

NOTICE

IT IS HEREBY NOTIFIED for the information of the Advocates and the parties appearing in-person at **High Court of Bombay at Goa** that **from 11th January 2021 to 31st January 2021**, all the Courts will take up their extant judicial assignment physically in their respective Court Rooms on all Court working days, **from 10.30 a.m. to 1.30 p.m. and 2.30 p.m. to 4.30 p.m.** as per the Board notified separately.

In the event of non availability of any Court as also in the event of any Court passing order for not placing the matter before any Court, then the matter be placed before the Court as per Standing Order Notice w.e.f. 11th January 2021.

All the Advocates and litigants shall maintain protocol as per the **SOP Annexure A-3** published on the official website of Bombay High Court.

High Court, Appellate Side,)
Bombay.)
)
Date : 7th January 2021)

By order,

Sd/-
(V. R. Kachare)
Registrar (Judl-I)

ANNEXURE – A-3

Standard Operating Procedure (SOP) for resumption of **physical hearing** at the **High Court of Bombay at Goa** of the High Court of Bombay with effect from **11th January 2021** :

- 1) The Courts taking up matters through physical mode will not entertain any matter through virtual mode. Request for Virtual hearing of any matter may therefore not be made.
- 2) For mentioning of circulation of matters all shall follow social distancing guidelines. Mentioning shall be short and specific. For mentioning at a time in the first row not more than 4 Advocates or Party In Person shall be allowed.
- 3) No over-crowding at any given point of time shall be allowed either for Mentioning for circulation of the matter or during hearing. At a time Advocates or party appearing in person and GP as well as AGP Etc. for 3 cases will be allowed in the Court Hall.
- 4) In case of fresh matter, the Advocate/ Party-in-person shall first submit the matter at the Drop Box facility at Judicial section in building no. 5, and may then seek circulation by mentioning said stamp/lodging number to be collected after 48 Hours and setting out the urgency.
- 5) In case of mentioning a matter which has been filed after lockdown, the date of filing original papers (Hard Copy filing) be mentioned on the circulation slip.
- 6) No Circulation Slip without mentioning number of the matter will be entertained.
- 7) The Advocate / Party-in-person shall also serve the copy of Circulation slip on the other side.
- 8) The daily cause list for the Courts hearing matters through physical mode may be a limited number for each court. A separate notice accordingly will be issued
- 9) The Court working hours will be **10.30 a.m. to 1.30 p.m. and 2.30 p.m. to 4.30 p.m.** The Office time of the Registry shall be between **10 a.m. to 5.30 p.m.**
- 10) To observe strict norms of social distancing entry into the Court Room for the purpose of attending physical hearings shall stand restricted to :
 - i) One Advocate per party whose Vakalatnama is on record or who has been duly authorized and whose case is listed for hearing on Board of concerned Court.

- ii) Senior Counsel / ongoing counsel engaged by any such Advocate.
- iii) Registered clerk only for limited purpose of delivering heavy and bulky case files of such Advocates at the designated point.
- iv) Party-in-person, where such party is pursuing the case without any legal assistance.
- v) Entry in the Court Room shall be permitted to those Advocates / Party-in-person whose matter is called out for hearing and also for the Advocates whose matter is immediate next subject to availability of space.
- vi) Rest of the Advocates may wait outside the Court Room / in Bar Room or Court halls where separate arrangement is made for waiting.
- vii) The T.V. screens shall be functional for their information and convenience.
- viii) Strict adherence to social distancing norms inside the Court room shall be followed by all concerned.

- 11) Advocates should discourage their clients from attending Courts, unless their presence is absolutely required.
- 12) The following mandatory norms to be followed by all the concerned who are permitted to enter the Court premises / Court Room :
 - i) Wearing of mask at all times, even during arguments in Courts.
 - ii) The lawyers appearing in the Court would be required to appear in the usual Court attire.
 - iii) Adherence to all the directions / guidelines / SOPs / Advisories issued by the Government of India and the State Government in respect of COVID-19 protocol.

GENERAL INSTRUCTIONS

(A) Entry and Exit Points :

- a) Advocates may be accompanied by maximum one colleague and an authorized clerk, if any, in person with proper proof of identification would be permitted to enter the Court premises. There shall be Thermal Screening at the Entry Points at the respective Gates. All have to make use of the Sanitizers kept at the relevant points. Strict Action would be taken against those who do not cooperate in the same.

b) Every person entering the Court premises shall mandatorily wear face mask at all the time and follow the recent SOP issued by MOH/State Government, staff of the court shall use sanitiser and mask as indicated in the health advisories already issued by the MOH/State Government. The social distancing shall be the rule for all movements in the Court Premises including at the entry points.

(B) PHYSICAL FILING :

(a) Physical (i.e. paper based) filings of all categories will be started with effect from 11th January 2021.

(b) A special Drop Box Facility has been set up at Judicial Section in Building No. 5.

(c) Filing counter timings shall be 10:30 a.m. to 1.00 p.m. and 2.00 p.m. to 4 p.m. on all working days. Separate Notice shall be issued for other instructions.

(d) One Advocate/firm/party in person may file a maximum of two matters at a time irrespective of category so that others also get chance to file and avoid over crowding.

(e) Only proceedings duly signed by the petitioner/plaintiff/applicant and the Advocate concerned, and properly affirmed or notarised with proper court fees challan shall be accepted as per the regular practice of lodging prior to lockdown.

(f) All matters filed in hard copy / physical form will be kept separately in a box for at least 24 hours. Only thereafter will the Registry take up the matters for scrutiny and lodging/filing numbers shall be given to the matters as per the regular procedure. These numbers will be intimated by SMS.

(g) The following mandatory norms to be followed at the time of filing by all the concerned :

i) Wearing of mask all the times.

ii) Maintain Social Distance all the times.

iii) Adherence to all the directions / guidelines / SOPs / Advisories issued by the Government of India and the State Government in respect of COVID-19 Protocol.

By Order,
Sd/-

Date : 7th January 2021.

Registrar General
High Court, Bombay