



(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. 1051 /IV-CPC/e-Courts/Allahabad/Dated: 05 May 2020.

Subject: Mechanism/ modalities for functioning of Districts Courts covered  
under different zones during the period of Lockdown & thereafter.

Sir/Madam,

I am directed by the Hon'ble Court to communicate the guidelines in respect of mechanism/ modalities for functioning of District Courts covered under different zones viz. red, orange and green zones during the period of lockdown & thereafter, as mentioned below :

**APPLICABLE FOR DISTRICT COURTS COVERED UNDER  
GREEN ZONE ONLY**

1. Before opening of campus, District Judges shall ensure complete sanitization, cleaning of entire court campus with the help of District Magistrate, other administrative officers & CMO/CMS. District Authorities shall ensure Sanitization of Campus daily.
2. 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.
3. The District Judge shall, in consultation with the District Administration determine the threat level and the status in respect of Zone of the District, on daily basis.
4. District Judges/ P.O.'s shall ensure compliance of direction 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.
5. The following parent Courts and Courts dealing with Special Jurisdiction shall take up the matters as detailed below:
  - a. District Judge
  - b. Principal Judge Family Court
  - c. Courts dealing with Special Jurisdiction.

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- d. Chief Judicial Magistrate
  - e. Civil Judge(S.D)
  - f. Civil Judge (JD)
6. If the District Judge observes that the number of urgent cases are such that the services of other Presiding Officers are required then matters may be assigned to Senior most ADJ/ Magistrate/Civil Judge(SD)/Civil Judge(JD).
7. District Judge shall ensure minimal entry of Staff in Court Premises, which shall not be more than 33 % in any case.
8. During the above period, the Judicial Officer shall ensure/undertake:
- a. Admissions of new/pending matter (if any)
  - b. Pending/Fresh Bail.
  - c. Pending and Fresh Anticipatory Bail.
  - d. Urgent Injunction matters pending/fresh
  - e. Any other urgent matter
  - f. The Remand/Other Judicial Work in respect of under trial Prisoner shall be done through video conference only. In case of any technical issues, other modes can be adopted.
  - g. Delivery of pending Orders/Judgement (if any), if the arguments are already complete.
  - h. Other Office related pending work
  - i. Any other Administrative work.
9. 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 on the same day to Counsel Concerned.
10. The Computer Section shall 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.
11. Written arguments by the parties can also be submitted in the Judicial Service Centre, which shall be sent to the Court concerned by the concerned Computer Section.
12. A dedicated email of District Court may be created and the same may also be published on the website of District Court concerned. The above email may be

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used for receiving the Bail/Anticipatory bail Applications or other urgent applications including written arguments. This shall be an alternative mode for receiving applications.

13. Copy of such Bail/Anticipatory Bail applications be provided to the Prosecution/DGC. A mechanism may be devised locally for communicating them. The time to file response by Prosecution will be as per provisions.
14. Only such Court rooms be opened where the Learned Counsels will be addressing the Courts. 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 Distancing guidelines.
15. 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 restrict/regulate the entry of Advocates and Litigants in the Court premises. As soon as the arguments of Learned Counsels are complete, they shall leave the Court premises.
16. 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.
17. In the other matters than indicated above, cases shall be adjourned by Presiding Officers and general dates be given.
18. Entry of Oath Commissioners, Stamp vendors and typist shall be in limited numbers and their entry shall be regulated by the District Judge.
19. Entire information in regard to the mechanism may be posted on local website of District Courts and circulated to the Print media.
20. Daily consolidated report of the status and number of the cases/applications decided, be submitted by the District Judges.
21. The brief feedback shall also be submitted by the District Judges on daily basis for placing the status before Hon'ble Court.
22. Present facility shall be applicable in District Court and Outlying Courts covered under the above zone.

**APPLICABLE FOR DISTRICT COURTS COVERED UNDER**

**ORANGE ZONE ONLY**

1. Before opening of campus, District Judges shall ensure complete sanitization, cleaning of entire court campus and shall ensure Thermal scanning check-up

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of all the persons entering in the court premises with the help of District Magistrate, other administrative officers & CMO/CMS. District Authorities shall ensure Sanitization of Campus daily.

