

DELHI DISTRICT COURTS

USERS' HANDBOOK



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Preface

We are happy to present the first edition of Delhi District Courts Users' Handbook. For the first time in India a Users' Manual is being prepared and published by the District Judiciary, so that litigants and the common people may get information about Courts in simple and plain language. This helps them to approach the courts for redressal of their grievances and to get timely and efficient services from the justice delivery system.

Delhi District Judiciary is the most modern judicial organization of India. It has achieved 100% computerization of its operations in 2005. Delhi Judiciary is also equipped with Video Conference Courts to try undertrials lodged in various Jails all over India. Our Cause Lists, Daily Orders and Judgments are available on the internet. We are the first District Court in India to have its own website at www.delhicourts@nic.in.

In December 2005, Hon'ble Chief Justice of India released the 'Case Management Manual' and 'Annual Report 2004' of Delhi District Judiciary. Again, Delhi Judiciary is the only District Judiciary in India to publish its own Annual Report and Case Management Manual. Online versions of all publications of Delhi District Courts are available at www.delhicourts.nic.in

The Users' Manual is divided in 21 chapters. We have tried to cover all types of cases and other related services available at the District Courts. Guidelines have been provided to avail Legal Aid and mediation in deserving cases. We hope that the public will be benefited from this venture of Delhi District Judiciary. All these steps have been taken to make judiciary more accessible to the common man. If you have any suggestions, please contact us at delhicourts@yahoo.com.

Place : Delhi
Dated :

Editor

DELHI DISTRICT COURTS USERS' HANDBOOK

UNDER THE GUIDANCE OF
HON'BLE MR. JUSTICE MADAN B. LOKUR
JUDGE:DELHI HIGH COURT

USERS' HANDBOOK

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DISCLAIMER

This is only an information guide. The contents do not create a right in any one to seek a particular mode of disposal of his/her disputes.

The Judges discharge their duties in accordance with law exercising the judicious discretion depending on the factual situation of each case.

JUDICIAL COMMITTEE

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1. MISSION STATEMENT

The Delhi District Courts strive to provide access and services to all Court Users in a Fair, Consistent and Timely Manner.

In fulfillment of the mission, we are committed to:

- Resolving civil, family, criminal and other matters fairly and efficiently, in accordance with law.
- Providing a dignified, safe and courteous environment for all people who work in the courts and those seeking Justice from them.
- Effectively allocating resources to implement the mandates of the Legislature, Supreme Court of India and Delhi High Court.
- Seeking cooperation of all court personnel to further the goal of total accountability to the Public.
- Actively integrating the Court's resources with those of the community, while protecting the rights of all persons regardless of race, gender, religion, caste or creed.

2. CITIZENS' CHARTER

2.1 INTRODUCTION

This charter sets out the quality of service that you can expect from District Courts of Delhi. We set the standards keeping in view the aspirations of the people who visit the Courts. The charter also tells you what to do if things go wrong and ways in which we can help you. The charter is intended for all court users whatever be their vocation. For example you might be:

- a lawyer
- a victim of crime
- a witness giving evidence
- an accused in a criminal case
- making or receiving payments
- a party in a family or civil case
- a relative or friend of a person involved in a case
- a member of the public or a student eager to observe proceedings

The District Courts of Delhi and their staff are committed to achieve the standards set out in this charter. Wherever possible, we want to raise them through regular reviews, consulting those who use the courts, and by working in partnership with other agencies in the justice delivery system. The charter is about the **administration of the court and not the decisions of the judges**. They are independent and we cannot look into claims that the judges' decisions were wrong or unfair or that they did not handle your case properly. You may be able to appeal to a higher court if you are unhappy with the outcome of your case. If you want to do so you should first obtain legal advice.

2.2 IF YOU ARE COMING TO COURT

Contact the PRO/APRO of the concerned Court to get the requisite information:

- details of facilities at court including places of food and drink, telephones and wash room facilities
- details about waiting areas and arrangements for people with disabilities
- map showing location of court, availability of public transport & parking

2.3 AT COURT

When you come to court, you will find:

- clear signs to help you find your way around
- polite and helpful staff wearing identity cards
- the court buildings will be clean and comfortable
- waiting areas for visitors with proper sitting arrangement
- public relation officers are available at all court complexes to help & guide you.
- lists of cases to be heard are displayed clearly outside the court rooms
- personal information not mentioned in open court, will be kept confidential

2.4 ANSWERING YOUR QUESTIONS

Court users have the right to be given clear information about where to go, whom to see and what to expect, and to have their questions answered. Facilitation Centres have been opened at all Court Complexes to help you in getting the required information.

2.5 IF YOU WRITE TO THE COURT

When you write to us, we will endeavour to:

- reply you within 4 working days
- explain things in plain English/Hindi
- avoid using technical and legal language
- tell you who is writing and how to contact that person
- you may write to us at :

Office of District & Sessions Judge

Tis Hazari Courts,

Delhi-110054.

2.6 IF YOU COME TO A FACILITATION CENTRE

When you come to a Facilitation Centre, we will:

- ensure that a trained member of the staff assists you
- attend you within 5 minutes of your arrival there
- respect your privacy, and if you prefer, talk to you in confidence

2.7 IF YOU RING UP

You may call the PRO/APRO of the concerned Court Complex between 10.00 a.m. and 4.30 p.m.

When you phone we aim to:

- attend the call within 60 seconds
- tell you with whom you are speaking to
- give you a clear and helpful answer
- if necessary a contact name will be given
- if the person is not available, give you a time to contact him

PUBLIC RELATION OFFICERS / ASSTT. PUBLIC RELATION OFFICERS

S.No	Name of Official	Designation	Court	Phone Nos.
1.	Mr. Hamilton	PRO	Tis Hazari Courts	23911611 Ext. 435
2.	Ms. Sarika	APRO	Tis Hazari Courts	23911611 Ext. 321
3	Mr. Ujjagar Singh	APRO	Karkardooma	22301945 Ext. 3031
4.	Mr. Jeet Kumar Vaid	PRO	Patiala House	23384209 Ext. 320
5.	Ms. Abha Rani	APRO	Rohini Courts	27554404 Ext. 138

PRO/APRO staff will give you information about procedures and general matters but they cannot give you legal advice. You may find it helpful to contact your Advocate. If you are financially unable to engage a Counsel, you may contact Delhi Legal Services Authority at the following address:-

Ms. Sangita Dhingra Sehgal Member Secretary, Delhi Legal Services Authority, Room No. 1, Patiala House Courts, New Delhi-110001. Ph: 55393662, 55396474	Mr. Brijesh Kumar Garg, MM Secretary, District Legal Aid Authority, Room No. 36 Tis Hazari, Delhi -54 Phone No. 23911611 Ext. 552
Ms. Savita Rao, MM, Secretary, District Legal Aid Committee, Room No. 150, Tis Hazari Courts, Delhi - 110054 Phone No. 23911611 Ext. 468	Mr. Mukesh Vats MM, Secretary, District Legal Aid Committee, Room No. 02 Annexe Building Patiala House, New Delhi-110001 Phone No. 23387590 Extn. 341
Ms. Anuradha Shukla, Secretary District Legal Aid Committee, Room No. 34, Ground Floor Karkardooma Courts Phone No. 22301970 Extn. 1034	Mr. Deepak Garg, Secretary, District Legal Aid Committee, Room No. 104, Rohini Courts, Delhi. Phone No. 27554410

2.8 VICTIMS AND WITNESS

We understand that coming to court to give evidence can be worrying. We aim to reduce those worries by providing friendly service and support when you need it.

2.9 IF YOU ARE PRESENT

Before the hearing you can:

- ask to visit the court and see a court room
- seek guidance to help you prepare for your day in court
- ask us to arrange a wheel chair, if you are physically disabled, ill or infirm

2.10 OUR EXPECTATIONS FROM LITIGANTS VISITING THE COURTS

LAW RESPECTS THOSE WHO RESPECT IT.

Litigants to take care of the following while appearing in Courts:

- Do not interfere in the proceedings while the learned Judge is busy in other matters.
- Wait for your turn till your case is called out.
- Do not come near the dais and stand; except to appear in your own case.
- Do not discuss the merits of your case with the staff; contact your lawyer and discuss your matter with him only.
- Do not bribe the staff; if a bribe is demanded by the staff, please bring it to the notice of Ld. Judge.
- Be courteous to the staff in court and in turn, they will be courteous to you.
- Wait for your turn when the staff members are otherwise busy in attending to similar requests.
- Do not bring any arms, mobiles, cameras etc. into the court premises.
- Switch off your mobile phone before entering the court room.
- Do not litter, spit or spoil the court building and furniture.
- Do not talk loudly or assemble in the corridors and in the court room.
- Do not bring other people with you if they are not parties/witnesses in the case.

- It is advisable not to bring children to Court unless their presence is necessary.
- Do not smoke in the court premises as it is a 'No Smoking Zone'.
- Do not violate the court etiquette or write letters directly to the Judge or to superior courts. Instead file review/revision or an appeal as per law.
- Do not try to approach or influence the judge in any manner.
- Park your vehicle at proper parking place and do not leave the same on the road.
- Try to use Metro Train or public transport to reach the Court Complexes as there is limited parking space available for litigants.
- Please mention your age with your name and also try to mention age of other parties in pleadings so that cases of senior citizens may be taken up on priority.

3. LOCATION OF COURTS

3.1 TIS HAZARI COURT COMPLEX :



Tis Hazari Courts Complex is situated between Mori Gate and St. Stephen's Hospital (Near ISBT, Kashmere Gate) in Old Delhi. Construction of Tis Hazari Court Building started in 1953 and it was inaugurated on 19-03-1958 by Chief Justice Mr. A. N. Bhandari of the then Punjab High Court. Most of the civil courts and criminal courts of the Central and North district are housed in this building. Tis Hazari continues to be the principal District Court building in Delhi. The Ld. District & Sessions Judge of Delhi sits here.

The filing counters for all civil and bail matters are situated on the Eastern side of the court facing Civil Side Bar Canteen. Criminal Complaints are to be filed at Facilitation Centre Counters in Central Hall.

One can reach Tis Hazari by Delhi Metro and alight at Tis Hazari Station. Buses No. 131, 721, 194, 109, 939, 236, 209, 847, 182A, 142, 937, 218A, 817, 219, 923, 231, 106, 115, 113 and 127 are suitable for reaching Tis Hazari Court. Even by train it is easily approachable as old Delhi Railway Station is nearby.

3.2 KARKARDOOMA COURT COMPLEX:



Karkardooma Courts Complex is in East Delhi near Anand Vihar & Suraj Mal Vihar. It was inaugurated on 15-05-1993 and these courts were earlier functioning at Shahdra Railway Station. The Criminal Courts for East and North-East Districts are functioning from Karkardooma Court Complex. Four courts of civil judges, one Matrimonial court, two Motor Accident Claims Tribunals and all the Labour Courts/Industrial Tribunals are situated here.

The filing centre is operational in the basement adjoining the Dispensary and facing the Police Check Post. Facilitation Centre is coming up near main public entrance on the ground floor.

Buses No. 357, 374, 381, 443, 320, 330, 331, 335, 720, 336, 353, 354, 143, 623, 265, 267, 280, 312, 202, 211, GL-23 LTD are suitable for reaching Karkardooma Court. Nearest Metro Station is Welcome on Shahdra-Rithala Line.

3.3 PATIALA HOUSE COURT COMPLEX:



Patiala House Courts Complex is also known as New Delhi Courts Complex. It is housed in the erstwhile palace of Maharaja of Patiala near India Gate and National Stadium. A small number of criminal courts were earlier functioning at Parliament Street and they were shifted to Patiala House in March 1977. Now-a-days Criminal Courts of New Delhi, South and South-West district are housed in Patiala House. Motor Accident Claims Tribunals for these districts are also situated here apart from two special CBI Courts.

Filing counter is situated near MEA Building. New Facilitation Centre will come up in Publication Building.

Buses No. 21, 26, 53, 326, 335, 336, 345, 372, 375, 501, 502, 503, 533, 561, 605, 621 and 623 are suitable for reaching Patiala House Court. Nearest Metro Station is Tilak Marg.

3.4 ROHINI COURT COMPLEX:



This Courts Complex is situated near Madhuban Chowk on Outer Ring Road in Rohini Area. The Rohini Courts Complex was inaugurated on 06.01.2006 and is now fully functional. Presently 33 Courts are operational in Rohini Courts Complex dealing with Civil, Criminal, Matrimonial, Rent and Motor Accident Claims cases pertaining to West and North-West Districts.

A Facilitation Centre has been opened at the entry gate on the Outer Ring Road.

Buses No. 102, 114, 141, 164, 169, 170, 174, 187, 196, 198, 249, 254, 601, 761, 879, 881, 882, 883, 891, 901, 907, 969, 970, 971, 975, 982, 985, 986, 988 and 990 are suitable for reaching Rohini Court Complex. Nearest Metro Station is Pitam Pura on Shahdara-Rithala Line.

3.5 DWARKA COURTS COMPLEX (UNDER CONSTRUCTION): It is being constructed at Sector 10, Dwarka, New Delhi (Near IGI Airport). Structural Work is complete.

3.6 SAKET COURTS COMPLEX (CONSTRUCTION TO START

SHORTLY): It will come up on a plot earmarked for this purpose in Saket near District Centre. Foundation stone of this complex was laid on 7.7.2006.

4. HISTORY

4.1 DELHI AS A DISTINCT ENTITY

Delhi as a distinct legal entity was recognised by the Proclamation Notification No.911 dated 17.09.1912 issued by the then Governor General of India in Council. By this Notification, Delhi came under the immediate authority and management of the Governor General of India in Council and Mr. William Malcolm Hailey, C.I.E., I.C.S. was appointed the first Chief Commissioner of Delhi. Simultaneously the Delhi Laws Act, 1912 was enacted for enforcing the existing laws in Delhi.

On 22.02.1915 the area falling on the other side of the river Yamuna (now known as Trans-Yamuna) was also included in the newly created province of Delhi.

4.2 CIVIL COURTS

During the year 1913, the Delhi Judiciary consisted of:

- 1 District & Sessions Judge.
- 1 Senior Sub-Judge.
- 1 Judge, Small Causes Court.
- 1 Registrar, Small Causes Court.
- 3 Sub-Judges.

4.3 CRIMINAL COURTS

According to Delhi District Gazetteer (1912), the District Magistrate was responsible for the administration of criminal justice, being Chief Magistrate and Supervisor of the police.

During 1926, there were two First-Class and one Second-Class Honorary Magistrates at Delhi. The institution of Honorary Magistrates was abolished in Delhi in October 1969. The magisterial strength in 1972 consisted of one District Magistrate, three Additional District Magistrates and twelve Sub-Divisional Magistrates.

4.4 SEPARATION OF EXECUTIVE AND JUDICIARY

The Judiciary of the Union Territory of Delhi was separated from the Executive in October 1969 under the Union Territories (Separation of Judicial and Executive Functions) Act, 1969. The Act provides for two classes of criminal courts, namely the Courts of Sessions and the Courts of Magistrates. With effect from 1st April 1974 Delhi was declared a Metropolitan Area by a notification under Section 8 (1) of Criminal Procedure Code, 1973. The Judicial Magistrates functioning in Delhi were all conferred with the powers of Metropolitan Magistrates.

Now, Delhi has three tier criminal courts, namely:

1. Metropolitan Magistrates
2. Chief Metropolitan Magistrate /Additional Chief Metropolitan Magistrates
3. The Sessions Judge / Additional Sessions Judges

The entire judicial district of Delhi, which is now National Capital Territory of Delhi, is comprised in one Sessions Division. It is headed by the Sessions Judge. Delhi has one Chief Metropolitan Magistrate and five Additional Chief Metropolitan Magistrates. The number of Sessions Courts and Metropolitan Magistrates Courts varies from time to time depending upon the quantity of work and the number of officers available for presiding over these courts.

4.5 SEPARATE JUDICIAL SERVICES

On 27th August 1970 two separate judicial services were created for Delhi, namely Delhi Higher Judicial Service (DHJS) and Delhi Judicial Service (DJS). Members of DJS are looking after the work of Civil Judges, Metropolitan Magistrates, Rent Controllers, Addl. Senior Civil Judge and Sr. Civil Judge. Members of DHJS are the District & Sessions Judge, Addl. Sessions Judges, Addl. District Judges, C.M.M., A.C.M.M. Presiding Officers of Motor Accident Tribunals, Labour Courts and Industrial Tribunals etc. DHJS Officers are also designated as Special Judges to entertain certain classes of suits/trials.

