



**OFFICIAL MEMORANDUM**

Sub: Courts & Judges – COVID-19 Pandemic – Functioning of Subordinate Courts in the State of Tamil Nadu and Union Territory of Puducherry – Further directions issued.

Ref: High Court's Official Memorandum in R.O.C.No.41440-A/2021/C3, dated 26.04.2021, 17.05.2021 and 28.05.2021.

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In continuation to the Official Memorandum dated 28.05.2021 cited, as ordered, the following directions are issued for restricted functioning of Subordinate Courts in the State of Tamil Nadu and Union Territory of Puducherry w.e.f.14.06.2021 until further orders:

1. Only both side ready matters be taken as far as possible through Video Conferencing.
2. Filing process shall be through drop box method, as was done earlier.
3. Only urgent cases be taken up, restricting to a manageable number of cases in a day, on time slot.
4. Urgency of the matter to be taken up, has to be decided by the concerned Presiding officer of the Court.
5. Exparte orders should be avoided unless absolutely necessary and only upon giving due reasons therefor.
6. If necessary, witnesses can be examined through Video Conferencing, by following the rules in this regard.
7. Already sufficient number of (1068) Microsoft Teams Video Conferencing Licences have been provided to the Judicial Officers to

facilitate functioning through Video Conferencing and the same may be effectively utilised.

8. Entry of Advocates and litigants into the Court Complexes to be restricted.
9. Bar Associations and canteens shall remain closed until further orders. However, to sanitise and to provide access to papers for the Lawyers, the Bar Associations may be opened for four hours on Saturday.
10. 30% of staff may be permitted to work on rotation basis, as fixed by the concerned Presiding Officer of the Court.
11. The Principal District Judges/Principal Judge/District Judges of the District concerned and the Chief Judge, UT of Puducherry can make all arrangements for the smooth functioning of Courts, with minimum level staff not exceeding 30%, depending on the situation prevailing in their respective districts and shall ensure better functioning of courts without compromising on the Covid protocol.

HIGH COURT, MADRAS

DATE: 10-06-2021

Sd/- P.DHANABAL

REGISTRAR GENERAL