

C I R C U L A R

The Hon'ble the Chief Justice and the other Hon'ble Judges of the Hon'ble Administrative Committee, has been pleased to issue the following directions to all the Subordinate Courts in the States of Maharashtra and Goa and Union Territory in modifications to SOP dated 03.06.2020 as under: -

1. For the Courts falling in Table-A of the SOP dated June 3, 2020, the Court working shall be in one shift of minimum 3 hours with half an hour before and after to be devoted for administrative work. Such Courts shall take up urgent matters only, as was in place prior to the SOP dated June 3, 2020 being made applicable. The Principal District Judge/Head of the Establishment may decide as to the duration and timing of Court working.
2. The Courts falling in Table-B of the SOP dated June 3, 2020 shall, however, function in two shifts. However, if local conditions do not make it feasible to function in two shifts, the PDJ/Head of the Establishment may seek approval for reduction in shifts from the High Court through proper channel.
3. For the Courts across the States of Maharashtra and Goa and Union Territory, physical filing will be allowed from Friday, June 19, 2020 for which an appropriate place shall be designated by the PDJ/Head of the Establishment together with identification of staff to receive filing upon adherence to all precautionary measures for containing the spread of COVID-19. The Registrar at the respective places shall devise the procedure for acceptance of

physical filing. It shall be ensured that there is no crowd buildup at the time of physical filing. Once physical filing is done, the hardcopy shall be kept in an isolated place for 24 hours. It shall be placed before the concerned Court not before 72 hours of such filing.

4. In case a particular Court does not have sufficient work, the Judicial Officer may rise from the dais.
5. The PDJ/Head of the Establishment may, at his discretion, earmark a space in the Court premises (excluding Bar Room) and make available sitting arrangement for lawyers in conformity with the norms of social distancing.
6. These arrangements shall be effective from June 19, 2020 till June 30, 2020, unless directed otherwise.
7. Save and except the directions aforesaid, the rest of the provisions envisaged in the SOP dated 03.06.2020 shall apply mutatis mutandis.

Date: - 16.06.2020

Sd/-
I/c. Registrar General