5. JURISDICTION

5.1 Designation-wise Jurisdiction in District Courts is as under :-

1	District & Sessions Judge	Head of the Department; Takes decision in all the Administrative and financial matters; Deals with probate cases with unlimited jurisdiction; Guardianship cases; Marking of the Civil cases valued between Rs. 3 Lacs to Rs. 20 Lacs to ADJs; Marking of the Sessions cases to the ASJs; Transfer of cases; All other powers as provided in Code of Civil Procedure; Code of Criminal Procedure and other Acts and all other matters
2	Additional District Judges	Civil cases of the value of Rs. 3 Lac and upto 20 Lac and Appellate Jurisdiction over the orders passed by Civil Judges where Senior Civil Judge has no jurisdiction
3	Additional Sessions Judges	Sessions triable cases under IPC where sentence is awarded upto Life Imprisonment and Death Sentence with the approval of Hon'ble High Court, appeals and revisions from the orders of Magistrates, C.M.M. , A.C.M.M.
4	Special Court of ASJ i) NDPS Court ii) TADA Court iii) POTA Court	Dealing with offences under NDPS Act. Dealing with offences under TADA Dealing with offences under POTA
5	Additional Sessions Judge, (Designated Court)	Cases under Untouchability Act
6	Special Judges (ASJ) (CBI)	Cases under Prevention of Corruption Act investigated by Anti Corruption Branch and CBI
7	Rent Control Tribunal (ADJ)	Appellate Authority of the orders passed by the Additional Rent Controller and Rent Controller

8	Motor Accident Claim Tribunal (ADJs)	Compensation claim cases under the Motor Vehicles Act, 1988.
9	Labour Court (ADJs)	<p>1) Cases under Industrial Disputes Act, 1947 filed by workmen against management:-</p> <p>2) Cases under Workmen Compensation Act.</p> <p>3) Payment of Wages Act</p> <p>4) Bonus Act</p> <p>5) The Contract Labour (Regulation & Abolition) Act, 1970</p> <p>6) Cases under Industrial Employment (Standing Order) Act, 1946.</p>
10	Industrial Tribunal (ADJs)	<p>1) Cases under Industrial Disputes Act, 1947 filed by management against workmen.</p> <p>2) Cases under Industrial Employment (Standing Order) Act, 1946.</p> <p>3) Complaints in respect of Industrial Dispute between management and workmen referred by the Labour Department</p>
11	Matrimonial Courts (ADJs)	Cases of matrimonial disputes like Divorce, restitution of conjugal rights and Judicial separation, custody and children
12	Land Acquisition Courts of ADJs	Dealing with cases under Land Acquisition Act
13	Chief Metropolitan Magistrate	<p>Trial of offences under Indian Penal Code and other Penal Offences wherein the sentence is awarded upto 7 years, The Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002</p> <p>Collecting Monthly Statements from all the MMs with regard to their work and disposal of cases;</p> <p>Cases received from other States;</p> <p>Transfer & Posting of Spl MMs and Municipal MMs and surveillance of Traffic Courts;</p> <p>Distribution of TIP proceedings, deputing Duty Magistrates and Correspondence with the different authorities</p>
14	Additional Chief Metropolitan Magistrates	<p>Trial of Criminal cases investigated by Crime Branch and CBI;</p> <p>Trial of cases relating to Income Tax Act, Wealth Tax and Companies Act etc.</p>

15	Metropolitan Magistrates	Dealing with cases under IPC, Punjab Excise Act and Arms Act where sentence is provided upto 3 years; Cases under section 138 of the Negotiable Instrument Act; Cases of Suppression of Immoral Traffic in Women and Girls Act, 1956 Delhi Police Act; Bail, Remand and Misc. work
16	Metropolitan Magistrates Designated Courts	Dealing with the cases relating to old Electricity Act
17	Court of Railway MM	Offences under the Railway Act
18	Spl Metropolitan Magistrates (Traffic / Municipal Magistrates)	Dealing with the cases relating to Traffic Challans / Municipal Challans
19	Senior Civil Judge	Original civil cases and the Appellate Jurisdiction of the orders passed by Civil Judges of following values; 1) Money suit of the value not exceeding Rs. 1000; 2) Land Suit of value not exceeding Rs. 250/- 3) Unclassed suit of value not exceeding Rs. 500/-; and appeals against interim orders 4) ESIC Cases with regard to employees insurance.
20	Judge Small Cause Court- Additional Senior Civil Judge	Civil cases of value upto Rs. 5000/-; Insolvency cases; Guardianship cases in regard to child custody; Appellate authority of the orders passed by the Civil Judges in regard to recovery of money, property dispute and injunctions etc. of the following value:- 1) Money suit of the value not exceeding Rs. 1000; 2) Land Suit of value not exceeding Rs. 250/- 3) Unclassed suit of value not exceeding Rs. 500/-; and appeals against interim orders

21	Civil Judges	Civil cases of all nature of value of Rs. 5001 to Rs. 3 Lacs.
22	Commercial Civil Judge	Cases of commercial nature with regard to recovery of money upto Rs. 3 Lacs
23	Administrative Civil Judge	Cases relating to succession certificates and Administration of ACJ's Office, Nazarat and Process Serving Agency, Appointment of Peons and Process Servers and their Posting & Transfer
24	Rent Controller	Marking of Rent Cases under Delhi Rent Control Act 1958 to the Additional Rent Controllers and dealing with the cases of :- Eviction cases; Non Payment of Rent; Sub letting, misuser, nonuser; Bonafide requirement; Unsafe or unfit for human habitation; Building and rebuilding; Premises used contrary to terms of Govt. / DDA / MCD; Deposit of rent and fixation of standard rent.
25	Additional Rent Controller	Rent Cases under Delhi Rent Control Act 1958 with regard to :- Eviction cases Non Payment of Rent; Sub letting, misuser, nonuser; Bonafide requirement; Unsafe or unfit for human habitation; Premises used contrary to terms of Govt. / DDA / MCD; Deposit of rent and fixation of standard rent.

5.2 The Functional Courts as on 1.8.06 are as under :-

5.2.1 TIS HAZARI COURTS

DISTRICT/ADDL. DISTRICT JUDGE(S) AT TIS HAZARI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. V. B. GUPTA	DISTT. JUDGE, PROBATE, GUARDIANSHIP, TRANSFER PETITION, TRUST ACT, CIVIL SUIT, APPEAL, WAKF ACT, MENTAL HEALTH RENT CONTROL TRIBUNAL	301 THIRD FLOOR
2.	VACANT	LAC & UPHAR CASE	308 THIRD FLOOR
3.	MR. S.M. GUPTA	METROMONIAL CASES	201 SECOND FLOOR
4.	MR. B.B. CHOUDHARY	ADJ /ADDL. RENT CONTROL TRIBUNAL	209 SECOND FLOOR
5.	MR. P.S. TEJI	SUITS & APPEALS	01 GROUND FLOOR
6.	MR.LAL SINGH	SUITS & APPEALS	323 THIRD FLOOR
7.	MR.RAKESH KAPOOR	SUITS & APPEALS, MISC. APPLICATION, HINDU ADOPTION, COPY RIGHT, TRADE MARK	8 GROUND FLOOR
8.	MR.D.K. SAINI	EXECUTION	307 THIRD FLOOR
9.	MS. BIMALA MAKIN	PROBATE COURT, DEPTT. ENQUIRIES	210 SECOND FLOOR
10.	MR. MAHAVIR SINGHAL	HOUSE TAX APPEALS, SUITS, REGULAR & MISC. APPEALS, MISC. APPLICATION	230 SECOND FLOOR
11.	MR. BABU LAL	SUITS & APPEALS	2 GROUND FLOOR
12.	MR. D.C.ANAND	SUITS & APPEALS	229 SECOND FLOOR
13.	MR.H.S.SHARMA	SUITS & APPEALS, MISC. CIVIL APPEALS, MISC APPLICATIONS, DEPT. ENQUIRIES	337 THIRD FLOOR

14.	MR. K.S. PAL	MATRIMONIAL PETITIONS	115 FIRST FLOOR
15.	MR. M.K. GUPTA	SUITS & APPEALS	21 GROUND FLOOR
16.	MR. RAJNISH BHATNAGAR	MATRIMONIAL CASES	138 FIRST FLOOR
17.	MR. RAKESH SIDDHARTHA	EXECUTION	160 FIRST FLOOR
18.	MS. ANU MALHOTRA	MATRIMONIAL CASES	215 SECOND FLOOR
19.	MS. R. KIRAN NATH	SUITS & APPEALS, CIVIL APPEALS, MISC APPLICATIONS, DEPT. ENQUIRIES	358 THIRD FLOOR
20.	MR. SUKHDEV SINGH	MCD, DDA, DVB	116 FIRST FLOOR
21.	MR. T.R. NAVAL	MCD, DDA, DVB, LAND ACQUISITION , CIVIL SUITS, RCA, MCA, MISC CASES,	24 GROUND FLOOR
22.	MR. P.K. SAXENA	SUITS & APPEALS, APPEALS, MISC APPLICATIONS, DEPT. ENQUIRIES	336 THIRD FLOOR
23.	MR. K.S. MOHI	SUITS & APPEALS	139 FIRST FLOOR
24.	MR.T.S. KASHYAP	MATROMONIAL CASES	132 FIRST FLOOR
25.	MR. GIRISH KATHPALIA	SUITS & APPEALS, DEPTT ENQUIRIES	137 FIRST FLOOR
26.	MS. POONAM A. BAMBA	LAND ACQUISITION, PUBLIC PROPERTY(EVICTION OF UNAUTHORISED OCCUPANTS ACT)	19 GROUND FLOOR
27.	MR. YASHWANT KUMAR	LAND ACQUISITION CASES	14 GROUND FLOOR
28.	MR. A.K. MENDIRATTA	MCD, DDA, DVB, LAND ACQUISITION, NDMC, DJB	345 THIRD FLOOR
29.	DR. SUDHIR KUMAR JAIN	ADJ/ ADDL RENT CONTROL TRIBUNAL	25 GROUND FLOOR
30.	MR. VIMAL KUMAR YADAV	SUITS & APPEALS	222 SECOND FLOOR

31.	MR. MANOJ JAIN	SUITS & APPEALS, CIVIL SUIT, CIVIL APPEALS ARBITRATION	26 GROUND FLOOR
32.	MR. VINAY KUMAR GUPTA	PROBATE COURT	126 FIRST FLOOR
33.	MS. SHAILENDER KAUR	SUITS & APPEALS, CIVIL APPEALS, DEPTT. ENQUIRIES, ARBITRATION	27 GROUND FLOOR
34.	MR. PARVEEN KUMAR	SUITS & APPEALS	143 FIRST FLOOR
35.	MR. RAVINDER DUDEJA	PROBATE COURT, CIVIL CASES	145 FIRST FLOOR
36.	MR. DAYA PARKASH	SUITS & APPEALS, DEPTT. ENQUIRIES	272 SECOND FLOOR
37.	MR. RAJ KUMAR CHAUHAN	SUITS & APPEALS	317 THIRD FLOOR
38.	MS. SARITA BIRBAL	SUITS & APPEALS, CIVIL SUITS, CIVIL APPEALS, MCA, ARBITRATIONS, BSES	31 GROUND FLOOR
39.	MR. PARAMJIT SINGH	SUITS & APPEALS	158 FIRST FLOOR
40.	MR. VINAY KUMAR KHANNA	MATRIMONIAL CASES	146 FIRST FLOOR
41.	MS. PINKI	MCD, DDA, NDPL, BSES	154 FIRST FLOOR
42.	MR. A.K. KUCHAR	EXECUTION	127 FIRST FLOOR
43.	MS. MAMTA TAYAL	MATRIMONIAL CASES	ON LEAVE
44.	MR. SUNIL KUMAR AGGARWAL	EXECUTION	353 THIRD FLOOR
45.	MS. NIVEDITA ANIL SHARMA	HMA	136 FIRST FLOOR
46.	MR. A.K. SARPAL	FAST TRACK, CIVIL SUIT, RCA, CIVIL APPEALS, MISC. APPLICATION	324 THIRD FLOOR
47.	MR. INDERJEET SINGH	FAST TRACK (CIVIL)	138 FIRST FLOOR
48.	MR. S.S. MANN	FAST TRACK(CIVIL)	120 FIRST FLOOR
49.	MR. RAKESH KUMAR	FAST TRACK	131 FIRST FLOOR
50.	MR. G.P. MITTAL	MEDIATOR	329 THIRD FLOOR

ADDITIONAL SESSIONS JUDGES AT TIS HAZARI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. SUNIL GAUR	CBI, A.C.B.R, E.C ACT	202, SECOND FLOOR
2.	MR. N.K. GUPTA	NDPS	102, FIRST FLOOR
3.	MR. B.S. MATHUR	SPL JUDGE CBI	110, FIRST FLOOR
4.	MR. VINOD GOEL	SPL JUDGE CBI	109, FIRST FLOOR
5.	MR. R.P.S. TEJI	SESSIONS CASES, APPEALS, CRIMINAL REVISION, DEPT. ENQUIRYS	216, SECOND FLOOR
6.	MR. S.C. RAJAN	SESSIONS CASES, APPEALS, CRIMINAL REVISION, DEPARTMENT ENQUIRY, MISC. APPLICATION	17, GROUND FLOOR
7.	SH N.P. KAUSHIK	SESSIONS CASES, APPEALS, REVISIONS	119, FIRST FLOOR
8.	MS.ASHA MENON	SEBI, SESSION CASES, REVISION APPEALS	221, SECOND FLOOR
9.	MR. N.K. SHARMA	NDPS & SESSIONS CASES	156, FIRST FLOOR
10.	MS.SUJATA KOHLI	NDPS, SESSION CASES CRIMINAL REVISION & APPEALS, DEPTT. ENQUIRES	152, FIRST FLOOR
11.	MR. B.R. KEDIA	SESSIONS CASES, APPEALS, REVISIONS, SPECIAL COURT: TADA, POTA, MACOCA CASES	123, FIRST FLOOR
12.	MR. RAJIV MEHRA	SESSIONS CASES, APPEALS, REVISIONS	271, SECOND FLOOR
13.	MR. RAMESH KUMAR	SESSIONS CASES, APPEALS, REVISIONS	349, THIRD FLOOR
14.	MR. M.R. SETHI	NDPS & SESSIONS CASES	266, SECOND FLOOR
15.	MR. VIRENDER KUMAR GOEL	SESSIONS CASES, APPEALS, REVISIONS	113, FIRST FLOOR
16.	MR. RAJNISH KUMAR GUPTA	ATROCITIES ON SC/ST ACT	30, GROUND FLOOR

RENT CONTROLLER/ADDL. RENT CONTROLLER AT TIS HAZARI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. SANJEEV AGGARWAL, RENT CONTROLLER	RENT CASES, EVICTION MISCL., DEPOSIT OF RENT APPLICATIONS	314, THIRD FLOOR
2.	MR. B.S. CHUMBAK, ADDL. RENT CONTROLLER	EVICTION, MISCL. PETITIONS EXECUTION, DEPOSIT OF RENT, ESSENTIAL REPAIR & AMENITIES	347, THIRD FLOOR

CIVIL JUDGES AT TIS HAZARI

S.NO.	NAME	JURISDICTION	ROOM NO.
1	MR. SANATAN PRASAD, SR. CJ	CIVIL SUITS, REGULAR & MISC. APPEALS, ESIC, MISC. EXECUTION	9, GROUND FLOOR
2	MR. RAKESH KR. SHARMA, JSCC	APPEALS(MCA/RCA), GUARDIANS HIP CASES, REGULAR SUITS, INSOLVENCY PETITITONS	12, GROUND FLOOR
3	MR. BRIJESH KR. GARG, COM. CJ	CIVIL SUITS, INJUNCTION, POSSESSION, EXECUTION	36, GROUND FLOOR
4	MR. VINOD YADAV, ACJ	SUCCESSION CASES	122, FIRST FLOOR
5	MR. J.P. NARAIN	CIVIL SUITS, ESIC, MISC. EXECUTION	11, GROUND FLOOR
6	MR. SANJAY JINDAL	CIVIL SUITS	211, SECOND FLOOR
7	MR. VINAY SINGHAL	CIVIL SUITS ,NDPL, EXECUTION	346, THIRD FLOOR
8	MS. KIRAN BANSAL	CIVIL SUITS AND EXECUTION	361, THIRD FLOOR
9	MR. NAVEEN ARORA	CIVIL SUITS AND EXECUTION	361-A, THIRD FLOOR
10	MR. RAKESH PANDIT	CIVIL SUITS AND EXECUTION	354-B, THIRD FLOOR
11	MS. SUNENA SHARMA	CIVIL SUITS	277, SECOND FLOOR
12	MR. SANJEEV KR. SINGH	CIVIL SUITS	291, SECOND FLOOR
13	MR. NARESH KUMAR	CIVIL SUITS	15, GROUND FLOOR
14	MR. VIPIN KR. RAI	CIVIL SUITS	240, SECOND FLOOR
15	MR. ANIL KUMAR	CIVIL SUITS	292, SECOND FLOOR
16	MR. RAJ KUMAR	CIVIL SUITS AND DEPTT. ENQUIRIES	125, FIRST FLOOR
17	MR. JITENDER MISHRA	RECOVERY INJUNCTION, POSSESSION, DAMAGES	6, GROUND FLOOR
18	MR. SHAILENDER MALIK	CIVIL SUITS	181, FIRST FLOOR
19	MR. RAGUBIR SINGH	CIVIL SUITS AND DEPTT. ENQUIRIES	218, SECOND FLOOR
20	MS. SMITA GARG	CIVIL SUITS AND DEPTT. ENQUIRIES	268, SECOND FLOOR
21	MR. MANISH GUPTA	CIVIL SUITS AND DEPTT. ENQUIRIES	252, SECOND FLOOR
22	MR. PRAVEEN SINGH	CIVIL SUITS	178, FIRST FLOOR
23	MR. DEVENDER KR. SHARMA	CIVIL SUITS AND DEPTT. ENQUIRIES	294, SECOND FLOOR
24	MR. RAM LAL MEENA	CIVIL SUITS AND DEPTT. ENQUIRIES, EXECUTION	295, SECOND FLOOR

