



R.O.C.No.28473-F/2020/D8

C I R C U L A R

All the Allottees of law chambers of the High Court, Madras are required to send their request for taking their case bundles, coats, Laptops, Bank documents, etc., along with the application requesting permission, **in the format enclosed herewith**, through the given E-Mail ID and they will be permitted entry, **only once in two slots** i.e. between 11.00 a.m. and 12.00 p.m. and 1.00 p.m. to 2.00 p.m on every Saturday and Sunday.

The Advocates are required to collect their belongings in the time slot allotted, to enable large number of other Advocates to avail of the facility smoothly.

The Advocates are also required to go to their chambers for collecting their belongings and leave the premises immediately thereafter, as other Advocates would be waiting in the queue for their chance to enter their chambers.

The Advocates are required to send their request to the following E-Mail ID :

“ heritagegroup2017@gmail.com “

The request of the Advocates will be processed by the Registry and the date and time of visit will be intimated through the respective mobile number/E-Mail ID of the Advocates.

During such visit, the Advocates shall strictly adhere to the following :

- * Avoid gathering in groups
- * Maintain social distancing
- * Wear masks.
- * Use sanitizers/Hand wash
- * Avoid crowding/overcrowding

For any further enquiries in this regard, contact Helpline Numbers.
9445225545 / 9445637374.

//By Order//

Sd/-

HIGH COURT, MADRAS
DATED : 03.06.2020

REGISTRAR (ADMINISTRATION)

To

1. The Chairman, Bar Council of Tamil Nadu & Puducherry, Chennai.
2. The President and Secretary :
 - a. Madras High Court Advocates Association, High Court, Madras.
 - b. Bar Association, High Court, Madras.
 - c. Women Lawyers' Association, High Court, Madras.
 - d. Law Association, High Court, Madras.
3. The Senior Commandant, CISF, High Court, Madras.
4. The Section Officers (D1, D5, D8 Seats), High Court, Madras.

Copy To :

1. The Registrar General, High Court, Madras.
2. The Registrar Judicial, High Court, Madras.
3. The Registrar IT - Cum Statistics, High Court, Madras.

REQUEST FOR PERMISSION TO OPEN LAW CHAMBER

To

The Registrar (Administration),
High Court,
Madras.

Sir,

For the purpose mentioned hereunder, I request you to kindly permit me to open my law chamber.

Name of the applicant and Enrollment Number	
Law Chamber Number	
Mobile Number/Contact Number/E-Mail ID	
Purpose	
Whether the other co-allottees have been informed	

I undertake that I will not do any other activity in the Chamber other than the purpose mentioned above and I will take full responsibility if any of my co-allottees make any complaint.

Date:

Yours faithfully,