

The Courts of Mexico City announce the terms and conditions that will be applicable as of July 1 to the return of jurisdictional activities of the "new" normality.

On June 10, 2020, it was published the governmental order CJCDMX-18/2020, in which, in compliance with the Decree 05-19/2020, the Plenary of the Judicial Council of Mexico City ordered the resumption of activities in the civil and family chambers and courts of Mexico City, as of July 1, 2020 and until further determination by the Judicial Council.

The aforementioned Decree is summarized below, since it contains highly relevant information that every lawyer must know, for it creates the basis for a new form of administration of justice.

REINCORPORATION OF JUDICIAL PERSONNEL AND ATTENTION TO THE PUBLIC.

The reincorporation of the judicial personnel of the jurisdictional bodies of written and oral process, for civil and family matters, of first and second instance, as well as the administrative and judicial support areas, will be face-to-face or virtual, depending on their risk condition or vulnerability.

The jurisdictional bodies will work every business day, alternately and successively, one day their activity will be carried out with an open-door modality, with attention to the public and the next, behind closed doors. The odd numbered chambers and courts will initiate the open-door activities; while the even numbered carry out their activities behind closed doors. The following day, the process will be reversed, continuing successively and alternately until the term of the decree concludes. Tasks and activities will be according to the following table:

Work and activities	Open Door	Closed Door
a. Normal work	Yes. Except for point b).	No. Judicial work without attention to the public.
b. Delivery of deposit tickets and base of the action documents.	No	Yes. Exceptionally, they will be delivered.
c. Attending to people claiming support.	Yes	Yes
d. Judicial work without attention to the public.	No	Yes
e. Hearings of civil and family courts of oral proceedings.	No	Yes
f. Exceptional cases according to the corresponding head officer.	Yes	Yes



PROCEDURAL TERMS AND DEADLINES.

They shall run normally. If they expire when the court is working behind closed doors, the submission must be filed with the Common Administrative Office for Chambers and Courts, after the working hours of the courts.

SUBMISSION AND RECEPTION OF BRIEFS.

The submission and reception of briefs, will start with the odd numbered Chambers and Courts, working in an open-door modality and the next day, the desks of the Administrative Offices of the jurisdictional bodies that were kept behind closed doors and will thus continue successively and alternately. The logistics that they will follow, according to the headquarters is detailed below:

Instance	Logistics	Location
a) Family courts of written process. Headquarters building "Clementina Gil de Lester".	21 desks of the Common Administrative Offices by Court, even or odd, that works in the open-door modality according to the corresponding day, will be installed.	Exterior of the ground floor of the headquarters building.
b) Family oral trial courts located at Niños Héroes #119, 11th floor, Colonia Doctores.	Desks of the Common Administrative Offices of every court, even or odd, that works in an open-door modality, according to the corresponding day, will be installed.	Ground floor of Niños Héroes 132, between las Torres and the old Presidency building.
c) Civil courts of written Process, located at Niños Héroes #132, Colonia Doctores.	Common Administrative Offices of each court, even or odd, that works in an open-door modality according to the corresponding day, will be installed.	Same location of the jurisdictional body.
d) Civil courts of written process, located at Dr. Claudio Bernard #60, Colonia Doctores.	Desks of the Common Administrative Offices of each court, even or odd, that works in an open-door modality according to the corresponding day, will be installed.	Ground floor of Niños Héroes 132, between las Torres and the old Presidency building.
e) Civil courts of written process, small claims and of oral process, located in Calzada de la Viga #1174, Colonia El Triunfo.	Common Administrative Office of each court, even or odd, that works in an open-door modality, according to the corresponding day.	Same location of the jurisdictional body.



FILING AND RECEPTION OF WRITTEN SUBMISSIONS WITH A DEADLINE.

- Jurisdictional bodies working in an open-door modality, will keep the usual schedule.
- Those working in a closed-door modality will not receive submissions.
- Submissions with a deadline addressed to the jurisdictional bodies, regardless of whether the Chamber or the Court to which it is addressed had worked in a closed or open door modality, will be received at the Common Administrative Office of Chambers and Courts, at regular hours.

ORGANIZATION OF HEARINGS OF CIVIL AND FAMILY MATTERS OF WRITTEN PROCESS.

The civil and family jurisdictional bodies of written process, ex officio, shall indicate the new hearing dates of those matters in which such had not been held due to the suspension of activities, or those that, having been indicated before, need to be rescheduled to adjust them to the organization of work, during solely the days with open-door modality, in the terms of this decree.

