



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

**C I R C U L A R**

In Supersession of the circular issued on 03.06.2020 the following circular is issued in respect of granting permission to advocates to enter the Law Chambers.

All the Allottees of law chambers of the High Court of Madras are required to send their request for taking their case bundles, coats, Laptops, Bank documents, etc., along with the application requesting permission, **in the format enclosed herewith**, through the given E-Mail ID and they will be permitted entry, between 10.30 a.m. and 04.30 p.m. on all working days.

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

“ heritagegroup2017@gmail.com “

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

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

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

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

//By Order//

HIGH COURT, MADRAS  
DATED : 08.07.2020

K.INDUMATHI  
REGISTRAR (ADMINISTRATION)

**REQUEST FOR PERMISSION TO OPEN LAW CHAMBER**

To

The Registrar (Administration),  
High Court,  
Madras.

Madam,

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

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

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

Date:

Yours faithfully,