2. The District Judge shall, in consultation with the District Administration determine the threat level and the status in respect of Zone of the District, on daily basis.
3. District Judges/ P.O.'s shall ensure compliance of direction 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.
4. The following Parent Courts and Courts dealing with Special Jurisdiction shall take up the matters as detailed below:
  - a. Sessions Judge
  - b. Courts dealing with Special Jurisdiction.
  - c. Chief Judicial Magistrate
5. If the District Judge observes that the number of urgent cases are such that the services of other Presiding Officers are required then matters may be assigned to Senior most ADJ/ Magistrate.
6. District Judge Shall ensure minimal entry of Staff in Court Premises, which shall not be more than 10 %.
7. During the above period, the Judicial Officer shall ensure/undertake:
  - a) Pending/Fresh Bail.
  - b) Pending and Fresh Anticipatory Bail.
  - c) The Judicial work/Remand in respect of under trial Prisoner shall be done through video conference only. In case of any technical issues, other modes can be adopted.
  - d) Delivery of pending Orders/Judgement (if any), if the arguments are already complete.
  - e) Other Office related pending work
  - f) Any other Administrative work, as per the discretion of the District Judge concerned.
8. A dedicated email of District Court may be created and details of the same may be published on the website of District Court. The above email may be used for receiving the Bail/Anticipatory bail Applications or other urgent applications including written arguments.

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9. All such cases/Applications shall be registered in CIS. The application shall contain the details of advocate/Litigants including his mobile number. The defects if any may be informed on the same day to Counsel concerned.
10. Copy of such Bail/Anticipatory Bail applications be provided to the Prosecution/DGC. A mechanism may be devised locally for communicating them. The time to file response by Prosecution will be as per provisions.
11. Such matters which are defect free may be listed in the Cause list (CIS generated) after 48 hours or as stipulated under the provisions of law.
12. A dedicated helpline for assisting the advocates/Litigants mentioning the Landline/Mobile Numbers shall be published on the District Court website and circulated for any information regarding the mechanism of listing of cases in cause list and time slot etc. They shall also inform about the functioning of eCourts app for the status/listing of case so that the awareness of the above facility is increased.
13. Only such urgent application shall be listed in the CIS Cause list, rest cases may be given general dates.
14. **Arguments**
  - a. Only such Advocates whose case is listed on a particular date shall be permitted to enter the Court premises, that too in a particular court room designated as virtual court room. This information regarding the room number and location shall also be published on the website and in Media.
  - b. Litigants or other representatives shall be strictly prohibited in the premises or at the entrance of Court.
- 15.1 (one) Virtual Court is presently available in each District. The Judicial Officer concerned shall be connected through jitsi (LAN) from his chamber/designated chamber (through the personal Laptop) to designated court room where Video Camera is installed.
16. Time slot shall be provided for the different courts for disposing urgent matters, as indicated above. If the number of courts are multiple, their time slot and days can be fixed.
17. The discussions shall be made with the Office bearer of Bar Association for the mechanism to be implemented. Necessary assistance may also be taken to limit/restrict the members of the Bar in the Court premises. Further, as soon as the arguments of Learned Counsels are complete, they shall leave the premises.
18. Entire information in regard to the mechanism may be posted on local website of

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District Courts and circulated through media.

19. Feedback may be obtained from the District Judges as to whether any other Judicial Work can be done by this mode, using existing facilities.
20. The above modalities shall apply to District Courts only. Outlying Courts shall not be covered under the above scheme.
21. Daily consolidated report of the status and number of the cases/applications decided, be submitted by the District Judges.
22. The brief feedback in regard to the working shall also be submitted by the District Judges on daily basis for placing the status before Hon'ble Court.

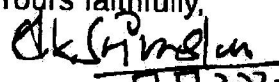
**APPLICABLE FOR DISTRICT COURTS COVERED UNDER RED ZONE**

1. The directions contained in letter no. PS(RG)/52/2020 dated May 2, 2020 shall strictly apply to this zone.
2. Report may be sought from the District Judges (they shall consult the District Administration) as to whether, such modalities/scheme, as applicable for orange Zone can be adopted in their District Courts.
3. The Remand/Other Judicial Work in respect of under trial Prisoner shall be done through video conference only. In case of any technical issues, other modes can be adopted.

Further, I have been directed to communicate that the above guidelines shall be in supersession of earlier guidelines regarding functioning of District Courts during lockdown and thereafter. The above guidelines shall be applicable from 08.05.2020 till further orders.

It is, therefore, requested to your good selves to ensure compliance accordingly.

With regards,

Yours faithfully,  
  
5/5/2020  
(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