In order to avoid crowds, only the contending parties and a legal representative will appear exclusively for the production of evidence that can be carried out in the time scheduled for the hearing. Hence, for example, on the Law Hearing, taking into account the complexity of the matter, the confessional of the parties is sought to be obtained in one date, on another the declaration of the witnesses of one or both parties, and in a continuing session, the remaining evidence such as ratifications, judicial inspections, opinions of expert witnesses, among others. The dates must be specified in the respective order. Except for the auction hearings, in which efforts shall be made to maintain the relevant safe distance.

ORGANIZATION OF HEARINGS OF THE CIVIL AND FAMILY COURTS OF ORAL PROCESS.

The dates of their hearings must be set on the days in which they work in the closed doors modality. For this purpose, they shall aim to organize the conduction of the preliminary and trial hearings with a duration of approximately thirty to sixty minutes, managing with the parties the reception of evidence in such a way that the concentration of people is avoided; several trial hearings can be held consecutively, in non-distanced time intervals, in order to comply with the continuity principle.

Attention to the public will be provided on the dates working with an open-door modality, for example, in declarative and not restrictive form, receiving legal briefs, generating court orders, delivering documents and attending the parties or their representatives.



CONDITIONS FOR ENTRY AND PERMANENCE IN COURT AREAS.

Only the disputing parties and a legal assistant for each of them will be allowed to enter the court or hearing room, respectively, during the term of this decree. Permanent use of facemasks, which must be well placed, that is, covering the nose and mouth; use of sanitizing gel, as well as maintaining the distance among the group of people attending the law hearing.

In the event that the number of participants required in a hearing is greater than ten people, support will be requested to the Security and Civil Protection Departments, in order to guarantee compliance with the aforementioned preventive measures, and to maintain the proper order.

COURTROOM AREAS FOR HEARINGS.

The Head Administrative Office is ordered to enable the halls located in the building of Niños Héroes 150, Colonia Doctores, for the conduction of the hearings scheduled, indistinctively, by the Civil and Family Courts and Chambers, in appropriate and sanitary conditions.

ACCESS TO THE FILE ROOMS PER JURISDICTIONAL BODY.

Only the minimum entrance of three and maximum of ten people should be allowed for the loan and consultation of files, considering the physical spaces that each court has. Access to the archive area will be allowed successively, according to the delivery of the files and as the number of users allows it. In case it is required to move to a different area, the person in charge of the file shall be notified, who shall verify if such is feasible, given the influx of people at the time in the court.

NOTIFICATION PROCEDURES.

They will be carried out by the notifying officer or, secretary, only with the accompaniment of the interested person or legal representative, based on the provisions of article 114 of the Civil Procedural Code for Mexico City.

- i. Citations.
- ii. Judgment ordering the tenant of a house to vacate it.
- iii. As well as its execution order.
- iv. Any other that is deemed urgent, in case the presence of the interested party is requested or required.

For the processing of other personal notifications, the civil and family judges of the written and oral proceedings, must include in their orders determinations reinforcing the use of electronic means, requiring the individuals and their representatives to provide and authorize that personal notifications can be made by any means of communication or electronically, such as:



- Telephone numbers.
- Emails.
- Any other means for receiving text messages (SMS) and mobile messaging applications (WhatsApp, Messenger, Telegram, among others).

The officer or secretary shall attest to the acknowledgment of receipt of any notification made by electronic means or, if appropriate, to the evidence of dispatch in the respective attestation. In any case, the electronic notification will be considered as made from the date in which it was sent and will follow the rules of notifications by the Judicial Gazette.

The notifying officers or secretaries are obliged to make the corresponding attestation, observing the law requirements for that purpose, regardless of the means by which such notification has been made, attaching proof of the act, that is, the photographs, prints or screenshots of the means that had been used, or certifying the completion of the notification by telephone, in accordance with the provisions of articles 111, sections VI and VII, 113, 121 penultimate and last paragraphs, and 979 of the Civil Procedural Code for Mexico City.

PROCESSING OF ROGATORY LETTERS AND OFFICIAL COMMUNICATIONS.

Courts are ordered to privilege the sending and receiving of rogatory letters through electronic means, in those countries or federative entities with which there is an International Treaty or a collaboration agreement signed with the Courts of Mexico City, respectively, and it is legally and technologically feasible, as provided in Article 106 of the Civil Procedural Code for Mexico City.

Likewise, when sending and receiving official communications whether inter-institutional or to private companies to comply with judicial orders issued by the courts of Mexico City, the recipient shall be required to provide its email address, in order to receive, subsequently, requirements through such means.

In that case, a copy of the screenshot will serve as an acknowledgment of the dispatch, which will be added to the file for the corresponding legal effects. In the understanding that the term granted will run on the business day following its dispatch, even if it is not acknowledged; which shall be communicated in the respective electronic document.

SANITARY AND PREVENTIVE MEASURES.