CMM, ACMMs & MMs AT TIS HAZARI

S.NO.	NAME	JURISDICTION	ROOM NO.
1	MS. SEEMA MAINI, CMM	DBG ROAD, CBI, SPL CELL, COURT COMPLAINTS, OFFICIAL SECRETS ACT, BANK SECURITISATION ACT	39, GROUND FLOOR
2	MR. KANWALJEET ARORA, ACMM	CBI, CRIME BRANCH (NORTH), INCOME TAX, WEALTH TAX, SEBI, COMPANIES ACT, COURT COMPLAINTS	37, GROUND FLOOR
3	MR. SANJEEV JAIN, ACMM	NABI KARIM, JAMA MASJID, CRIME BRANCH (CENTRAL), WILD LIFE ACT	42, GROUND FLOOR
4	MR. SURESH KR. GUPTA	BEGGARS COURT	SEWA KUTIR, K. CAMP
5	MS. RAJ RANI MITRA	PRASAD NAGAR, RAJINDER NAGAR	28, GROUND FLOOR
6	MR. S.K. GAUTAM	RLY MAIN DELHI , NEW DELHI STATION RPF, SARAI ROHILLA (RLY)& HAZRAT NIZAMUDDIN (RLY), RPF ALL12 PARTS	148, FIRST FLOOR
7	MR. P.S. MALIK	138, N.I. ACT CASES, DEPARTMENTAL ENQUIRY	41, GROUND FLOOR
8	MS. PREETI AGGARWAL GUPTA	MAHILA COURT (CENTRAL & NORTH DISTRICT), 138 N.I. ACT	336-A THIRD FLOOR
9	MS. NEERJA BHATIA	TIMAR PUR, 138 N.I. ACT	367, THIRD FLOOR
10	MS. SAVITA RAO	DARYA GANJ, PAHAR GANJ	150, FIRST FLOOR
11	MR. MUKESH KUMAR GUPTA	SADAR BAZAR, 138 N.I. ACT	341, THIRD FLOOR
12	MR. SANDEEP YADAV	SABZI MANDI, CHALLANS OF SPCA	182, FIRST FLOOR
13	MR. AJAY GOEL	KOTWALI, CHANDNI CHOWK, LAHORI GATE	279, SECOND FLOOR
14	MR. A.K. SISODIA	HAUZ QAZI, KAMLA MARKET	142, FIRST FLOOR
15	MR. A.S. AGGARWAL	PRATAP NAGAR (GULABI BAGH), ROOP NAGAR	137-A FIRST FLOOR
16	MR. SIDHARTH SHARMA	CIVIL LINES, MAURICE NAGAR	149, FIRST FLOOR
17	MR. ASHUTOSH KUMAR	KAROL BAGH, CHANDNI MAHAL	247, SECOND FLOOR
18	MR. AJAY PANDEY	KASHMERE GATE	286, SECOND FLOOR
19	MR. VIDYA PRAKASH	SARAI ROHILLA	332, SECOND FLOOR
20	MR. LOKESH KUMAR SHARMA	138-N.I. ACT	245, SECOND FLOOR
21	MR. PULASTYA PRAMACHALA	I.P. ESTATE, TRAFFIC CHALLANS (CONTESTED), 138 N.I. ACT	280, SECOND FLOOR
22	MR. BALWANT RAI BANSAL	138-N.I. ACT	355, THIRD FLOOR
23	MR.DEVENDER KUMAR	138-N.I. ACT	40, GROUND FLOOR
24	MR. RAKESH KUMAR-II RAILWAY MAGISTRATE	METRO STATIONS (KASHMERE GATE, SHASTRI PARK, RITHALA), MOBILE COURT, MISC WORK AT OLD DELHI RLY STATION	180, FIRST FLOOR
25	MS. VEENA RANI	BARA HINDU RAO, 138-N.I. ACT	264, SECOND FLOOR
26	MS. ILLA RAWAT	JUVENILE JUSTICE BOARD	SEWA KUTIR, K. CAMP

MOTOR ACCIDENT CLAIMS TRIBUNALS AT TIS HAZARI

S.NO.	NAME	JURISDICTION/P.S/DISTT	ROOM NO.
1	MS. PRATIBHA RANI	LAHORI GATE, PAHARGANJ	101, FIRST FLOOR
2	MR. A.K. CHAWLA	CHANDNI MAHAL, KAROL BAGH (CENTRAL), NABI KARIM, PRASHAD NAGAR, RAJENDER NAGAR, OUT OF ACCIDENT CLAIMS, DELHI	18, GROUND FLOOR
3	MR. CHANDER SHEKHAR	SARAI ROHILA	33, GROUND FLOOR
4	MS. INA MALHOTRA	INDRAPRASTHA ESTATE, HAUZ QUZI.	350, THIRD FLOOR
5	MR. R. P. PANDEY	MAURICE NAGAR	22, GROUND FLOOR
6	MR. A. K. ARYA	KASHMIRI GATE, JAMA MASJID, CHANDNI CHOWK, KAMLA NAGAR	13, GROUND FLOOR
7	MR. DHARMESH KR. SHARMA	OUT OF DELHI ACCIDENT CLAIMS, PRATAP NAGAR KAROL BAGH, SABZI MANDI , ROOP NAGAR, ANAND PARABAT, SADAR BAZAR, ADARSH NAGAR, LODI COLONY, PASHIM VIHAR.	112, FIRST FLOOR
8	MS. SHAIL JAIN	PUNJABI BAGH, PATEL NAGAR, MOTI NAGAR, KIRTI NAGAR, RAJOURI GARDEN, BAWANA, ASHOK VIHAR, SHALIMAR BAGH, KOTWALI, BARA HINDU RAO, DARYAGANJ, PASCHIM VIHAR, MAURICE NAGAR, PAHARGANJ, DESH BANDHU GUPTA ROAD, HAUZ QAZI	356, THIRD FLOOR
9	MR. M.C. GUPTA	CIVIL LINES, TIMARPUR, KOTWALI BARA HINDU RAO	32, THIRD FLOOR
10	MR. G.S.SAINI	MAURICE NAGAR, ADARSH NAGAR, DARYA GANJ, D G B ROAD, IP ESTATE, NANGLOI, CIVIL LINES, MODEL TOWN, TIMARPUR, MUKHERJI NAGAR, NARELA, PAHARGANJ, SARASWATI VIHAR, SARAI ROHILLA, SHALIMAR BAGH, PUNJABI BAGH, KAMLA MARKET, ASHOK VIHAR, MANGOL PURI, NAVI KARIM, LAHORI GATE, PRATAP NAGAR, ROOP NAGAR JAHANGIR PURI, SUBZI MANDI, KANJHAWLA, ROHINI, BHR, SULTAN PURI, OUT OF DELHI ACCIDENT CLAIMS	35, GROUND FLOOR

5.2.2 KARKARDOOMA COURTS COMPLEX

ADDITIONAL SESSIONS JUDGES AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MS. MAMTA SEHGAL	JUDGE IN-CHARGE/SESSIONS CASES, REVISIONS & APPEALS.	1, THIRD FLOOR
2.	MS. REENA SINGH NAG	SESSIONS CASES, APPEALS, REVISIONS & DEPTT. ENQUIRIES.	8, SECOND FLOOR
3.	MR. R. K. YADAV	SESSIONS CASES, APPEALS, REVISIONS & DEPTT. ENQUIRIES.	7, SECOND FLOOR
4.	MR. RAKESH TEWARI	ELECTRICITY, CRL. APPEAL/REVISION/SESSION CASES	10, SECOND FLOOR
5.	MR. CHANDRA GUPTA	ELECTRICITY, CRL. APPEAL/REVISION	22, FIRST FLOOR
6.	MR. S. C. MALIK	NDPS, SESSIONS CASES, CRL. APPEAL/REVISION	29, GROUND FLOOR
7.	MR. TALWANT SINGH	SESSIONS CASES, APPEALS & REVISIONS	51, SECOND FLOOR
8.	MR. SANJAY SHARMA	FAST TRACK COURT, SESSIONS CASES, CRL. APPEAL/REVISION	12, SECOND FLOOR
9.	MR. RAJENDER KUMAR	FAST TRACK COURT, SESSIONS CASES CRL. APPEAL/REVISION	19, FIRST FLOOR

ADDITIONAL DISTRICT JUDGES AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. DEEPAK JAGOTRA	MATRIMONIAL CASES & HOUSE TAX APPEALS	26, FIRST FLOOR
2.	MR. ATUL KUMAR GARG	FAST TRACK COURT/CIVIL/HMA	73, FIFTH FLOOR

MOTOR ACCIDENT CLAIMS TRIBUNAL AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. SANJAY GARG	NORTH-EAST DISTT. & CIVIL APPEALS	4, SECOND FLOOR
2.	MR. A. S. JAYACHANDRA	EAST DISTRICT & CIVIL APPEALS	14, SECOND FLOOR

INDUSTRIAL TRIBUNALS AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. DINESH DAYAL	SCHEDULE II INDUSTRIAL DISPUTE	2, SECOND FLOOR
2.	MR. M. C. GARG	SCHEDULE II INDUSTRIAL DISPUTE /ARCT/CIVIL APPELLATE COURT	50, FIRST FLOOR
3.	MR. I. S. MEHTA	SCHEDULE II INDUSTRIAL DISPUTE	44, FIRST FLOOR

LABOUR COURTS AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. O. P. SAINI	SCHEDULE III INDUSTRIAL DISPUTE	5, SECOND FLOOR
2.	MR. R. K. JAIN	SCHEDULE III INDUSTRIAL DISPUTE	56, SECOND FLOOR
3.	MS. DEEPA SHARMA	SCHEDULE III INDUSTRIAL DISPUTE	45, FIRST FLOOR
4.	MS. M.L MEHTA	SCHEDULE III INDUSTRIAL DISPUTE /MEDIATION INCHARGE	47, FIRST FLOOR
5.	MR. SANJAY KUMAR	SCHEDULE III INDUSTRIAL DISPUTE	48, FIRST FLOOR
6.	MR. GURDEEP KUMAR	SCHEDULE III INDUSTRIAL DISPUTE	52, SECOND FLOOR
7.	MR. S.S. HANDA	SCHEDULE III INDUSTRIAL DISPUTE	53, SECOND FLOOR
8.	MR. S.K. SARVARIA	SCHEDULE III INDUSTRIAL DISPUTE	55, SECOND FLOOR
9.	MS. REKHA RANI	SCHEDULE III INDUSTRIAL DISPUTE	57, THIRD FLOOR
10.	MR. ALOK AGGARWAL	SCHEDULE III INDUSTRIAL DISPUTE	62, THIRD FLOOR
11.	MR. CHANDRA BOSE	SCHEDULE III INDUSTRIAL DISPUTE	60, THIRD FLOOR
12.	MR. HARISH DUDANI	SCHEDULE III INDUSTRIAL DISPUTE	59, THIRD FLOOR
13.	MR. N.K. KAUSHIK	SCHEDULE III INDUSTRIAL DISPUTE	65, FOURTH FLOOR
14.	MR. LAXMI KANT GAUR	SCHEDULE III INDUSTRIAL DISPUTE	68, FOURTH FLOOR
15.	MS. NISHA SAXENA	SCHEDULE III INDUSTRIAL DISPUTE	69, FIFTH FLOOR
16.	MR. SUDESH KUMAR	SCHEDULE III INDUSTRIAL DISPUTE	70, FIFTH FLOOR
17.	MR. SURINDER SHARMA	SCHEDULE III INDUSTRIAL DISPUTE	74, FIFTH FLOOR

ADDITIONAL RENT CONTROLLER AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. SUKHVIR SINGH MALHOTRA	RENT CASES	20, FIRST FLOOR

CIVIL JUDGES AT KARKARDOOMA COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. RAKESH KUMAR	CIVIL CASES	63, FOURTH FLOOR
2.	MR. MUKESH KUMAR	MCD/DDA/BSES/CIVIL CASES	66, FOURTH FLOOR
3.	MR. MOHINDER BIRAT	CIVIL CASES	67, FOURTH FLOOR
4.	MR. SUDESH KUMAR	CIVIL CASES	72, FIFTH FLOOR

METROPOLITAN MAGISTRATES AT KARKARDOOMA COURT

S.NO.	NAME.	JURISDICTION	ROOM NO.
1	MR. SANJIV JAIN, ACMM	GEETA COLONY, VIVEK VIHAR, ANAND VIHAR, FRESH FILING OF CRIME EAST, CBI CASES & 138 N.I. ACT	3, SECOND FLOOR
2	MR. AJAY GUPTA	SEELAMPUR, NEW USMAN PUR, PFEI, ESI CASES & TRAFFIC CHALLAN	15, FIRST FLOOR
3	MR. RAVINDER SINGH	KALYAN PURI, SHAKAR PUR, OLD TRAFFIC CHALLANS	16, FIRST FLOOR
4.	MR. AMIT KUMAR	NAND NAGRI, FISH POLUTARY, MOTOR VEHICLES ACT	17, FIRST FLOOR
5.	MR. SAMEER BAJPAI	SEEMA PURI, WELCOME COLONY, FISH CASES/POULTRY AND TELGI CASES	18, FIRST FLOOR
6.	MS. ARCHANA SINHA	KRISHNA NAGAR, GANDHI NAGAR, FARSH BAZAR, TRAFIC CHALLANS	23, FIRST FLOOR
7.	MS. POONAM CHAUDHARY	MAHILA COURT CASES U/S 125 CR.P.C. EXECUTION, COMPROMISE CASES	24, FIRST FLOOR
8.	MR. SHAHABUDDIN	KHAZURI KHAS, DILSHAD GARDEN, CRIME, CBI, PENDING & FRESH FILING OF CASES OF CRIME (EAST & NORTH EAST), CASES OF CRIME (EAST & NORTH-EAST)	27, GROUND FLOOR
9.	MS. ANURADHA SHUKLA	MAHILA COURT CASE U/S 125 CR.P.C. EXECUTION, 406/498/354/509/363/138 IPC CASES.	34, GROUND FLOOR
10.	MR. GORAKH NATH PANDEY	PANDAV NAGAR, PREET VIHAR	30, GROOUND FLOOR
11.	MR. RAJ KAPOOR	SHAHDARA, M.S.PARK, WEIGHT & MEASUREMENT ACT, 138 N.I. ACT, MCD CASES, FRESH FILING OF CRIME (NORTH EAST)	35, GROUND FLOOR
12.	MR. SANJEEV KR. MALHOTRA	GOKUL PURI, BHAJAN PURA, 138 N.I. ACT	36, GROUND FLOOR
13.	MR. SANJAY SHARMA	DVB & 138 N.I. ACT	LAL BLD. BSES
14.	MR. RAJ KUMAR TRIPATHI	MAYUR VIHAR, MANDAWALI, NEW ASHOK NAGAR	9, SECOND FLOOR

5.2.3 PATIALA HOUSE

ADDITIONAL SESSIONS JUDGES AT PATIALA HOUSE

S.NO.	NAME	JURISDICTION	ROOM NO.
1	MR. K. C. LOHIA, JUDGE INCHARGE	NDPS	10, GROUND FLOOR
2	MS. I. K. KOCHAR	CBI	P-4 PUB. BLD.
3	MR. S. K. KAUSHIK	CBI	P-3 PUB. BLD.
4	MR. SATPAL GARG	SESSIONS CASES & APPEALS	M-2 MEA BLD.
5	MR. S. N. GUPTA	NDPS	06 GROUND FLOOR
6	MR. VINOD KUMAR	SESSIONS CASES & APPEALS	12 GROND FLOOR
7	MS. RAVINDER KAUR	SESSIONS CASES , APPEALS & POTA	M-4 MEA BLD
8	SH VIRENDER KR. BANSAL	SESSIONS CASES & APPEALS	35 FIRST FLOOR
9	MS. SWARN KANTA	SESSIONS CASES & APPEALS, NDPS	M-1 MEA BLD

MOTOR ACCIDENT CLAIMS TRIBUNALS AT PATIALA HOUSE

S. NO.	NAME	JURISDICTION/P.S/DISTT	ROOM NO.
1.	MR. A. S. YADAV	NEW DELHI DISTRICT , HAUZ KHAS, HAZRAT NIZAMUDDIN, LODHI ROAD, MEHROLI AND MALVIYA NAGAR.	M-3 MEA BLD.
2.	MR. V. K. MEHESHWARI	SOUTH-WEST DISTRICT & DEFENCE COLONY.	P-1 PUB. BLD.
3.	MS. SUKHVINDER KAUR	SOUTH DISTRICT.	3, GROUND FLOOR

ACMM & MMs AT PATIALA HOUSE

S.NO.	NAME	JURISDICTION	ROOM NO.
1	DR. KAMINI LAU, ACMM	IGI, MAHIPALPUR, PALAM AIRPORT, CUSTOM, FERA, DRI ACT, PARLIAMENT STREET, FRESH FILING OF CASES & CRIME (NEW DELHI)	4 ANN. BLD.
2	MR. A.K. CHATURVEDI	TUGLAQ ROAD, DDA CASES, DELHI CANTONMENT BOARD, 138 N.I. ACT	01 ANN. BLD.
3	MS. GEETANJALI GOEL	AMBEDKAR NAGAR	30 FF
4	MR. CHANDER SHEKAR	DEFENCE COLONY, CBI (SOUTH, SOUTH-WEST & OLD CASES OF NEW DELHI DISTRICT)	31 FF
5	MR. MANISH YADUVANSHI	KOTLA MUBARAQPUR, NEW FRIENDS COLONY	24 FF
6	MS. RUBY ALKA GUPTA	MAHILA COURT (SOUTH)	20 FF
7	MR. KULDEEP NARAYAN	OLD ELECTRICITY ACT CASES	SHAKTI SADAN, ITO
8	MR. VINOD KUMAR GAUTAM	MEHRAULI, AATS, FACTORY ACT	32 FF
9	MR. SATISH KUMAR	LODHI COLONY, OKHLA INDS. AREA	04 A GF
10	MR. PRITAM SINGH	SARITA VIHAR, KALKAJI, PF ACT (SOUTH WEST,SOUTH & NEW DELHI)	14 GF
11	MR. LALIT KUMAR	R.K. PURAM, VASANT VIHAR, SAROJINI NAGAR	8 PUB BLD
12	MR. JAGDISH KUMAR	LAJPAT NAGAR, SANGAM VIHAR	21 FF

13	MR. SANJEEV KUMAR	NAJAFGARH	25 FF
14	MS. NAVITA KUMARI	MAHILA COURT (SOUTH WEST & NEW DELHI)	26 FF
15	MR. TARUN KR. SEHRAWAT	HAZRATNIZAMMUDDIN, C.R. PARK	29 FF
16	MR. RAJESH KR. SINGH	MALVIYA NAGAR, CRIME (SOUTH)	03 ANN BLD
17	MS. RAVINDER BEDI	SRINIWAS PURI, HAUZ KHAS	16 GF
18	MR. JOGINDER P. NAHAR	BADARPUR, GREATER KAILASH	07 P FEB B
19	MR. SUNIL CHOUDHARY	DWARKA, J.P. KALAN, CRIME BRANCH (SOUTH WEST) & NEW DELHI (OLD CASES)	06 ANN. BLD.
20	MR. VIKAS DHULL	CONN. PLACE, MANDIR MARG, COMP. CASES U/S 138 N.I. ACT	23 FF
21	MS. ANU GROVER BALIGA	DABRI	09 P FEB B
22	MR. SANJAY BANSAL	TILAK MARG, CHANAKYA PURI	15 GF
23	MR. GAUTAM MANAN	KAPASHERA, NARAINA, MAYAPURI	05 ANN. BLD.
24	MR. MUKESH VATS	DELHI CANTT, INDERPURI	02 ANN. BLD.
25	MS. VRINDA KUMARI	VASANT KUNJ, NDMC/MCD CASES	34 FF

