

SPECIAL PROCEDURE FOR HEARING EXCLUSIVELY THROUGH VIDEO CONFERENCING

1. As a precautionary measure in view of COVID-19 the hearing of urgent matters will be conducted via video conferencing only.
2. The Hon'ble Judges nominated by the Hon'ble the Chief Justice will take up mentioning of urgent matters through Video Conferencing on notified Court working time and dates.
3. Advocates who wish to mention an urgent fresh matter before the VC Court shall pay the requisite Court Fees online using the e-Challan PG portal of Government available at <https://egov.goa.nic.in/echallanpg/home.aspx> as per the procedure (User Manual) available at <http://www.hcbombayatgoa.nic.in/download/ecourtfeesUserManualAdvLit.pdf> .
4. Advocate(s) shall email their praecipes to the email Ids mentioned against the category of the matters ALONG WITH a duly signed soft copy only in PDF of the matter and an undertaking that the Advocate will submit a hard copy of the proceedings with the Registry immediately after the lockdown period. The application/petition/pleading should be in one volume of reasonable size (without images). Annexures are to be in additional volumes and care should be taken to ensure that the additional volume digital files are not so large as cannot be transmitted efficiently. There must also be a scan or the PDF of the e-Challan.
5. For pending matters, Advocate(s) shall send their praecipes to the email Ids mentioned against the category of the matters ALONG WITH a soft copy only in PDF of the matter.
6. In the Praecipe itself, Advocates shall mention names of maximum three persons with their email ids who would attend the hearing through video conferencing. Similarly, defendants seeking to enter

appearance shall intimate email ids of maximum three persons who would attend the hearing. Please note that only those persons whose email ids are intimated to the Registry would be allowed to attend the hearing through video conferencing.

7. Praecipe(s) will not be taken up unless accompanied by e-Challan, the written undertaking, Vakalatnama for fresh matters and all Annexures. So also, unsigned/blank petitions/applications will not be taken into consideration.
8. Permanent registration numbers will be given only after hard copy is submitted as per the Rules, once normal court working is restored. For the present, the e-filed case shall receive a strictly temporary and ad hoc identification number. Advocates shall mention their Bar Council enrolment/registration number and Phone Number in the praecipe and shall also attach a soft copy of their Photo ID.
9. All praecipes should be sent before 11 a.m. on working days at least one day in advance. Praecipes received after the stipulated time will not be responded to or placed before the Hon'ble Judge.
10. Praecipes sent to email Ids other than the one mentioned against the category of the matters will not be considered.
11. If the Hon'ble Judge allows the praecipe, the Registry shall communicate the date and time slot for hearing through Video Conferencing and shall share the link and PIN of the Video Conference Room with the Advocates concerned. The link and PIN shall be used only for video conference of that particular case at the allotted time. The Advocates concerned shall ensure that the link and PIN are not shared/forwarded EXCEPT for notice to the opposite party's Advocate. The applicant's Advocate is required to give notice of the listing, serve a soft copy of the application and share the link and PIN provided with Respondent/s.

12. Pre-requisites for Joining software VC based meeting:
 - i. Internet connection of 2 Mbps from any service provider (Broadband/FTTH/4G etc).
 - ii. Laptop/Desktop with camera working in Windows (recommended) or suitable Smart Phone.
 - iii. The laptop or phone used should ideally be identifiable by the name of the Advocate joining the meeting.
 - iv. Wired Earphone/Headphones with good quality Microphone.
13. In order to join the Video Conference Room, Advocates should install the required Video Conferencing software on their Computer/Laptop or Smartphone. No technical support for installation will be provided.
14. The Advocates concerned may connect to Video Conference Room using the link or meeting ID and PIN shared with them. They shall enter the serial number of their matter on the Board as their login id for their identification.
15. Please ensure that your camera is in a stable position and focused at your eye level and there is sufficient light on you. Please don't sit too far from or too close to the camera. On the screen, the face should not be blurred or dark but must be clearly identifiable.
16. To experience a good conference during multiparty hearing, please maintain discipline by speaking one at a time. Please keep your microphone muted and unmute it only when you speak. Only the Speaker's microphone should be unmuted at any given time.
17. Only the Advocate/duly authorized person shall address the Court. The Registry is authorized to mute/unmute any of the participants.
18. A complaint in regard to the quality or audibility of feed, if any shall be communicated on the helpline No. **14606** or **0832-2973306** only during the proceeding or immediately after its conclusion failing which no grievance in regard to it shall be entertained thereafter.
19. All hearings conducted via Video Conferencing proceed as if the Advocates are appearing before the Court in person. Therefore,

Advocates are reminded to comply with all Court rules of dress and etiquette.

20. Persons whose presence is not necessary or those who disturb or otherwise impede the smooth conduct of proceedings or violate the etiquette will be removed without notice or warning. Persons removed will not be able to re-join. No complaint will be entertained against removal.
21. The litigants who do not have the means or access to video conferencing facilities may mention the matters through the unit installed in **Court Room No.1**.
22. The order will NOT be uploaded immediately. However, a digitally-signed authenticated copy will be made available by the PA/PS of the Hon'ble Judge to the Advocates concerned at the email address provided. The orders will be physically signed and uploaded after normal court working resumes.
23. Recording of the VC Court proceeding/hearing in video, audio and/or any other form is strictly prohibited.
24. The word 'Advocate' wherever occurs in this protocol, unless the context otherwise requires, shall also include a Party-in-Person.