

ANNEXURE-B

SPECIAL PROCEDURE FOR HEARING EXCLUSIVELY THROUGH VIDEO CONFERENCE :

1. As a precautionary measure in view of COVID-19 the hearing of matters will be conducted via video conferencing.
2. The Advocates / Parties-in-person shall mention their matter through Praecipe sending it on the designated email ID of the concerned Court as mentioned below. The Advocate shall serve copy of the Praecipe to the other side.

Sr. No.	Sitting	Court Room	Email Id
1	The Hon'ble Shri. Justice M. S. SONAK AND The Hon'ble Smt. Justice M. S. JAWALKAR	1	reghighgoadb@gmail.com
2	The Hon'ble Shri. Justice DAMA SESHADRI NAIDU	3	reghighgoasbcv@gmail.com
3	The Hon'ble Shri Justice NITIN W. SAMBRE	2	reghighgoasbfh@gmail.com

3. Mentioning for circulation of the matter will not be allowed physically in the Court.
4. Praecipes send to the email IDs other than the one mentioned against the category of matter will not be considered.
5. In case of fresh matter, the Advocate / Party-in-person shall first file the matter in the filing department, obtain stamp/lodging number and then move the Praecipe by mentioning said stamp/lodging number on it and setting out the urgency precisely. Praecipes without mentioning number of the matter, will not be entertained.
6. The Praecipes should mention the date on which the circulation is sought.
7. The Advocates / Parties-in-person shall only send the Praecipe for mentioning the matter. No other documents should be attached with the Praecipe.

8. 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, Respondents 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.
9. Advocates shall mention their Bar Council enrolment/registration number, Phone Number and e-mail Id in the praecipe.
10. All praecipos should be send on the designated email ID **48 hours (excluding holidays)** in advance before proposed listing of the matters. **If the matter is not listed then would be deemed that the Bench has declined circulation of matter.**
11. If the relevant Bench allows the praecipe, the matter will be listed on the board. The link and PIN of the Video Conference Room will be shared with the concerned Advocates. The link and PIN shall be used only for video conference of that particular case at the allotted time. The applicant's Advocate is required to give notice of the listing to the other side and to share link and PIN of the Video Conference Room.
12. In compliance with the order of the Courts, the Advocate shall file all the documents in the department physically, within stipulated time. The Advocates shall mention the matter number, the date to which it is adjourned and the date of order requiring compliance.
13. 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.
14. 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.
15. 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.

16. The Advocate should ensure that the camera is in a stable position and focused at eye level and there is sufficient light on the speaker. No one should 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.
17. To facilitate smooth conduct of proceedings during multiparty hearing, concerned advocates are required to maintain discipline by speaking one at a time. The microphone may be muted and unmute it, only when one is called upon to address the Bench. Only the speaker's microphone should be unmuted at any given time.
18. Only the Advocate/duly authorized person shall address the relevant Bench. The Registry is authorized to mute/unmute any of the participants.
19. All hearings conducted via Video Conferencing shall proceed as if the Advocates are appearing before the Bench 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. Recording of the VC Court proceeding/hearing in video, audio and/or any other form is strictly prohibited.
22. The word 'Advocate' wherever occurs in this protocol, unless the context otherwise requires, shall also include a Party-in-Person.

By Order

Date : 16th April 2021
High Court of Bombay at Goa

(Kiran A. Bagi)
Registrar (Judicial)