5.2.4 ROHINI COURTS

ADDITIONAL SESSIONS JUDGES AT ROHINI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. SATNAM SINGH	JUDGE INCHARGE, SESSION CASES, CRL. APPEALS, CRL.REVISIONS, RENT CNTRL.APPEALS, MISCL. APPLICATIONS	404
2.	MR. NAROTTAM KAUSHAL	SESSIONS CASES & APPEALS, REVISIONS, DEPTT. ENQUIRY	307
3.	MR. YOGESH KHANNA	SESSIONS CASES, APPEALS, REVISIONS,	401
4.	MR. NARENDER KUMAR	FAST TRACK COURT (SESSIONS CASES)	201
5.	MR. BHARAT PRASHAR	FAST TRACK COURT (SESSIONS CASES)	204
6.	MR. O.P. GUPTA	NDPS ,SESSIONS CASES, REVISIONS & APPEALS	305
7.	MR. SANJAY AGGARWAL	SESSIONS CASES, APPEALS & REVISIONS	308
8.	MR. N.K. GOEL	ELECT. COURT & SESSIONS CASES	302
9.	MR. D.K. MALHOTRA	ELECT. COURT & SESSIONS TRIALS, REVISIONS, & APPEALS	311
10.	MS. ANJU B. CHANDANA	ELECT. COURT (NDPL) SESSIONS CASES, APPEALS, REVISIONS	409

ADDITIONAL DISTRICT JUDGES AT ROHINI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MS. MADHU JAIN	MATRIMONIAL & EXECUTION	304
2.	MR. P.K. JAIN	FAST TRACK COURT(CIVIL)	203
3.	MR. R.B. SINGH	FAST TRACK COURT(CIVIL)	205
4.	MR. GULSHAN KUMAR	MATRIMONIAL, FAST TRACK COURT & MACT	202

ADDITIONAL MOTOR ACCIDENT CLAIMS TRIBUNALS AT ROHINI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1	MR. PRADEEP CHADDHA	NORTH WEST	406
2	MR. BRIJESH SETHI	WEST	301

ADDITIONAL RENT CONTROLLER AT ROHINI COURTS

S.NO.	NAME	JURISDICTION	ROOM NO.
1.	MS. KAVERI BAWEJA	RENT MATTERS	207

COURTS OF ACMM AND MM_s AT ROHINI COURTS COMPLEX

S. NO.	NAME	JURISDICTION	ROOM NO.
1.	MR. G.P. SINGH, ACMM	CRIME (WEST & NORTH WEST) JANAKPURI, DRUGS ETC.	206
2.	MR. DEEPAK GARG	MANGOL PURI, PRASHANT VIHAR, COMPLT CASES & MISCL. CASES	104
3.	MR. MANOJ KUMAR	MOTI NAGAR, HARI NAGAR, 138 COMPLT.CASES, JANAKPURI	108
4.	MR. S.S. RATHI	SULTANPURI , COMPLAINT CASES OF ANY POLICE STATION	105
5.	MR. RAJESH KUMAR GOEL	JAHANGIR PURI, SHALIMAR BAGH	02
6.	MR. PRASHANT KUMAR	ADARSH NAGAR, MODEL TOWN, AZADPUR MANDI, MUKERJEE NAGAR, WATER POLLUTION	03
7.	MR. VIJAY SHANKAR	ROHINI, SAMAYPUR BADLI, KANJHAWALA	06
8.	MR. DEVENDER KR. JANGALA	NANGLOI, ANAND PARVAT	04
9.	MR. BHUPESH KUMAR	BAWANA, NARELA, ALIPUR, 138 N.I. ACT & MISCL. CASES	106
10.	MR. DIGVINAY SINGH	UTTAM NAGAR, PUNJABI BAGH, 138 N.I. ACT & MISCL. CASES	107
11.	MS. REKHA	PASCHIM VIHAR, KIRTI NAGAR, 138 N.I. ACT & MISCL.CASES	07
12.	MR. AMIT BANSAL	KESHAV PURAM, ASHOK VIHAR, SARASWATI VIHAR, 138 N.I. ACT & MISCL. CASES	09
13.	MS. BARKHA GUPTA	MAHILA COURT, WEST & NORTH WEST DISTRICT, 138 MISCL. CASES	208
14.	MR. RAKESH KUMAR	PATEL NAGAR, 138 N.I. ACT & MISCL. CASES	101
15.	MR. SANJAY KHANAGWAL	RAJOURI GARDEN, PUNJABI BAGH, (WEST) COMPLAINT CASES	102
16.	MR. POORAN CHAND	TILAK NAGAR, VIKAS PURI	103

6. COURT TIMINGS

6.1 COURT TIMING

District Courts in Delhi function on 6 days a week between 10.00 am to 4.00 pm with a lunch break from 1.30 pm to 2.00 pm. All Saturdays (except second Saturday) are full working days.

6.2 OFFICE TIMING

The offices /branches of District Court are open from 10.00 a.m. to 5.00 p.m. on all working days.

6.3 CERTIFIED COPY BRANCH

This branch supplies certified copies from 10.30 a.m. to 1.00 p.m. and 2.00 p.m. to 3.00 p.m.

6.4 FILING COUNTERS

The office timings of filing counters are 10 a.m. to 1.30 p.m. and 2.00 p.m. to 2.30 p.m.

6.5 DIET MONEY DEPOSIT (WITNESS EXPENSES) IN NAZARAT BRANCH

The office timings to deposit diet money in Nazarat are from 10 a.m. to 5 p.m. (lunch time is from 1.30 p.m. to 2 p.m.)

6.6 INSPECTION OF RECORDS

The office timings of inspection of records are from 10 a.m. to 1.30 p.m. and from 2 p.m. to 4 p.m. Inspection of records in Courts can be done upto 3.00 p.m.

6.7 TREASURY TIMING

The office timings of treasury are 9.30 a.m. to 6 p.m. (Five days a week) The deposits can be made between 10.00 a.m. to 1.00 p.m.

7. COURT CALENDER & HOLIDAYS 2006

DAYS	JANUARY					FEBRUARY					MARCH					APRIL				
SUN	1	8	15	22	29	5	12	19	26	5	12	19	26	30	2	9	16	23		
MON	2	9	16	23	30	6	13	20	27	6	13	20	27	3	10	17	24			
TUE	3	10	17	24	31	7	14	21	28	7	14	21	28	4	11	18	25			
WED	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26			
THU	5	12	19	26	2	9	16	23	2	9	16	23	30	6	13	20	27			
FRI	6	13	20	27	3	10	17	24	3	10	17	24	31	7	14	21	28			
SAY	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29			
	MAY					JUNE					JULY					AUGUST				
SUN	7	14	21	28	4	11	18	25	30	2	9	16	23	6	13	20	27			
MON	1	8	15	22	29	5	12	19	26	31	3	10	17	24	7	14	21	28		
TUE	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29		
WED	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30		
THU	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31		
FRI	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25			
SAY	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26			
	SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER				
SUN	3	10	17	24	1	8	15	22	29	5	12	19	26	31	3	10	17	24		
MON	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25			
TUE	5	12	19	26	3	10	17	24	31	7	14	21	28	5	12	19	26			
WED	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27			
THU	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28			
FRI	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29		
SAY	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30		

LIST OF HOLIDAYS

NAME OF HOLIDAY	MONTH & DATE	DAY OF THE WEEK	NO. OF DAYS
New Year's Day	January 1	Sunday	-
Guru Govind Singh's Birthday	January 6	Thursday	1
Idul Zuha (Baqried)	January 11	Wednesday	1
Republic Day	January 26	Thursday	1
Muharram	February 9	Thursday	1
Maha Shivaratri	February 26	Sunday	-
Holi	March 15	Wednesday	1
Ram Navami	April 6	Thursday	1
Mahavir jayanti / Milad-Un Nabi (Birthday of Prophet Md.)	April 11	Thursday	1
Good Friday	April 14	Friday	1
Raksha Bandhan	August 9	Wednesday	1
Independence Day	August 15	Tuesday	1
Janmashtami	August 16	Wednesday	1
Maha Astami	September 30	Saturday	1
Mahatma Gandhi's Birthday/ Dussehra (Vijay Dashmi)	October 2	Monday	1
Maharishi Balmiki's Birthday	October 7	Saturday	1
Diwali (Deepavali)	October 21	Saturday	1
Goverdhan Puja	October 22	Sunday	-
Bhai Duj	October 24	Tuesday	1
Idul Fitr	October 25	Wednesday	1
Guru Nanak's birthday	November 5	Sunday	-
Christmas Day	December 25	Monday	1

8. CIVIL SUITS

8.1 RECOVERY CASES

Recovery cases upto Rs. 3 lakhs are to be filed before Senior Civil Judge. Appropriate court fees as per Chart Annexure 'A' (page No. 62) is to be paid. Summary suits based upon promissory notes and cheques can also be filed. Specimen Summary Suit is Annexure 'B' (page No.64). Suits above Rs. 3 lakhs and upto Rs. 20 lakhs are to be filed before Ld. District & Sessions Judge. Filing is to be done at Filing Centre, Civil Side, Tis Hazari Court. Documents can be filed with a suit in a list as per Annexure 'C' (page No.67) A litigant can authorise a lawyer by signing Power of Attorney (Vakalatnama) as per Annexure 'D' (page No.68) to appear in a case on his behalf.

8.2 INJUNCTION MATTERS

Suits for permanent injunction and mandatory injunction can be filed before Senior Civil Judge/District Judge as per the monetary jurisdiction. The applications for interim injunction can also be moved praying for relief during the pendency of the suit. Appropriate Court fee is payable. Minimum court fee is Rs.13/- for each prayer of injunction in main suit. For interim injunctions Court fee of Rs.1.25 is payable.

8.3 TITLE DISPUTES

The disputes regarding ownership/share in properties can be filed before appropriate Court as per the value of the property in dispute and court fee on the basis of share claimed in the said property is to be paid. For the purpose of jurisdiction, entire value of property is to be taken into consideration.

8.4 DECLARATION SUITS

Suits seeking declaration regarding documents etc. can also be filed as per the jurisdiction based upon the value mentioned in the said document.

8.5 TRADE MARKS, PATENT & COPYRIGHT CASES

Suits against passing of, violation and other disputes regarding trade marks as well as the cases of infringement of copy right can be filed in the District Courts. Proper valuation is to be made and jurisdiction will be decided accordingly.

8.6 APPEALS

If a case has been decided by a Civil Judge, its appeal can be filed before the District Judge, who may hear it or assign the same to an Addl. District Judge. Same court fee is to be paid on the appeals, as was paid at the time of filing of the suit. Misc. appeal against interim injunctions are heard by the Senior Civil Judge/ Addl. Senior Civil Judge. Specimen Appeal format is enclosed as Annexure E (page No.69).

8.7 REVISIONS

Against certain orders passed during the trial of a civil case, parties are entitled to file revision petitions. Revision can be filed only in the High Court of Delhi irrespective of the Court which passed the order.

8.8 EXECUTION PETITIONS

All the Judgments passed by the Civil Judges/District Judges can be executed by filing execution petitions in the format enclosed herewith as Annexure 'F'(page No.70). The Court fee of Rs.1.25 is to be paid while filing the execution petition. Execution of Judgment can be claimed by attachment of the properties of the other party or in money decree, by way of arrest. Certified copy of the decree/Judgment/order is to be annexed with the petition.

8.9 CAVEAT PETITIONS

Your opponent may take you by surprise to produce some Court order against you, where the Court passed such order without hearing your say. To be careful- one may file a caveat requesting the Court to hear you also before passing an order. For that you may file caveat at the respective filing counter, where regular suit filing is made.

9. FAMILY MATTERS

9.1 MAINTENANCE OF WIFE & CHILDREN

The neglected wife or children can claim maintenance in Civil Courts as well as in Criminal Courts. The procedure to be followed is as under:-

- (a) Neglected wife is entitled to claim maintenance under section 18 of the Hindu Adoption and Maintenance Act and a minor child is entitled under section 20 of the same Act. Unmarried daughters are entitled to claim maintenance even after attaining the majority till their marriage. If a matrimonial dispute is pending, an application can be filed under section 24 of the Hindu Marriage Act to claim maintenance. A specimen petition under Section 24 of Hindu Marriage Act is enclosed as Annexure G (page No. 71).

- (b) In criminal courts wife and children are entitled to claim maintenance under section 125 Cr.P.C. Earlier a maximum limit of Rs.500/-p.m. was fixed for grant of maintenance but now there is no such limit. During the pendency of the petition, interim maintenance can be granted. Court fee of Rs.1.25 is to be paid for filing complaint under Section 125 Cr.P.C. The complaint is to be filed in the Court of CMM/ACMM and is to be deposited at the filing counter. It will be marked to the Court of concerned Metropolitan Magistrate where hearing will take place. A specimen petition for maintenance under Section 125 Cr.P.C is annexed as Annexure H (page No.72).

9.2 MAINTENANCE OF PARENTS

Even the old and infirm parents are entitled to claim maintenance under section 125 Cr.P.C. by filing a complaint in the Criminal Court. The procedure is same as for claiming maintenance for minor children and wife.

9.3 CUSTODY OF CHILDREN

In a matrimonial case where disputes arose between husband and wife, minor child generally remains with one of the parties. If the other party wants to have custody or the visiting rights, a petition can be filed under

Guardianship & Wards Act before the Guardianship Court being held by the Additional Senior Civil Judge at Tis Hazari Courts. The main consideration for deciding these petitions is the welfare of the child involved in dispute.

9.4 DIVORCE MATTERS

There are eight matrimonial courts (one is vacant) at Tis Hazari and one Court each at Karkardooma Court complex and Rohini Courts Complex. Filing of divorce matters is centralised at Tis Hazari where petitions can be filed before the District Judge and are to be registered at the filing counter on the civil side. If the petition pertains to Tis Hazari Court, it will be assigned to one of the courts handling the matrimonial matters. If it pertains to the jurisdiction of Karkardooma Courts or Rohini Courts, the same will be sent to the matrimonial court at Karkardooma or Rohini.

The matrimonial courts are bound to try for reconciliation at the first instance and only thereafter the matter will proceed further. A Specimen Petition for divorce under Hindu Marriage Act is Annexure 'I' (page No.74) and for divorce by Mutual consent is Annexure 'J' (page No.76)

Court fee of Rs.15/- is to be affixed on Divorce Petitions. On miscellaneous application court fee of Rs.1.25 is to be affixed.

10. MOTOR ACCIDENT CLAIMS

10.1 WHO CAN FILE

In case of death of the victim, his legal heirs i.e. his wife, children or the mother can file the claim petition. In injury case, petition is to be filed by the injured himself.

10.2 WHERE TO FILE

Jurisdiction to file the motor accident claim has been liberalised. Now the claim petition can be filed at the place where the claimant lives, where the accident had taken place or where the respondent lives. In Delhi, the claim petitions have to be filed district/police station wise. The petitions of East and North-East District are to be filed at Karkardooma Courts Complex. Petitions of South-West, South and New Delhi District have to be filed at Patiala House. Petitions for Central and North District are filed at Tis Hazari and for West and North-West are to be filed at Rohini Courts Complex.

10.3 FORMAT OF PETITION

The prescribed format of claim petition is enclosed at the end of the booklet as Annexure 'K' (page No.78).

10.4 COURT FEE

The petitioner is required to pay fixed court fee of Rs.20/- on each petition.

10.5 DOCUMENTS TO BE ATTACHED

1. Copy of the FIR registered in connection with said accident, if any.
2. Copy of the MLC / Post Mortem Report/Death Report as the case may be.
3. The documents of the identity of the claimants and of the deceased in a death case.
4. Consolidated Bill with original bills of expenses incurred on the treatment alongwith treatment record.
5. Documents of the educational qualifications of the deceased, if any.
6. Disability Certificate, if already obtained, in an injury case.
7. The proof of income of the deceased/injured.
8. Documents about the age of the victim.
9. The cover note of the third party insurance policy, if any.
10. An affidavit detailing the relationship of the claimants with the deceased.

10.6 PROCEDURE

On receipt of petition, notice will be issued to the respondent. If the name of the Insurance Company is not known, the respondent/owners may furnish the said name and thereafter the notice will also be sent to the Insurance company. The respondents may file their replies. Evidence will be recorded. After hearing the arguments, matter will be decided.

10.7 INTERIM AWARD IN DEATH CASES

The cases where death had occurred, a sum of Rs.50,000/- is ordered as interim award without prejudice to the rights and contentions of the parties and trial of the petition will continue. In cases of permanent disability, interim compensation for a sum of Rs.25,000/- may be granted.

10.8 FINAL AWARD

After giving chance to the parties to lead evidence, the final award is passed which is executable against all/some of the respondents.

10.9 LOK ADALAT

After the filing of pleadings from both sides, any party can file an application to refer the petition to Lok Adalat where the matters are settled amicably and in case, settlement is not possible, the matters are referred back to the respective Tribunals. For details please see Chapter No. 17 on page No. 51.

11. CRIMINAL CASES

11.1 JURISDICTION

There are 9 Police Districts and about 125 Police Stations in Delhi. The Metropolitan Magistrates have been assigned jurisdiction as per Police Stations. The Sessions Judges have jurisdiction in respect of entire area of Districts governed from a particular Courts Complex.

11.2 LEGAL AID

If an accused (a person who is alleged to have committed a crime) is unable to engage a counsel, he may pray to the concerned Court to give him a lawyer at state expense through Legal Aid. For details see Chapter 17 on page No. 51.