Measures will be taken to ensure that the public and staff maintain the permanent use of facemasks, the use of antibacterial gel, temperature checks and safe distance is observed to avoid crowds, restricting entry to girls, boys and adolescents, unless they attend to a talk with the minor, as well as to any companion who is not a party to the procedure. Likewise, they will refrain from greeting each other by hand or kiss; and the gentlemen from the use of tie and beard and, women, from the use of accessories, such as necklaces, long earrings, among others.



ORGANIZATION OF THE CIVIL AND FAMILY CHAMBERS.

Regarding the Chambers in civil and family matters, the Magistrates have the authority to organize their judicial work, determining, according to their workloads, the way in which the personnel assigned to each section will rejoin, which could be in person or virtually, taking into consideration people in vulnerable conditions. The Chamber Presidents will do the corresponding with their section and the rest of the judicial staff. The Judicial Council must be informed of the aforementioned.

To comply with number 3 of this resolution, the even and odd numbers will be attended by the number of the chambers.

Regarding to the Common Administrative Offices of the Chambers, they will work daily, regardless of the closed- or open-door modality applicable, during its normal working hours, hence they will continue receiving submissions.

JUDICIAL ARCHIVE OFFICE

Requests for the return of files from the Judicial Archive Office will be sent by the Chambers and Courts in civil and family matters electronically to the official email maria.zamora@tsjcdmx.gob.mx, a requirement without which such will not be processed. The file will be available to the court between twenty-four to forty-eight hours after it is sent.

ADMINISTRATIVE AND JUDICIAL SUPPORT AREAS.

Finally, with regard to the other administrative and judicial support areas, they must observe all the aforementioned sanitary measures, to comply with the safe distance, taking into account the physical spaces of their facilities and organizing the personnel, with the obligation to inform the Judiciary Council.

Regarding the Public Defender's Office of the Government of Mexico City, the Attorney General's Office of Mexico City, the National System for the Integral Development of Families (DIF) and the visits made by the General Visitation of the Judiciary Council, they are encouraged to adjust their work organization to the provisions of this decree.

CENTRAL OFFICE OF CIVIL CONSIGNMENTS.

With respect to the Central Office of Civil Consignments, in the reception and delivery of deposit tickets, during the effective term of this decree, the attention to the public shall be adjusted to the conditions indicated below:

- The reception of initial consignment documents, as well as the proceedings for the delivery and reception of support will be attended to on all business days and hours in which normally it works.



- The initial consignment documents, as soon as they are received, will be given a folio number, for them to be attended in the days indicated below, as appropriate.
- The procedures after the receipt of an initial consignment document shall be made according to the assigned folio's termination number, except in the case of support, on the following days:

- A.- Monday, folios terminating on 1 and 2.
- B.- Tuesday, folios terminating on 3 and 4.
- C.- Wednesday, folios terminating on 5 and 6.
- D.- Thursday, folios terminating on 7 and 8.
- E.- Friday, folios terminating on 9 and 0.

1. In the case of matters which require and is issued an order authorizing the handing of the deposit ticket(s), the Central Consignment Office will set an appointment to appear on the exact day and time, in order to collect the deposit ticket.
2. For the payment of the deposit tickets that have an order that authorizes their collection, they will be provided to the interested party, with an appointment that shall be requested telephonically at the number 91 56 49 97, extensions 510502 and 510503 or, to the email address rodolfo.martinez@tsjcdmx.gob.mx.

INTEGRAL SYSTEM FOR THE CONSULTATION OF RESOLUTIONS (SICOR).

With the purpose of reducing attendance of the public to the offices of the courts of Mexico City, the free use of the electronic platform called Integral System for the Consultation of Resolutions (SICOR), is authorized as of the entry into force of this decree and only for four working weeks, with the following conditions:

- A. The free service will only be given to people who request it and that the court authorizes during the aforementioned period.
- B. Those persons who in that period have contracted the SICOR service will enjoy the free period, their subscription being extended in the same proportion.
- C. The interested party must enter the SICOR electronic platform to make their request indicating the details of the court, file, and parties.
- D. The request will be sent electronically to the court, which after reviewing the procedural standing will issue the authorization electronically, irrespectively of doing so in writing in the file.
- E. It is up to the jurisdictional authority to decide whether there is procedural standing for the electronic consultation of SICOR.
- F. Once the free access period to SICOR has ended, the system will be canceled only to people who, without having contracted the platform, have requested it temporarily and free of charge, notwithstanding that they may contract the service based on the costs legally authorized for it.



- G. The Head Administrative Office is ordered, through the Executive Department of Technological Management, to take the necessary measures so that all the Courts and Chambers of Civil and Family matters to have this system and the necessary infrastructure for it.

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