report of the number of cases/applications decided, feed back etc. be submitted by the District Judges on the e- services module on regular basis.

The above guidelines shall be applicable from 08.06.2020 till further orders. It is, therefore, requested to your goodselves to ensure compliance accordingly.

With regards,

Yours faithfully,

21.6.2020
(Registrar General)

Copy forwarded to:-

1. The Chief Secretary, Government of U.P., Lucknow.
2. The Principal Secretary (Law) & L.R., Government of U.P., Lucknow
3. The Member Secretary, U.P. State Legal Services Authority, Lucknow