11.3 POLICE CASES

When an FIR is registered, copy of the same is sent to the Court for information. As and when the accused is arrested in bailable matters, he can be released on bail by the police officials or he may be produced before the Court from where he may be released on furnishing a bail bond/personal bond. In non-bailable matters, the person arrested by the police is to be produced before the Magistrate within 24 hours of his arrest and if further custodial interrogation is required, the police official may request for police remand, otherwise, the person is sent to Judicial custody in Jail. He may apply for bail either by moving application himself or through Advocate. The police will file a challan in the Court after completion of the investigation and trial will start.

11.4 COMPLAINT CASES

In minor offences (non-cognizable), police cannot take action on its own and the aggrieved person is required to file a complaint in the Court of concerned Metropolitan Magistrate. Even in cognizable offences, where police refuses to register an FIR, the victim can approach the court of Metropolitan Magistrate and file a complaint. The court may direct for registration of an FIR or otherwise it will record evidence of the complainant and his witnesses and if it is found that there is some substance in the complaint, the other party will be summoned and heard. A specimen complaint is annexed as Annexure 'L'.(page No.80) Initial evidence can be filed in the form of an affidavit as Annexure 'M' (page No.83).

11.5 CASES OF JUVENILES

As per the Juvenile Justice (Care and Protection of Children) Act, 2000 cases of all the offenders, who were/are below 18 years of age on the date of offence, are to be tried by Juvenile Justice Board consisting of three members. The Board holds its hearings at Seva Kutir, Kingsway Camp, Delhi – 110 009. Any offender, who is below 18 years of age, may request the concerned Court to transfer his case to Juvenile Justice Board.

11.6 COURT FEE

For filing a criminal complaint, court fee of Rs.1.25 is to be paid. If an accused is in judicial custody, no court fee is to be paid on vakalatnama. If accused is on bail, court fee stamp of Rs.1.25 is to be affixed alongwith Lawyer Welfare Stamp of Rs.5/-.

11.7 STAGES OF TRIAL

3. After filing of the challan if accused are not present, they will be called by issuing summons to them and notices to their sureties.
4. Prosecution will supply copies of the challan and it will be checked by accused whether copies are complete.
5. There are certain cases where punishment is more than 3 years, the said case are to be tried by the Court of Sessions and these matters will be committed to the Sessions where trial will take place.
6. In other cases, the trial will begin in the court of Metropolitan Magistrate itself.
7. First of all the charge will be framed i.e. the substance of the offences alleged against the person facing the trial will be put to him and he will be asked whether he admits his guilt or not.
8. If accused admits the guilt, he will be punished accordingly and if he does not accept his guilt, the prosecution will be given a chance to examine the witnesses to prove its case.
9. Once the witnesses have been examined, the entire substance of

the evidence will be put to the accused and his replies will be recorded in the statement of the accused.

10. The person facing a trial also has a right to get his own witnesses examined in the Court to prove his innocence in defence evidence.
11. After completion of the evidence, final arguments will be heard and case will be decided accordingly.
12. In a criminal case, the trial court can either acquit a person facing trial if there is not sufficient evidence against him or he can be convicted. In case a person has been convicted, he will be heard on the quantum of sentence.
13. All convicted below the age of 21 and other convicts where punishment is less than 7 years, are entitled to probation if they are not previous convicts.
14. Sentence can be in the form of Rigorous Imprisonment/Simple Imprisonment and/or Fine. In a case where imprisonment is of less than 3 years, the convict is entitled to bail for the period which is required to file an appeal in the Superior Court.
15. In Sessions triable cases, some procedure is followed after committal of the case from Metropolitan Magistrate's Court.

11.8 DIET MONEY TO WITNESSES

The witnesses summoned to give evidence on behalf of state are paid necessary travelling expenses to enable them to attend the hearing in Court. In cases witnesses have been summoned by the accused, the expenses are to be borne by him.

11.9 APPEALS & REVISIONS

Against all the Judgments of conviction passed by the Metropolitan Magistrates, appeals lie to the Sessions Court and against the judgments passed by the Sessions Court, the appeals lie to the High Court. In case of an acquittal, the State can file an appeal only in the High Court. Revision

petition against the order affecting material rights of the State/accused can be filed before Session Court in case trial is pending before Metropolitan Magistrate and in trials before Sessions Court, a revision petition can be filed before the Hon'ble High Court.

12. LABOUR & INDUSTRIAL DISPUTES

12.1 WHERE TO FILE

Most of the labour disputes are referred to the Labour Courts/Industrial Tribunals through the Department of Labour, Government of NCT of Delhi. The process for labour dispute starts with filing of a petition before Labour Conciliation Officer and in case no compromise is possible, the said officer sends a failure report to the Government. After consideration of the said report, the Government may send a reference to the Labour Court/Industrial Tribunal. In certain matters, the labour dispute can be directly filed in the court concerned. All the Labour Courts/Industrial Tribunals are situated in Karkardooma Court Complex.

12.2 COURT FEE

No Court fee is payable on the petitions filed before Labour Courts and Industrial Tribunals.

12.3 JURISDICTION OF INDUSTRIAL TRIBUNALS & LABOUR COURTS

12.3.1. Matters within the Jurisdiction of Industrial Tribunals

1. Wages, including the period and mode of payment
2. Compensatory and other allowances
3. Hours of work and rest intervals
4. Leave with wages and holidays
5. Bonus, profit sharing, provident fund and gratuity
6. Shift working otherwise than in accordance with standing orders
7. Classification by grades
8. Rules of discipline
9. Rationlisation
10. Retrenchment of workmen and closure of establishment

12.3.2 Matters within the Jurisdiction of Labour Courts

1. The propriety or legality of an order passed by an employer under the standing orders
2. The application and interpretation of standing order
3. Discharge or dismissal of workmen including re-instatement of, or grant of relief to, workmen wrongfully dismissed.
4. Withdrawal of any customary concession or privilege
5. Illegality or otherwise of a strike or lock-out; and

6. All matters other than those being referred to Industrial Tribunals.

12.4 STAGES OF LABOUR CASES

Once a reference has been received or a labour dispute is filed in the Labour Court, notice is sent to the Management and after filing of the response by them, the matter is fixed for adjudication. Evidence of the parties is recorded and after that arguments are heard. It is pertinent to mention here that advocates cannot appear in Labour Courts/Industrial Tribunals, unless permitted.

12.5 AWARDS

After hearing the parties, the Labour Court/Industrial Tribunal decides the dispute and the said final decision is called an Award. A copy of the award is to be published by the Labour Department as per rules. Copies of the same are also sent to the parties concerned .

12.6 EXECUTION OF AWARDS

In case the management does not comply with the terms of the award, the workman may pray for its execution by moving an application before the concerned Conciliation Officer.

12.7 MEDIATION IN LABOUR DISPUTES

Please refer to Chapter 19 on Page No. 57.

13. PROBATE & SUCCESSION CERTIFICATES

13.1 WHO CAN APPLY

Legal heirs of the deceased entitled to the property can file for issuance of Letter of Administration/Probate/Succession Certificate.

13.2 WHERE TO APPLY

If a person has died and has left immovable or immovable properties, his legal heirs may apply for grant of probate before Ld. District Judge, if he had left a Will. In case, no Will has been executed during the life time of the person concerned, his legal heirs have to apply for issuance of the Letters of Administration before the Court of Ld. District Judge who may hear it himself or may transfer it to an Addl. District Judge, specifically empowered for this purpose.

In case the deceased has left only movable property, the legal heirs have to apply for issuance of Succession Certificate to claim the said property. The Succession Certificate is to be applied for in the Court of Administrative Civil Judge at Tis Hazari.

13.3 HOW TO APPLY

The prescribed petition form Succession Certificate is annexed as Annexure 'N' (page No.85).

13.4 PROCEDURE FOLLOWED

After the receipt of the petition, notices are issued to the legal heirs and to the general public. A notice is required to be published in the Newspaper to inform the general public. Thereafter the evidence is recorded and if there is any objector, he is also allowed to lead evidence and on the basis of evidence on record, the petition is decided.

13.5 GRANT OF PROBATE/SUCCESSION CERTIFICATE

After the Court comes to the conclusion that a probate/Succession Certificate is granted, the same is issued after deposit of necessary court fee. In case of Probate/Letter of Administration, Court Fee is to be deposited @

4% of the property which is subject matter of the petition. For issuance of Succession Certificate, Court Fee is to be paid @ 2.5% for the items initially mentioned in the petition and if any additions are made then on the additions, Court Fee is to be paid @ 4% of their value.

14. CERTIFIED COPIES

14.1 WHO CAN APPLY

In pending cases, only the parties can apply for certified copies of the orders/documents.

14.2 HOW TO APPLY

For certified copy, application is to be filed in the prescribed form. There are different forms for applying certified copies. Prescribed forms are enclosed as Annexure 'O' and 'P' (page No.86 & 87).

14.3 FEE PAYBLE

Ordinary certified copy of fee is to be paid @ Rs.5/- per page apart from court fee stamp of 40 paise. For urgent copies fee is to be paid @ Rs.10/- per page. The fee is to be paid in advance and in case of any deficiency, the difference amount is to be paid at the time of delivery of the copy.

14.4 NORMAL TIME TAKEN TO PREPARE A COPY

In case of urgent copy, if the same has been applied before 11'O clock in the morning, it is generally prepared and supplied on the same day. Other copies are supplied within 4-5 working days.

14.5 STATUS OF COPY APPLIED ON INTERNET

Status of certified copy can also be cheked on the internet at www.delhicourts@nic.in by entering the receipt number and location where copy was supplied.

14.6 DELIVERY OF CERTIFIED COPY

As and when copies are ready, one can collect the same from the delivery counter of the respective Copying Agency. If there is any deficiency in the copying fees, the same is to be deposited at the time of delivery.

14.7 COPIES OF ORDERS AND JUDGMENTS ON THE INTERNET:

Uncertified copies of order and judgments of Delhi District Courts are available on the internet at www.delhicourts@nic.in and any person can download or print the same while sitting at home.

15. COURT FEES

15.1 IN CIVIL CASES

In injunction matters, minimum court fee @ Rs.13/- per injunction is to be paid, if the valuation is minimum and in case valuation is done on the higher side, appropriate court fee as per the Court Fee Table given at the end of this booklet is to be paid. On miscellaneous applications, the court fee @ Rs.1.25 is to be paid.

15.2 PROCESS FEE (TALBANA)

For the purpose of summoning of the witnesses/other party, process fee form (Annexure 'Q' –Page No. 88) alongwith process fee of 75 paise is to be deposited with the Ahlmad of the Court in cases before Civil Judges/MMs and process fee of Rs.1.50 is to be paid in cases before ADJs and ASJs if the number of witnesses/parties is less than 4. For every addition of 4 witnesses/parties; proportionate Court Fee is to be paid @ Rs.0.75/Rs.1.50 respectively. After the court has ordered for service of the notice/summons through registered A/D also, sufficiently stamped registered A/D envelopes alongwith number of copies required for service are to be deposited with the Ahlmad within one week of the order or within the time granted by the Court. Summons can also be ordered to be issued through Courier/E-mail.

15.3. IN CRIMINAL CASES

In matters where applicant is in judicial custody, no court fee is to be paid. In other matters, court fee of Rs.1.25 is to be paid on miscellaneous application as well as on criminal complaint and Vakalatnamas etc.

15.4 IN MATRIMONIAL CASES

In matrimonial cases, on divorce petition court fee of Rs.15/- is to be paid and on miscellaneous application, court fee is to be paid @ 1.25 per application.

15.5 IN LABOUR CASES

In Labour/Industrial Dispute matters, no court fee is payable.

15.6 IN ACCIDENT CASES

On the petition for claim, court fee of Rs..20/- is to be affixed.

15.7 CERTIFIED COPIES

Court fees of Rs.5/- per page is to be paid for applying certified copies.

15.8 INSPECTION OF FILES

Fees of Rs.2/- is to be paid for inspection of file of pending matters where as fees of Rs.4/- has to be paid for files of decided matters.

15.9 VAKALATNAMA

Court fee or Rs.1.25 paise with lawyers welfare stamp of Rs.5/- is to be paid. If the party is in custody then no court fee is payable

15.10 The detailed Court fee chart is annexed as Annexure 'A' (Page No. 62).

16. REDRESSAL OF GRIEVANCES

16.1 TYPES OF COMPLAINTS

There may be two types of Complaints:

a. Dissatisfaction from a judgement or order.

As far as grievances regarding judgements and orders of the Courts are concerned, Litigants may file an Appeal or Revision against the same as per legal advise.

b. Complaint against the conduct and behaviour of Staff: The following procedure is to be followed:-

16.2 WHERE TO LODGE THE COMPLAINTS

If you have any complaint against the work, conduct and behaviour of the Court Staff, please bring the same into the notice of Presiding Officer/Branch Incharge concerned before lodging a complaint. If you are not satisfied with the action taken; please contact the office of the Ld. District & Sessions Judge at Tis Hazari Courts Complex or the respective Judge Incharge at Karkardooma Courts, Patiala House or Rohini Court Complex with a complaint in writing.

16.3 GRIEVANCES REDRESSAL PROCEDURE

After receipt of complaint, it will be examined and if it is found that there is some substance in the complaint, depending upon gravity of charge further action will be taken. If required, notice to show-cause will be issued to the Staff Member. His reply will be called for. If the reply is not satisfactory, an enquiry will be ordered and chargesheet will be served. Thereafter evidence will be recorded and final verdict of enquiry will be submitted to the Ld. District & Sessions Judge, who will take appropriate action against the erring employee.

16.4 INFORMATION UNDER RIGHT TO INFORMATION ACT

Any person willing to obtain information under the Right to Information Act, may apply in the form annexed as Annexure 'R' (Page No.89) to the Information Officers listed below: -

OFFICERS APPOINTED UNDER THE RIGHT TO INFORMATION ACT

S.No	Name of Official	Court	Designation	Phone
1.	Ms. Mamta Sehgal, ADJ	Tis Hazari	Appellate Authority	23971717
2.	Mr. B.B. Chaudhary ADJ	Tis Hazari	Link- Appellate Authority	23911611 Ext. 309
3.	Mr. S.P. Bansal Supdt.	Tis Hazari	Public Information Officer	23980689
4.	Mr. B.R. Seth Supdt	Tis Hazari	Link Information Officer	23982419
5.	Mr. Ganga Ram Supdt.	Patiala House	APIO	23073561
6.	Mr. Inder Dev Singh,	Patiala House	Link APIO	23073561
7.	Mr.D.P. Mahindro, Supdt	Karkardooma	APIO	22301947 Ext. 3001
8.	Mr. M.L. Sidhu,Supdt	Karkardooma	Link APIO	22301947 Ext. 3005
9.	Mr. P.C. Pardesi, Supdt.	Rohini	APIO	27554450
10.	Mr. S.K. Gupta,	Rohini	Link APIO	27554450

17. LEGAL AID

Legal aid is an essential part of the Administration of Justice. "Access to Justice for All" is the motto of the Delhi Legal Services Authority. The goal is to secure justice to the weaker sections of the society, particularly to the poor, downtrodden, socially backward, women, children, handicapped etc. but steps are needed to be taken to ensure that nobody is deprived of an opportunity to seek justice merely for want of funds or lack of knowledge. To ensure this the Delhi Legal Services Authority organizes free Legal Aid, Lok Adalats and Legal Literacy and Awareness Camps in different parts of N.C.T. of Delhi.

17.1 Entitlement for Legal Aid:

1. Any citizen of India belonging to general category whose annual income from all sources does not exceed Rs. 50,000/- .
2. Members of the Scheduled Castes, Scheduled Tribes or Backward Classes.
3. Victims of trafficking in human beings, or 'begar' (forced labour) as is referred to in Article 23 of the Constitution
4. Women.
5. Child i.e. a person who has not attained the age of 18 years (or upto 21 years if he is under the guardianship of some person as per the provisions of the Guardians and Wards Act, 1980).
6. Mentally ill or otherwise disabled persons such as those suffering from blindness, low vision, hearing impairment, mental retardation, locomotor disability and also leprosy-cured patients.
7. Persons under circumstances of undeserved want such as being victims of mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster.
8. Industrial Workmen.
9. Persons in custody, including custody in a protective home within the meaning of clause (g) of section 2 of the Immoral Traffic (Prevention) Act, 1956 or in a Children's Home, Observation Home, Shelter Home and Special Home within the meaning of clauses (e), (o), (u) and (v) respectively of Section 2 of Juvenile Justice (Care and Protection of Children) Act, 2000.
10. Persons in a psychiatric hospital or nursing home within the meaning of clause (q) of Section 2 of the Mental Health Act, 1987

Besides the above categories, free legal services can also be provided in the under mentioned situations:-

- i. In a test case, the decision of which is likely to effect cases of numerous other persons belonging to the poor and weaker sections of the society; or
- ii. To a person in a special case, who, for reasons to be recorded in writing, is considered otherwise deserving of legal service where the means test is not satisfied;
- iii. Persons in favour of whom our High Court or the Supreme Court directs grant of legal service;

17.2 ADDRESSES OF LEGAL AID OFFICIALS

If any accused/victim or a party to the suit requires legal aid, he may contact the following officers:-

S.No.	Name of official	Designation	Court	Phone No.
1	Smt. Sangita Dhinra Sehgal	Member Secretary	Delhi Legal Services Authority	55393662
2	Mr.Brijesh Kumar Garg	Secretary	District Authority, Tis Hazari	23911611 Ext. 552
3	Ms.Savita Rao	Secretary	District Committee, Tis Hazari	23911611 Ext. 468
4	Mr.Deepak Garg	Secretary	District Committee, Rohini	27554404 Ext. 204
5	Mr.Mukesh Vats	Secretary	District Committee, Patiala House	23387590 Ext. 341
6	Ms. Anuradha Shukha	Secretary	District Committee, Karkardooma	22301946 Ext. 1034

- The application for applying for appointment of legal aid counsel is Annexure 'S' (Page No. 90).
- A telephone helpline is also functional and a person in need of urgent legal advice may dial 23341111.

