

SPECIAL PROCEDURE FOR HEARING OF ADMISSION MATTERS AND FINAL HEARING MATTERS THROUGH VIDEO CONFERENCING

- 1.** As a precautionary measure in view of COVID-19 the hearing of admission matters and final hearing 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 admission matters and final hearing matters through Video Conferencing on notified Court working time and dates.
- 3.** Advocate(s) shall email their praecipes to the email Ids mentioned against the annexure in the Notice **ALONG WITH** a **duly signed** soft copy **only in PDF** of the matter.
- 4.** 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.
- 5.** Advocates shall mention their **Bar Council enrolment/registration number** and **Phone Number** and **email-ID** in the praecipe and shall also attach a soft copy of their **Photo ID**.

6. 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.

7. Praecipes sent to email Ids other than the one mentioned against the annexures in the Notice will not be considered.

8. If the Hon'ble Judge allows the praecipie, 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.

9. 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.

10. 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.

- 11.**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.
- 12.**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.
- 13.**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.
- 14.**Only the Advocate/duly authorized person shall address the Court. The Registry is authorized to mute/unmute any of the participants.
- 15.**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.
- 16.**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.

17.The litigants who do not have the means or access to video conferencing facilities may mention the matters through the unit installed in Court Rooms. Notice regarding same is published separately.

18. Recording of the VC Court proceeding/hearing in video, audio and/or any other form is strictly prohibited.

19.The word 'Advocate' wherever occurs in this protocol, unless the context otherwise requires, shall also include a Party-in-Person.