

Please follow the below mentioned procedure:

1. Effect advance service of the entire set on the opposite counsel/ party/parties through e-mail and also inform them over mobile. The e-mail address for effecting advance service on State/Govt. of NCT of Delhi (in case of criminal jurisdiction - criminalstandingcounsel@gmail.com - contact person – Mr. Chaitnya Gosain, Advocate –Mobile No. 9999981270) and (in case of civil jurisdiction - standingcounselgnctd@gmail.com - contact person – Ms. Bhawana Kataria, Advocate, Mobile No. 8588089272). For advance service on Union of India, the contact person is Mr. Mohd. Muqem (mobile No.9999864964) and the e-mail address is mohammedmuqem@gmail.com . For other parties, advance service be made as per the e-mail available in addition to informing them/their counsel on the available mobile number.
2. After advance service, the entire set containing duly signed petition/application/ documents(**in PDF form**) together with the proof of advance service being the last annexure to the petition and containing the e-mail address and mobile number of the opposite party/counsel, be sent at the e-mail address (sunildhc1983@gmail.com in case of **ORIGINAL SIDE** jurisdiction) and dhcfileing@gmail.com (in case of all other cases including **WRIT, APPELLATE etc. jurisdiction**) within two hours of receipt of SMS.
3. Incomplete/unsigned petition/application not accompanied with proof of service shall not be listed.
4. For further follow up please contact as under: -

ORIGINAL SIDE MATTERS - Mr. D.R.S. Thakur, AOJ(Original-Filing), Mob. 9910544722)

WRIT, CRIMINAL/APPELLATE, COMPANY SIDE MATTERS -Mr. Anil Naugain, AOJ (Filing) Mob. 9899901985)