17.3 LOK ADALATS

Lok Adalats are organised by Delhi Legal Services Authority at regular intervals and pending matters where settlement is possible, are referred to the Lok Adalat and large number of matters are being compromised there. If a party wishes that his matter be listed before Lok Adalat, he can move an application before concerned Tribunal after the appearance of the

Respondent Insurance Company. Parties can also move to Delhi Legal Services Authority for disposal of their cases in Lok Adalat.

17.4 CRIMINAL CASES

On every second Saturday of the month, Criminal Cases for settlement are taken up in Lok Adalats held in all Court Complexes, where minor offences are settled.

17.5 LEGAL AID CENTRES

Sl. No.	CENTRE	ADVOCATE	PHONE NO.
1.	Legal Aid Centre Community Centre K-Block, Mangolpuri, Delhi.	Ms. Rekha Sethi	Res. 25289190 Mob. 9810957380
2.	Legal Aid Centre Community Centre, Gokulpuri, Delhi.	Mr. Sharad Chandra	Mob. 9811454877
3.	Legal Aid Centre Community Hall, K-Block, Dakshinpuri, New Delhi.	Ms. Manju Bhatnagar,	23389091, 26344626 (R)
4.	Legal Aid Centre Community Centre, Milap Nagar, Uttam Nagar, New Delhi.	Mr. R.P. Gupta	Mob: 9811443106, 23970661
5.	Legal Aid Centre Society for Securing Justice (Regd.) A-1009, Jahangir Puri, Delhi. Ph. 27222558	Ms. Nidhi Gupta	Mob. 9811244202
6.	Legal Aid Centre Bhartiya Parivardhan Sanstha Basti Vikas Kendra, D/1, Nand Nagri, Delhi-93.	Mr. Sameer Chandra	Ph. 23382699 Mob: 9810395160
7.	Legal Aid Centre Manav Kalyan Yog Avam Chikitsa Sanstha, Basti Vikas Kendra, MCD (Slum), Sunlight Colony, Seema Puri, Delhi-93	Mr. Anel Sirohi	Mob: 9810175574
8.	Legal Aid Centre Labour Welfare Centre Nimri Colony Ashok Vihar-Phase IV, Delhi-52.	Mr. Rajeev Kaul	Ph. 23382699 Mob: 9810395160

9.	Legal Aid Centre Dr. S.P. Memorial Trust (Regd.) U-88, Vijay Nagar, Near Aggarwal Nursing Home, Narela, Delhi-40.	Mr. Yeshpal Singh	Ph. 23935142
10	Legal Aid Centre C-1/77, Madhu Vihar, Dwarka, New Delhi.	Ms. Sunita Vasudeva	Ph. 25507180 (R) Mob. 9818193252
11	Legal Aid Centre Children Welfare & Legal Aid Centre Montfort School, Ashok Vihar, Delhi.		
12	Legal Aid Centre Pichhare Log Kalyan Samiti 1, Transit Camp, Raghuvir Nagar/Tagore Garden, New Delhi-27		
13	Legal Aid Centre Basti Vikas Kendra, B-1 Block, Sultanpuri, Delhi-41		
14	Legal Aid Centre Jatav Bhawan, 741/7, Govindpuri (Kalkaji), New Delhi.		
15	Legal Aid Centre C-196/2, FF, Maya Puri Industrial Area, Phase II, New Delhi	Mr. Rakesh Bhatnagar	Mob: 31017422
16	Legal Aid Centre St. Lawrence Convent School, at Facility Centre, Geeta Colony, Delhi.	Mr. Anel Sirohi	Mob. 981075574
17	Legal Aid Centre All India Human Rights Association at 1/24, Gali No. 2, Lalita Park, Laxmi Nagar, Delhi.	Mr. Anel Sirohi	Mob. 981075574
18	Legal Aid Centre Society of Swadeshies at A-16, Abul Fazal Enclave, Jamia Nagar, Okhla New Delhi.	Mr. N.K. Srivastava	Mob: 9811235694
19	Legal Aid Centre	Mr. Vineet Mehta	Ph. 23918360,

	B-24, Kanti Nagar, Shahdara, Delhi.		23910304
20	Legal Aid Centre Basti Vikas Kendra, Block 18, Indira Camp, Kalyan Puri, Delhi.	Mr. N.C. Shahi	
21	Legal Aid Centre N-Block, Pratap Vihar, Saboli Village, Nand Nagri, Delhi.	Mr. Sanjay Budhiraja	Mob: 9818345691
22	Legal Aid Centre Centre 3A/87, Karol Bagh, New Delhi-5	Mr. Anil Kumar Chhabra	Mob: 9811277331
23	Legal Aid Centre C-107, Jhilmil Colony, Nr. Vivek Vihar, Delhi.	Mr. Udaiveer Singh,	
24	Legal Aid Centre Community Welfare Centre, 'Sankalp Basti Vikas Kendra' Jeevan Nagar, New Delhi	Mr. Neeraj Agarwal	
25	Legal Aid Centre K-II, 1265, Sangam Vihar, New Delhi.	Ms. Pooja Bhasin	
26	Legal Aid Centre Centre Guru Govind Singh Indraprastha University, Kashmere Gate, Delhi.		
27	Legal Aid Centre Centre Basti Vikas Kendra, Chandrasekhar Azad Colony, Kishan Ganj, Delhi		
28	Centre Labour Welfare Centre, F-Block, Karam Pura, N.Delhi		
29	Mediation & Conciliation Centre 54, Shahid Bhagat Singh Place, Gole Market, New Delhi – 110 001		

18. DISTRICT COURT WEBSITE

For the convenience of the public, Delhi District Courts has launched its website in November 2003. The website updated regularly provides many useful services to the public. Some of the services are as under:-

CAUSE LISTS : The cause lists of Courts are available one day in advance by 6.00 p.m.

BAIL CAUSE LISTS : Bail Cause Lists of all the districts are available a day in advance.

DAILY ORDERS : The miscellaneous orders passed by the Judges in cases listed before them are available in the evening on the internet.

DISTRICT COURT JUDGMENTS : Final Judgments of the Courts are generally loaded within 48 hours which can be downloaded and printed.

HIGH COURT JUDGMENTS : Subjectwise High Court Judgments from January 2004 are available at our site.

SPECIMEN FORMS : The specimen forms of basic pleadings can be downloaded from the site.

BARE ACTS : The bare Acts in day to day use like CPC, Cr.P.C. and Evidence Act etc. are available on the site for reference.

STATISTICS : The case pendency statistics of all Courts are also published on the site, which are regularly updated.

CASE STATUS : You may check the present status of the pending cases by giving the unique case ID number.

CERTIFIED COPY STATUS : To know whether the copy applied by you is ready or not, there is no need to go to the Court complex.

You can simply punch in your receipt number and the website will tell you the status.

ENQUIRY COUNTERS : General public may submit enquiries at the Enquiry Counter of the Website. The replies will be posted in least possible time after obtaining information from the concerned sources.

LINKS TO OTHER IMPORTANT WEBSITES : This Website also provides links to others legal and important Websites like Supreme Court of India, Delhi High Court, Ministry of Law and Justice, Govt. of NCT of Delhi, Delhi Police and Judicial Academy etc.

19. MEDIATION

19.1 WHAT IS MEDIATION

Mediation is an attempt at resolving a dispute by settlement with the assistance of a Mediator who is a neutral third party. The mediator may be :

- A judicial officer (retired or sitting judge)
- An Advocate
- An otherwise trained professional

When a sitting judicial officer acts as a mediator in a case, his services are available free of cost and without any other charges on any of the parties.

19.2 WHAT DOES A MEDIATOR DO?

A mediator assists the parties in arriving at an amicable solution through negotiation. He facilitates the parties in reaching a mutually acceptable agreement. The parties need not agree to the terms of settlement, if they are not satisfied.

Judges and arbitrators make decisions that are imposed on parties but a mediator helps the parties to evaluate the probable outcome of a dispute and then leads them to an acceptable settlement.

19.3 WHAT HAPPENS IN A MEDIATION SESSION?

A mediator meets both the parties in a joint mediation session. The initial meeting provides for:

- An introduction to the participants and the mediation process.
- An opportunity to discuss issues affecting settlement that are important for the mediator to know.
- An opportunity to determine what information would be helpful for the mediator to have at or in advance of the mediation.

The joint session provides an opportunity for each participant, either directly or through counsel, to express their view of the case to the other participants and how they would like to approach settlement. The opening statements are

intended to begin the settlement process, not to be adversarial or a restatement of positions.

19.4 MEDIATION PROCEDURE

Formal procedures as in a Court or arbitration are completely absent in mediation proceedings. Both parties and their advocates participate freely without any set procedures or any rules of evidence.

The absence of formality provides for an open discussion of the issues and allows a free interchange of ideas making it easier for the parties to determine their interest and fashion a solution accordingly.

A mediator may, if necessary, meet the disputing parties individually and in private. Such meetings are completely confidential and are intended to understand the needs of each participant and what prevents him or her from reaching a settlement.

In these private meetings, the mediator often assists parties to prioritize their interest and options for settlement and to assess the relative strengths and weaknesses of their positions.

Once a settlement is reached, the mediator records it with the signatures of the parties.

19.5 HOW IS THE MEDIATOR ASSIGNED TO A CASE?

Since mediation is presently being encouraged only in regard to disputes pending in a court, the concerned court may decide whom to nominate as a mediator for a particular dispute, unless the litigating parties agree to a neutral mediator in whom they have full confidence.

Key Points About the Mediation Process

- All mediation proceedings are ***confidential***. Documents generated for the mediation are also confidential and may not be introduced during a subsequent trial should the case not settle.
- Counsel and parties with ***settlement authority*** must attend mediation sessions. Certain exceptions may be granted for institutional parties or if a party is a unit of government.
- Unless the presiding judge indicates otherwise, referral of a case to

mediation **does not stay** other proceedings in the case or alter applicable litigation deadlines. A judicial officer may, while referring a case to mediation, fix a time limit for completing the mediation process.

19.6 WHO PROTECTS THE INTEGRITY OF THE MEDIATION SYSTEM?

Information about the mediation is confidential and may not be disclosed to the Judge hearing the case. The parties in the pending litigation cannot also use the information.

The High Court has framed Mediation Rules, which can be made available on request.

19.7 WHAT ARE THE BENEFITS OF MEDIATION FOR LITIGANTS?

(i) Procedures more satisfying results

- Helps settle all or part of the dispute much sooner than regular trial.
- Permits a mutually acceptable solution that a court would not have the power to order.
- Saves time and money
- Preserve ongoing business or personal relationships
- Increases satisfaction and thus results in a greater likelihood of a lasting resolution.

(ii) Allows more flexibility, control and participation

- Tailors the procedures used to seek a resolution
- Broadens the interests taken into consideration
- Fashions a business-driven or other creative solution that may not be available from the court.
- Protects confidentiality
- Eliminates the risks of litigation

(iii) Enables a better understanding of the case

- Provides an opportunity for clients to communicate their views directly and informally
- Helps parties get to the core of the case and identify the disputed issues.
- Helps parties agree to exchange key information directly.

(iv) Improves case management

- Narrows the issues in dispute and identifies areas of agreement and disagreement.

(v) Reduces hostility

- Improves the quality and tone of communication between parties.
- Decreases hostility between clients and lawyers.
- Reduces the risk that parties will give up on settlement efforts.

19.8 HOW TO INITIATE MEDIATION

Where both the parties agree in a pending case to try to get their dispute settled through Mediation, the Court will record the same and send the file to Mediation Centre. Two Mediation Centres are already functional; one in Tis Hazari at IIIrd floor and other at Karkardooma Court on the ground floor of 'B' Block. In near future, other Court complexes will also have mediation centres. For details one can contact mediation centre at Tis Hazari on telephone No. 23911611.

20. IMPORTANT TELEPHONE NUMBERS

20.1 TELEPHONE NOS. OF TIS HAZARI COURTS

S. No	Official	Room No.	Tele No.	Ext.
1.	District & Sessions Judge	301	23958577	-
2.	Appellate Authority under RTI Act	308	23971717	-
3.	Chief Metropolitan Magistrate	38	23954242	-
4.	Senior Civil Judge	9	23911611	313
5.	Admn. Civil Judge	105	23918568	-
6.	Asstt. Information Officer	204	23980689	-
7.	Asstt. Link Information Officer	305	23982419	-
8.	Public Relation Officer	301	23962529	-

20.2 TELEPHONE NOS. OF KARKARDOOMA COURTS

S. No.	Official	Room No.	Tele No.	Extn.
1.	Judge Incharge	01	22303971	-
2.	Addl. Chief Metropolitan Magistrate	03	22302378	-
3.	Information Officer	317	22301987	3001
4.	Link Information Officer	312	22301987	3005
5.	Asstt. Public Relation Officer	Filing Branch Basement	22301987	3031

20.3 TELEPHONE NOS. OF PATIALA HOUSE COURTS

S. No	Official	Room No.	Tele No.	Extn.
1.	Judge Incharge	10	23073549	-
2.	Addl. Chief Metropolitan Magistrate	04 Annexe	23383657	-
3.	Asstt. Information Officer	08	23073561	-
4.	Asstt. Link Information Officer	08	23073561	-
5.	Asstt. Public Relation Officer	M4 MEA Building	23073572	337

20.4 TELEPHONE NOS. OF ROHINI COURTS

S. No	Official	Room No.	Tele No.	Extn.
1.	Judge Incharge	404	27554405	-
2.	Addl. Chief Metropolitan Magistrate	206	27554426	-
3.	Asstt. Information Officer	405	27554450	-
4.	Asstt. Link Information Officer	405	27554450	-

AD-VALOREM COURT FEE CHART

(Applicable to Original Suits and regular appeals)

When amount or value of the subject matter is Rs.	Proper Fee. Rs. P.	When amount or value of the subject matter is Rs.	Proper Fee. Rs. P.	When amount or value of the subject matter is Rs.	Proper Fee. Rs. P.	When amount or value of the subject matter is Rs.	Proper Fee. Rs. P.
5	0.50	270	27.00	630	94.50	990	148.50
10	1.00	280	28.00	640	96.00	1000	150.00
15	1.50	290	29.00	650	97.50	1100	162.20
20	2.00	300	30.00	660	99.00	1200	174.40
25	2.50	310	31.00	670	100.50	1300	186.60
30	3.00	320	32.00	680	102.00	1400	198.80
35	3.50	330	33.00	690	103.50	1500	211.00
40	4.00	340	34.00	700	105.00	1600	223.20
45	4.50	350	35.00	710	106.50	1700	235.40
50	5.00	360	36.00	720	108.00	1800	247.60
55	5.50	370	37.00	730	109.50	1900	259.80
60	6.00	380	38.00	740	111.00	2000	272.00
65	6.50	390	39.00	750	112.50	2100	284.20
70	7.00	400	40.00	760	114.00	2200	296.40
75	7.50	410	41.00	770	115.50	2300	308.60
80	8.00	420	42.00	780	117.00	2400	320.80
85	8.50	430	43.00	790	118.50	2500	333.00
90	9.00	440	44.00	800	120.00	2600	345.20
95	9.50	450	45.00	810	121.50	2700	357.40
100	10.00	460	46.00	820	123.00	2800	369.60
110	11.00	470	47.00	830	124.50	2900	381.80
120	12.00	480	48.00	840	126.00	3000	394.00
130	13.00	490	49.00	850	127.50	3100	406.20
140	14.00	500	50.00	860	129.00	3200	418.40
150	15.00	510	76.50	870	130.50	3300	430.60
160	16.00	520	78.00	880	132.00	3400	442.80
170	17.00	530	79.50	890	133.50	3500	455.00
180	18.00	540	81.00	900	135.00	3600	467.20
190	19.00	550	82.50	910	136.50	3700	479.40
200	20.00	560	84.00	920	138.00	3800	491.60
210	21.00	570	85.50	*930	139.50	3900	503.80
220	22.00	580	87.00	940	141.00	4000	516.00
230	23.00	590	88.50	950	142.50	4100	528.20
240	24.00	600	90.00	960	144.00	4200	540.40
250	25.00	610	91.50	970	145.50	4300	552.60
260	26.00	620	93.00	980	147.00	4400	564.80
4500	577.00	21000	1904.80	185000	4149.60		

4600	589.00	22000	1953.60	190000	4198.40		
4700	601.40	23000	2002.40	195000	4247.20		
4800	613.60	24000	2051.20	200000	4296.00		
4900	625.80	25000	2100.00	205000	4344.80		
5000	638.00	26000	2148.80	210000	4393.60		
5250	662.40	27000	2197.60	215000	4442.40		
5500	686.80	28000	2246.40	220000	4491.20		
5750	711.20	29000	2295.20	225000	4540.00		
6000	735.60	30000	2344.00	230000	4588.80		
6250	760.00	32000	2392.80	235000	4637.60		
6500	784.40	34000	2441.60	240000	4686.40		
6750	808.00	36000	2490.40	245000	4735.20		
7000	833.20	38000	2539.20	250000	4784.00		
7250	857.60	40000	2588.00	255000	4832.80		
7500	882.00	42000	2636.80	260000	4881.60		
7750	906.40	44000	2685.60	265000	4930.40		
8000	930.00	46000	2735.10	270000	4979.20		
8250	955.20	48000	2783.80	275000	5028.00		
8500	979.60	50000	2832.00	280000	5076.80		
8750	1004.00	55000	2880.80	285000	5125.60		
9000	1028.40	60000	2929.60	290000	5174.40		
9250	1052.80	65000	2978.40	295000	5223.20		
9500	1077.20	70000	3027.20	300000	5272.00		
9750	1101.60	75000	3076.00	305000	5320.80		
10000	1126.00	80000	3124.80	310000	5369.60		
10500	1162.50	85000	3173.60	315000	5418.40		
11000	1199.00	90000	3222.40	320000	5467.20		
11500	1235.50	95000	3271.20	325000	5516.00		
12000	1272.00	100000	3320.00	330000	5564.80		
12500	1308.50	105000	3368.80	335000	5613.60		
13000	1345.00	110000	3417.60	340000	5662.40		
13500	1381.50	115000	3466.40	345000	5711.20		
14000	1418.00	120000	3515.20	350000	5760.00		
14500	1454.50	125000	3564.00	355000	5808.80		
15000	1491.00	130000	3612.80	360000	5857.60		
15500	1527.50	135000	3661.60	365000	5906.40		
16000	1564.00	140000	3710.40	370000	5955.20		
16500	1600.50	145000	3759.20	375000	6004.00		
17000	1637.00	150000	3808.00	380000	6052.80		
17500	1673.50	155000	3856.80	385000	6101.60		
18000	1710.00	160000	3905.60	390000	6150.40		
18500	1746.50	165000	3954.40	395000	6199.20		
19000	1783.00	170000	4003.20	400000	6248.00		
19500	1890.50	175000	4052.00				
20000	1856.00	180000	4100.80				

Note: For suits beyond Rs.4.00 Lacs, the Court Fee for Rs.4.00 Lac plus Rs.48.50 p for every Rs.5,000/- is payable.

SPECIMEN OF THE SUMMARY SUIT

(A summary suit under the CPC may be drafted in the following manner).

IN THE COURT OF THE DISTRICT JUDGE, DELHI

Suit No..... Dated.....

(UNDER ORDER XXXVII OF THE CODE OF CIVIL PROCEDURE, 1908)

In the matter of

Through its Director..... : Plaintiff

VERSUS

1. M/s (company).....
2. Managing Director.....
3. Finance Director.....
4. Director..... : Defendants

Summary suit under XXXVII of the Code of Civil Procedure, 1908 for the recovery of Rs..... Only

Most respectfully submitted

1. The plaintiff is a company incorporated under the provisions of the Companies Act, 1956 having its registered office at and the complainant is having its branch office in Delhi at the above address. The Complainant Company engaged in the business of The present complaint is filed through Mr..... Director who is competent to file this complaint on behalf of the Company.
2. The Defendant No.1 is a company incorporated under the provisions of the companies Act. 1956 having its registered office in Delhi at above address . ('the defendant company). The Defendant company is engaged in business of
3. The Defendant NO 2 is the Managing Director, the defendant No. 3 is the Finance Director and the defendant No. 3 is the Director of the defendant No.1 company and wholly responsible for the conduct of the defendant company. The day to day affairs of the defendant company are managed by defendant No.2 to 4 and as such they are in control of the affairs of the defendant company & liable of all the facts and deeds committed by the defendant company.
4. The defendant No.2 placed an order with the Complainant company on dated... for the supply The plaintiff company supplied the above machines on Dated.....and the accused No.1 had taken delivery of the machines on datedvide delivery challan No. dated..... The complainant company had raised an Invoice No.....dated.....for Rs..... (Rs.....) on the accused No.1 company.

5. That the accused No.1 company through the hands of accused No. 3 issued a cheque drawn on..... bearing No. dated.....for Rs. In discharge of the above liability.
6. That the Plaintiff company presented the above said cheque for collection through its bankers..... & to its dismay found that the cheque was returned unpaid on dated..... for want of sufficient funds in the A/c of the defendant company.
7. That the plaintiff company had immediately sent a legal notice on dated.....to the accused company demanding therein the payment of Rs..... within 15 days of the receipt of the notice. The above notice of demand was received by the accused on dated.....
8. That the defendant company had failed to make payment of Rs.....with in 15 days from the date of receipt of statutory notice. The plaintiff has filed a Complaint No. Under section 138 of the Negotiable Instrument Act, 1881 which is pending before the Metropolitan Magistrate , Delhi.
9. The defendant thus, owes a sum of Rs..... (Rs.only)...to the plaintiff towards the principal amount alone. Moreover, the defendant are liable to pay overdue interest on the above said principal amount at the rate of 24% per annum from the date of.....The defendants are, therefore, liable to pay to the plaintiff a sum of Rs.....(Rs....only) towards principal and interest as on the date of filing of this suit.
10. The claim made in the present suit fully falls within the ambit of Order XXXVII of the Code of Civil Procedure, 1908 & no amt. which does not fall within this provision has been claimed in the present suit.
11. The cause of action arose in favour of the plaintiff against the defendants for the first time on dated..... when the plaintiff supplied goods to the defendant company. It further arose on dated..... when the defendants issued a cheque for the payment of the debt due it again arose onwhen the said cheque was returned unpaid it again arose on....when the plaintiff demanded the payment from the defendant. The cause of action is a continuing one & it still continues, as the defendants have not yet made the payment of the debt due to the plaintiff company.
12. The plaintiff has its branch office in Delhi. The defendant company has its registered office in Delhi and the other defendants are also residing in Delhi. The defendants are to make the payment to the plaintiff in Delhi. Hence this Hon'ble Court has jurisdiction to try and decide this suit.
13. The plaintiff has valued this suit for the purposes of jurisdiction and court fee at Rs..... (Rs.....only) and accordingly paid an ad-valorem court fee of Rs..... (Rs....only) on the plaint.

PRAYER

It is, therefore, most humbly prayed that this Hon'ble Court may be pleased to :-

- (a) issue summon of the suit to the defendants in Form No.4 as prescribed in Appendix –B
- (b) pass a joint and several money decree for a sum of Rs. (Rs....only) in favour of the plaintiff against the defendants alongwith pendente lite and future interest.
- (c) allow the costs of the suit.
- (d) grant any further relief or reliefs, as the case may be, as this Hon'ble Court may deem fit and proper in the circumstances of the case.

New Delhi.....

Dated.....

Plaintiff

Through

Counsel for the

plaintiff

VERIFICATION

I.....Director of the above-named plaintiff company do hereby verify that the contents of paragraphs 1 to 9 are true and correct to the best of my knowledge and information obtained from the records of the company while the contents of paragraphs 10 to 13 are based on legal advise received and believed to be true by me whereas the last paragraph is the prayer to this Hon'ble Court.

Verified at New Delhi on thisday of20....

Plaintiff

21.3

ANNEXURE 'C'

List of Document Produced by

PLAINTIFF

DEFENDANT

Order XIII of Civil Procedure Code. Form prescribed by the High Court

In the Court of

Suit No.....of 200...

.....Plaintiff

Versus

.....Defendant

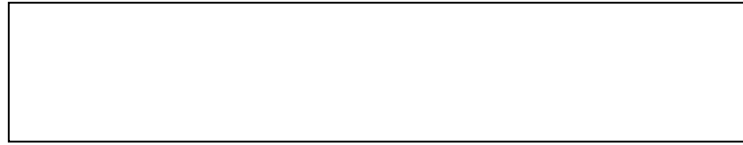
List of Documents produced with the plaint (or the first Hearing on behalf of the Plaintiff or Defendant) Date of hearing:

This list is filed by
of.....200...

on this.....day

<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>		<i>5</i>
Sr. No.	Description and date if any of this document	That the document is intended to prove	What became of the document		Remarks
			Brought the record the exhibit mark put on the documents	If rejected date of return party and signature of party or pleader to whom the document was returned.	through Advocate Signature of party or pleader proceeding

VAKALATNAMA



IN THE COURT OF.....
Suit/Appeal No.....of 200...
In re:-
.....Plaintiff /Appellant /Petitioner/ Complainant

VERSUS

.....Defendant/Respondent/ Accused

KNOW ALL to whom these present shall come that I/We.the above named.....do hereby appoint:

(herein after called the advocate/s) to be my/our Advocate in the above noted case authorise him:-

1. To act, appear and plead in the above-noted case in this Court or in any other Court in which the same may be tried or heard and also in the appellate Court including High Court subject to payment of fees separately for each Court by me/us.
2. To sign, file, verify and present pleadings, appeals, cross-objections or petitions for executions review revision, withdrawal, compromise or other petitions or affidavits or other documents as may be deemed necessary or proper for the prosecution of the said case in all its stages subject to payment of fees for each stage.
3. To file and take back documents, to admit and/or deny the documents of opposite party.
4. To withdraw or compromise the said case or submit to arbitration any differences or disputes that may arise touching or in any manner relating to the said case.
5. To take execution proceedings.
6. To deposit, draw and receive monthly cheques, cash and grant receipts thereof and to do all other acts and things which may be necessary to be done for the progress and in the course of the prosecution of the said case.
7. To appoint and instruct any other Legal Practitioner authorising him to exercise the power and authority hereby conferred upon the Advocate whenever he may think fit to do so and to sign the power of attorney on our behalf.
8. And I/We the undersigned do hereby agree to rectify and confirm all acts done by the Advocate or his substitute in the matter as my/our own acts, as if done by me/us to all intents and proposes.
9. And I/We undertake that I/We or my/our duly authorised agent would appear in Court on all hearings and will inform the Advocate for appearance when the case is called.
10. And I/We the undersigned do hereby agree not to hold the advocate or his substitute responsible for the result of the said case. 11. The adjournment costs whenever ordered by the Court shall be of the Advocate which he shall receive and retain for himself.
12. And I/We the undersigned to hereby agree that in the event of the whole or part of the fee agreed by me/us to be paid to the advocate remaining unpaid he shall be entitled to withdraw from the prosecution of the said case until the same is paid up. The fee settled is only for the above case and above Court. I//we hereby agree that once fee is paid, I/We will not be entitled for the refund of the same in any case whatsoever and if the case prolongs for more than 3 years the original fee shall be paid again by me/us.

IN WITNESS WHEREOF I/We do hereunto set my/our hand to these presents the contents of which have been understood by me/us on this.....day of200

Accepted subject to the terms of the fees.

Advocate
Client

Client

21.5

ANNEXURE 'E'

Opening Sheet Appeals in Court Subordinate to the HIGH COURT

IN THE COURT OF MR./MS. _____

Civil Appeal No. _____ of

Number and date of the original Suit

<i>No. date of institution in first court</i>	<i>Date of decision in first court</i>	<i>Date of institution of appeal</i>	<i>Value of sum and appeal for purpose or jurisdiction</i>	<i>Value or appeal for purpose court fee</i>	<i>Account of fee or appeal</i>

Against

Appeal filed by
appeal

Name of party Agent or pleader filing the

Appeal from the order of _____

Dated _____ day of _____

Claim of Appeal _____

21.6**ANNEXURE 'F'****EXECUTION PETITION**

IN THE COURT OF _____

Decree Holder

V/s

Judgment Debtor

Dated _____

The Decree Holder prays for execution of the Decree/Order, the particulars whereof are stated in the columns hereunder.

1.	No. of Suit	
2.	Name of Parties	
3.	Date of Decree/order of which execution is sought	
4.	Whether an appeal was filed against the decree / order under execution	
5.	Whether any payment has been received towards satisfaction of decree-order	
6.	Whether any application was made previous to this and if so their dates and results	
7.	Amount of suit alongwith interest as per decree or any other relief granted by the decree	
8.	Amount of costs if allowed by Court	
9.	Against whom execution is sought	
10.	In what manner court's assistance is sought	

The D.H. humbly prays that:

Decree

Holder

Verification:

I, _____ do hereby verify that the contents of this application are true to my knowledge or belief.

Delhi.

Dated.....

Holder

Signature of Decree

Through

Advocate

Order :

SPECIMEN PETITION UNDER SECTION 24 HINDU MARRIAGE ACT

IN THE COURT OF DISTRICT & SESSIONS JUDGE, DELHI.

In the matter of:

.....

..... Petitioner

versus

.....

..... Respondent

Application for maintenance pendente-lite and for expenses of proceedings under Section 24 of the Hindu Marriage Act, 1955 (Act No. 25 of 1955)

The petitioner prays as follows:-

- A proceeding forunder section..... of the Hindu Marriage Act, 1955 is pending between the parties in this court, the next date of hearing is
- The petitioner owns no other moveable or immovable property and has no other source of income except the following.....(Give full particulars of the petitioner's property and income)
- The petitioner has no independent income sufficient for his/her support and the necessary expenses of the proceeding. The respondent has not made any provision for the petitioner's maintenance.
- The respondent has sources of income and owns moveable and immovable property mentioned below :
.....(give full particulars of respondent's income and property).
- The only person dependent upon the respondent is the petitioner himself/herself or the petitioner and (give here the details of the liabilities if any, of the parties alongwith the details of the dependents, if any, and the names and ages of such dependents).
- The petitioner submits that having regard to the respondent's own income and his/her property and having regard to the conduct of the respondent and the petitioner, a sum of Rs..... per month as and by way of maintenance and support is the just and proper amount for the maintenance and support of the petitioner.
- The petitioner prays that the respondent should be ordered to pay a sum of Rs.....as the petitioner's expenses of the proceedings and a sum of Rs..... monthly for petitioner's maintenance during the proceeding.

Petitioner

VERIFICATION

The above named petitioners state on solemn affirmation that paras 1 to of the petition are true to the petitioner's knowledge and paras..... toare true to the petitioner's information received and believed to be true by him/her.

Verified at (Place).

Dated.....

Petitioner

21.8

ANNEXURE 'H'

IN THE COURT OF CHIEF METROPOLITAN MAGISTRATE,
TIS HAZARI COURTS, DELHI.

RE: Maintenance Petition No. _____ of 200__

IN THE MATTER OF:

1. Smt. _____
W/o _____
D/o _____

2. Master _____
S/o _____
Both are R/o _____

.... Petitioners

Versus

- Mr. _____
S/o _____
R/o _____

..... Respondent

**PETITION UNDER SECTION 125 Cr. P C FOR THE GRANT OF
MAINTENANCE.**

Sir,

The petitioners most respectfully submit as under:-

1. That the Petitioner No. 1 was married to Respondent on _____ according to Hindu customs and rites at Delhi and one male child (Petitioner no. 2) was born out of this wedlock on _____.

2. That Rs. _____ was spent on the marriage of the petitioner no. 1 and sufficient dowry articles were given to the respondent and his family members according to their status but the respondent and his family members were not satisfied and thus started demands from the petitioner but the parents of the petitioner are not in a position to fulfill the demands of the respondent and his family members. The petitioner no. 1 was tortured and humiliated time and again and ultimately she was thrown out of her matrimonial home in wearing clothes alongwith petitioner no. 2. Since then, the petitioner no. 1 is living with her parents.

3. That the petitioner no. 1 visited to the CAW Cell for settlement of her married life but the respondent refused to maintain the petitioners. Then a case Under section 498A/406/34 IPC under the FIR No. _____ was registered against the respondent.

4. That the respondent is not giving any maintenance to the petitioners and the parents of the petitioner no. 1 are very poor person. The petitioner no. 1 has neither any source of income from any side nor she has any movable or immovable properties in her own name.

5. That the respondent is employed as a Manager with M/s _____ and is getting Rs.12,000/- per month from there and he earns Rs.15,000/- per month from rent of his property and he has no other liability except to maintain the petitioners.
6. That the petitioner no. 1 has require Rs.4,000/- per month for her maintenance and Rs.3,000/- for her minor child as the petitioner no. 2 is attending school and expenses have to be made regarding his tuition fee, transport and cost of books etc. apart from other necessary expenses.
7. This court has the jurisdiction as the petitioners live within the jurisdiction of this court and the marriage between the petitioner no. 1 and respondent had taken place here.

PRAYER

It is, therefore, most respectfully prayed to this Hon'ble Court that in view of the abovementioned circumstances, please grant the maintenance of Rs.4,000/- per month for the petitioner no.1 and Rs.3,000/- for the petitioner no. 2 Under section 125 Cr.PC from the date of petition in the interest of justice.

Any other and further relief (s), which this Hon'ble Court deems fit and proper may also be passed in favour of the petitioners and against the respondent.

Delhi.

Petitioner No. 1

Through

Dated:

Counsel

SPECIMEN PETITION FOR DIVORCE

BEFORE THE DISTRICT JUDGE: DELHI

In the matter of:

.....

Versus

..... Petitioner

.....

..... Respondent

**Petition for dissolution of marriage by a decree of divorce under
Section 13 of the Hindu Marriage Act, 1955, (No. 25 of 1955)**

The petitioners pray as follows:-

- A marriage was solemnized between the parties according to Hindu rites and ceremonies after the commencement of the Hindu Marriage Act on at.....
A certified copy of the relevant extract from the Hindu Marriage Register is filed herewith. An affidavit, duly attested.
- The status and place of residence of the parties to the marriage before the marriage and at the time of filing the petition were on follows :

	<i>Husband</i>			<i>Wife</i>		
	Status	Age	Place of residence	Status	Age	Place of residence
(i) Before marriage						
(ii) At the time of filing the petition						

(Whether a party is a Hindu by religion or not is a part of his or her status).

- (In this paragraph state the names of the children, if any, of the marriage together with their sex, dates of birth or ages).
- The respondent..... (one or more of the grounds specified in Section 13 may be pleaded here. The facts on which the claim to relief is founded should be stated in accordance with the Rules and as distinctly as the nature of the case permits. If ground as specified in clause (i) of the Section 13(1) is pleaded, the petitioner should give particulars as nearly as he can, of facts of voluntary sexual intercourse alleged to have been committed. The matrimonial offences/offences charged should be set in separate paragraphs with the times and places of their alleged commission).

- (Where the ground of petition is the ground specified in clause (i) of sub-section (1) of section 13. The petitioner has not in any manner been accessory to or connived at or condoned the act(s) complained of).
- (Where the ground of petition is cruelty). The petitioner has not in any manner condoned the cruelty.
- The petition is not presented in collusion with the respondent.
- There has not been any unnecessary or improper delay in filing the petition.
- There is no other legal ground why the relief should not be granted.
- There have not been any previous proceedings with regard to the marriage by or on behalf of any party.

Or

There have been the following previous proceedings with regard to the marriage by or on behalf of the parties:

<i>Serial No.</i>	<i>Name of parties</i>	<i>Nature of proceedings with section of that Act</i>	<i>Number and year of the case</i>	<i>Name and location of court</i>	<i>Result</i>
(i)					
(ii)					
(iii)					
(iv)					

- The marriage was solemnized atThe parties last resided together at..... The parties are now residing at..... (within the local limits of the ordinary original jurisdiction of this Court).
- The petitioner submits that this Hon'ble Court has jurisdiction to entertain this petition.
- The petitioner, therefore, prays that the marriage between the parties may be dissolved by a decree of divorce.

Petitioner

VERIFICATION

The above named petitioner states on solemn affirmation that paras 1 to..... of the petition are true to his/her knowledge and paras..... toare true to his/her information received and believed to be true by him/her.

Verified at..... (Place).

Dated.....

Petitioner

Specimen Petition for Divorce by Mutual Consent

IN THE COURT OF THE DISTRICT JUDGE, DELHI

..... Petitioner

Photograph
of
Petitioner

AND

..... Respondent

Photograph
of
Respondent

Petition for dissolution of marriage by a decree of divorce by mutual consent under Section 13-B(1) of the Hindu Marriage Act, 1955, (No. 25 of 1955) as amended by the Marriage Laws (Amended) Act, 1976.

The petitioners pray as follows:-

- A marriage was solemnized between the parties according to Hindu rites and ceremonies on at..... A certified copy of the relevant extract from the Hindu Marriage Register is filed herewith. An affidavit, duly attested.
- The status and place of residence of the parties to the marriage before the marriage and at the time of filing the petition were as follows :

	<i>Husband</i>			<i>Wife</i>		
	Status	Age	Place of residence	Status	Age	Place of residence
(i) Before marriage						
(ii) At the time of filing the petition						

(Whether a party is a Hindu by religion or not is a part of his or her status).

- (In this paragraph state the place where the parties to the marriage last resides together and the names of the children, if any, of the marriage together with their sex, dates of birth or ages).

- That the parties to the petition have been living separately since..... and have not been able to live together since then.
- That the parties to the petition have mutually agreed that their marriage should be dissolved.
- That the mutual consent has not been obtained by force, fraud or undue influence.
- That the petition is not presented in collusion.
- That there has not been any unnecessary or improper delay in instituting the proceedings.
- That there is no other legal ground why relief should not be granted.
- The petitioners submit that his Court has jurisdiction to entertain this petition.
- The petitioners, therefore, pray that the marriage between the parties may be dissolved by a decree of divorce.

No.1

Petitioner

Petitioner no.2

VERIFICATION

The above named petitioners state on solemn affirmation that paras 1 to of the petition are true to their knowledge and paras..... toare true to their information received and believed to be true by them.

Verified at (Place).

Dated.....

No.1

Petitioner

Petitioner no.2

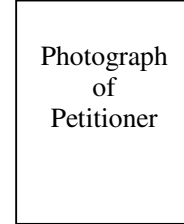
MOTOR ACCIDENT CLAIM PETITION

Before the Motor Accident Claims Tribunal; Delhi

Claim Petition No. _____

... Petitioners

(Age of the petitioners be mentioned)



VERSUS

1. _____

2. _____

3. _____

... Respondents

Application under the Section 166 & 140 of the Motor Vehicle Act 1988 for grant of Compensation

Sir,

- 1 Name & Father's Name of the person injured / dead (Husband's Name in case of married women & widow) :
- 2 Full address of the person injured / dead: :
- 3 Age of the person injured/dead :
- 4 Occupation of the person injured/dead :
- 5 Name & address of the employer of the injured / dead :
- 6 Monthly income of the person injured/ dead :
- 7 Does the person in respect of whom Compensation is claimed pay income tax? If so state the amount of the income tax :
- 8 Place, date and time of accident :

- 9 Name & Address of Police Station in whose jurisdiction the accident took place & FIR was registered. :
- 10 Was the person in respect of whom Compensation is claimed traveling by the vehicle involved in the accident? If so, give the name & place of starting the journey and destination. :
- 11 Nature of the injuries sustained :
- 12 Name & Address of the Medical Officer/ Practitioner, if any who attended to the injuries :
- 13 Period of treatment and expenditure :
- 14 Registration No. & Type of vehicle involved in accident :
- 15 Name & address of the owner of offending vehicle. :
- 16 Name & address of the driver of offending vehicle :
- 17 Name & address of the insurer of the vehicle :
- 18 Has any claim been lodged with the owner/insurer, if so, with what result :
- 19 Name & address of the applicant :
- 20 Relationship with the deceased / injured. :
- 21 Title of the property of the deceased / injured :
- 22 Amount of compensation claimed. :
- 23 Any other information that may be necessary and helpful in the disposal of the case. :
- 24 Prayer :

Petitioner

Verification:

Verified at Delhi on this the _____ day of _____ 200__ that the contents of the above application are true and correct to my knowledge and belief.

Petitioner

SPECIMEN OF THE COMPLAINT

A Complaint may be drafted, with suitable adaptations and modifications with respect with respect to court procedure and situation in the following format.

**IN THE COURT OF THE CHIEF METROPOLITAN MAGISTRATE
TIS HAZARI COURTS, DELHI**

Complaint Case No..... of 20...

In the matter of:

.....
Through its Director.....

.....Complainant

VERSUS

1. M/s (company).....
2. Managing Director.....
3. Finance Director.....
4. Director.....

.....Accused

POLICE STATION: _____

Complaint under section 190 of the Criminal procedure code, 1973 for taking cognizance of the offense committed under sections 138, 141 of the Negotiable Instruments Act, 1881.

Most respectfully submitted

1. The complainant is a company incorporated under the provisions of the Companies Act, 1956 having its registered office at and the complainant is having its branch office in Delhi at the above address. The Complainant Company disengaged in the business of purchase and sale of The present complaint is filed through Mr..... who is competent to file this complaint on behalf of the Company.
2. The accused No.1 is a company incorporated under the provisions of the companies Act. 1956 having its registered office in Delhi at above address . The accused No.1 company is engaged in business of purchase & sale of
3. The accused NO 2 is the Managing Director, the accused No. 3 is the Finance Director and the accused No.3 is the Director of the accused no.1 company and wholly responsible for the conduct of the accused company. The affairs of the accused No. 1 company are managed by accused no.2 to 4 and as such they are in control of the affairs of the accused No. 1 company & liable of all the facts and deeds committed by the accused No.1 company.

4. The accused No.2 placed an order with the Complainant company on dated... or the supply of ... The complainant company supplied the above machines on Dated.....and the accused No.1 had taken delivery of the machines on datedvide delivery challan No. dated..... The complainant company had raised an Invoice No.....dated.....for Rs..... (Rs.....) on the accused No.1 company.
5. That the accused No.1 company through the hands of accused No. 3 issued a cheque drawn on..... bearing No. dated.....for Rs. In discharge of the above liability.
6. That the complainant company presented the above said cheque for collection through its bankers..... & to its dismay found that the cheque was returned unpaid on dated..... for want of sufficient funds in the A/c of the accused.
7. That the complainant had immediately sent a legal notice on dated.....to the accused company demanding therein the payment of Rs..... within 15 days of the receipt of the notice. The above notice of demand was received by the accused on dated.....
8. That the accused had failed to make payment of Rs.....with in 15 days from the date of receipt of statutory notice.
9. That the issuance of cheque by the accused without having sufficient funds in the bank is an act which has been done deliberately, mischievously & malafidely with an intention to cheat the complainant company. The accused was aware of the fact that on presentation the cheque would never be honored because of insufficiency of funds in their A/c.
10. The complainant submit that it had presented the cheque within the time limit prescribed by the Negotiable Instruments Act 1881 and the dishonored cheque was issued by the accused by the accused without maintaining sufficient funds in the account further the accused have failed to make the payment of the sum covered under the dishonored cheque within 15 days from the date of receipt of the notice of demands. Therefore, all the accused have committed the offense under section 138 of the Negotiable Instruments Act, 1881.
11. That the complainant company had sent a registered legal notice to the accused No.1 company within the time limit prescribed by the Negotiable Instruments Act, 1881 and the accused had not made the payment within 15 days of the receipt of the notice thereof. The above said cheque was cheque was issued in Delhi and returned unpaid from the complainant's Bank in Delhi, hence this Hon'ble court has jurisdiction to take cognizance of the offense.

PRAYER

It is, therefore most humbly prayed that this Hon'ble court may be pleased to take the complaint on record and punish the accused according to law and in the interest of justice.

New Delhi
Dated.....

Complainant

Through
Counsel for the Complainant

LIST OF DOCUMENTS FILED

1. Cheque No.... Dated.....for.....Rs.....drawn on bank.....(In original)
2. Copy of the legal notice dated.....sent to the accused.
3. Postal proof of dispatch of the above legal notice(In original)
4. Postal Acknowledgment cards received back from the accused (In original)

LIST OF WITNESSES

1. Mr. _____ S/o _____ R/o _____
2. Mr. _____ S/o _____ R/o _____
3. Mr. _____ S/o _____ R/o _____

SPECIMEN OF THE EVIDENCE AFFIDAVIT

An evidence affidavit may be drafted on the following manner:

**IN THE COURT OF THE CHIEF METROPOLITAN MAGISTRATE,
TIS HAZARI COURTS, DELHI**

Complaint Case No..... Dated.....

In the matter of:

M/s.....

.....

.....Complainant

VERSUS

M/S.....

.....

.....Accused

EVIDENCE BY WAY OF AFFIDAVIT

Mr. (aged __ years) son of Mr.R/o.....Profession do hereby solemnly affirm and declare as under:

1. I am the Director of the complainant company and as such I am conversant with the facts of the case and competent to depose to the same in this evidential affidavit. Copy of the Certificate of Incorporation is Ex. ____ and Resolution authorizing me to file the complaint is Ex.____.
2. I state that the accused No. 2 placed an order with the complainant company on dated.... for the supply of.... ..The complainant company supplied the above machines on dated.....& the accused No. 1 company taken delivery of the machines on dated.....vide Delivery Challan No..... dated.....The complainant company had raised an Invoice No. dated.....for Rs. (Rupees.....) on the accused no. 1 company. The said documents are Ex.____ collectively.
3. I state that the accused No.1 company through the hands of accused No. 3 issued a cheque drawn on Bank..... bearing No..... dated.....for Rs..... In discharge of the above liability, which is Ex.____.
4. I state that the complainant company presented the above said cheque for collection through its bankers..... and to its dismay found that the cheque was returned unpaid on dated on dated.... for want of sufficient funds in the account of the accused. The bank memorandum issued by bank..... is attached herewith as Ex.____.

5. I state that the complainant company had immediately sent a legal notice on dated.....to the accused company demanding therein the payment of Rs..... within 15 days of the receipt of the notice. The above notice of demand was received by the accused on dated..... The copy of the legal notice is attached as Ex.____ and the acknowledgment card received back from the accused is attached as Ex._____.
6. I state the accused had failed to make the payment of Rs..... with in 15 days from the date of receipt of the statutory notice.
7. I state that the complaint company had presented the cheque within the time limit prescribed by the Negotiable Instrument Act, 1881 and the dishonored cheque was issued by the accused without maintaining sufficient funds in account. Further the accused have failed to make the payment of the sum covered under the dishonored cheque within 15 days from the date of receipt of the notice of demands. Therefore all the accused have committed the offence under section 138 of the Negotiable Instrument Act, 1881.
8. I state that the complaint company had sent a registered legal notice to the accused No.1 company within the time limit prescribed by the Negotiable Instrument Act, 1881 sand the accused had not made the payment within 15 days of the receipt of the notice thereof.

Deponent

VERIFICATION

Ithe above named deponent, do hereby verify that the contents of paragraphs 1 to 8 of my above affidavit are true and correct to my knowledge and no material has been concealed therefore.

Verified at New Delhi on this..... day of 20.....

Deponent

PETITION FOR SUCCESSION CERTIFICATE

IN THE COURT OF THE ADMINISTRATIVE CIVIL JUDGE AT DELHI

..... Applicant
Vs. Respondent
.....

In the matter of the grant of a Succession Certificate in respect of the debts & securities etc. ofdeceased under Section 372 of the Indian Succession Act.

Sir,

The applicant begs to submit as under:

- 1 The place, date & time of the death of deceased :
2 Ordinary place of residence of the deceased and :
if the ordinary place of residence of the
deceased is not situated within the jurisdiction of
this Court; the details of the properties of the
deceased situated within the jurisdiction of the
Court.
3 The names and full addresses of near relatives of :
the deceased
4 The right under which the applicant claims for the :
grant of succession certificate
5 Any impediment to the grant of succession :
certificate or any other impediment under Section
370 of Act 59 of 1929.
6 Particulars and details of debts & securities etc. in :
Respect of which the certificate is to be granted.

Verification:

Verified at.....on this.....day of.....the contents of para to
..... are true to my knowledge and belief.

Signature of Applicant and address

**FORM C. A. I.
(RULE)**

+

<p>Application for copy _____ Urgent / Ordinary _____</p> <p>To the District Officer _____</p> <p>Name of the application whom file / Applicant _____ No. _____</p> <p>Resident of _____</p> <p>Post Office and District _____</p> <p>Description and number of the case from the record of which the copy is required _____</p> <p>Where _____</p> <p>P. No. _____</p> <p>District _____</p> <p>Name of Party _____</p> <p>Name of Case _____ Date of decision _____</p> <p>Order _____</p> <p>Name of the court deciding the case or where pending _____</p> <p>Date of order _____</p> <p>Name of description of the Papers of which copy is required _____</p> <p>Purpose for which of it required whether required for Private use or for filing in case Court etc. _____</p>	<p align="center">SPACE FOR COURT FEE STAMP</p> <p>Court fee stamp filed with the application _____</p> <p>Where _____ Value _____</p> <p>I Copy to be sent by post _____</p> <p>Will applicant attend in Person _____</p> <p>Signature _____</p> <p>Date _____</p> <p>Order on application _____</p> <p>Signature of the copying agent with _____</p> <p>Date _____</p> <p>Signature of recipient of copy with _____</p> <p>Date _____</p>
--	--

APPLICATION FORM FOR CERTIFIED COPY OF CIVIL AND SESSIONS CASES
ANNEXURE.'P'

21.16

(Space for Court Fee Stamp)

1	2	3	4	5	6	7	8	9	10	11
Whether Civil Criminal or revenue	Plaintiff or complainant with Particulars	Defendant or accused with Particulars	Name of Suit or offence Amount or act or detail of offence	Name of place where the property act is situated or where dispute arose or offence was committed	Name of the first court and of the appeal court if any	Date of order in first court	Next date of hearing if any	For what purpose the certified copy is intended to be used	Details of documents of which copies are wanted with particulars about the date of hearing, if any	Signature of applicant and date of filing application for copies

Complete permanent Address

12	13	14	15	16	17	18	19	20
Name of Applicant	Father name of Applicant	Residence with particulars post office & District	Person through whom the petition is filed, address particulars	Whether ordinary	Or urgent	Who will take the delivery and with full address & his signature	Who will pay copying fee and other charges with full address & his signature	Remarks

21.17

ANNEXURE 'Q'

PROCESS FEE FORM

In the Court of.....

Case _____ versus _____

Suit _____ Date of Hearing _____

Date of Filing	Filed by Whom	Purpose of Filing	Number	Amount of P. Fee	Court Fee Affixed

In the court of Mr. _____

In Re _____ V/s _____

Date of Hearing _____

RECEIVED PROCESS FEE FORM

Date _____

Ahlmad / Asstt. Ahlmad

21.18

ANNEXURE 'R'

**APPLICATION FORM FOR SUPPLY OF INFORMATION UNDER
RIGHT TO INFORMATION ACT 2005**

Serial No. _____

1. Name of Applicant _____

2. Address _____

3. Telephone No. if any _____

4. Department from which _____

Information is required

5. Cash Receipt No. _____

6. Details of information required _____

Date: _____

(SIGNATURE OF

APPLICANT)

Note:

- Separate application is required for each needed information.
- Rs. 25/- is required per application.
- Rs. 5/- per page will be charged at the time of delivery of information.
- Cash is to be deposited at the Cash counter.

In all cases where a certified copy is supplied on payment of fee, no application under Right to Information Act should be made.

DELHI LEGAL SERVICES AUTHORITY

Room No.-1, Patiala House Courts, New Delhi

APPLICATION FORM FOR LEGAL AID

- 1 Name of Applicant :
- 2 Father's/Husband's Name :
- 3 Residential Address (Tel. No. if any) :
- 4 Whether Employed/Unemployed :
- 5 Place of Work :
- 6 Nationality & Religion :
- 7 Whether SC/ST (Proof in support of it) :
- 8 Income per month (Affidavit on Rs. 10/- on non-judicial paper in support of it) :
- 9 Name and Address of opposite party & Tel. No. (if any) :
- 10 Whether legal aid is required to file: :
Suit/Application Under section 125 Cr. P .C./Civil
(Please state the category) Writ/ Criminal Writ/
Labor Case/ Service Matter/Criminal Matter/
Other (pl. specify)
(a) State the full address of immovable property
in dispute and the place where property is
situated:
((b) In money suit, state the date on which it fell
due.
- 11 Whether any application has been filed previously :
before this Authority, if yes, mention date and file
No. of application:
- 12 Details of your problem (in brief) :
- 13 Please state whether any case is pending before, :
any court, if so, the details thereof:
- 14 Nature of relief sought :

SIGNATURE OF THE APPLICANT

21.20 SUGGESTION FORM

Please send your valuable suggestions regarding this publication at the following address:

JUDICIAL COMMITTEE
Room No. 51,
Karkardooma Court Complex,
Delhi – 110 032.

Ph: 011-22309367 Fax: 011-22300621
E-mail: delhicourts@yahoo.com
Website: www.delhicourts.nic.in

Suggestions Box

(Please attach extra sheets if required)

From :
Name :
Designation :
E-mail :
Address with Phone:

21.21 ACKNOWLEDGEMENTS

21.21.1 We are thankful to the following Judicial Officers for their valuable suggestions:

- (i) Mr. Chandershekhar, Addl. District & Sessions Judge.
- (ii) Mr. A. S. Jayachandra, Addl. District & Sessions Judge.
- (iii) Ms. Savita Rao, Metropolitan Magistrate, Tis Hazari.

21.21.2 Members of staff, for their untiring efforts in preparation of this Manual:-

- (i) All Branch Heads
- (ii) Mr. Harish Ahlawat
- (iii) Ms. Kamlesh Wadhwa
- (iv) Mr. Rajeev Bhardwaj
- (v) Ms. Shalini Dhingra
- (vi) Mr. Dharambir Singh