

# Standard Operating Procedure for hearing of matters through Virtual Mode at High Court of Judicature at Bombay, Bench at Nagpur.

(w.e.f. Monday, 17<sup>th</sup> January 2022)

IN SUPERSESSION OF THE SOP dated 6<sup>th</sup> January 2022, in order to reduce the physical presence of lawyers and litigants due to the prevailing situation of COVID-19 particularly with the emergence of the Omicron variant and since precautionary measures need to be taken, IT IS HEREBY NOTIFIED for the information of the Advocates and the parties appearing-in-person that the Hon'ble the Chief Justice has been pleased to issue the following Standard Operating Procedure for hearing the matters through Virtual mode at the High Court of Judicature at Bombay, **Nagpur Bench** with effect from Monday, **17<sup>th</sup> January 2022 till 28<sup>th</sup> January 2022:**

- 1) The hearing of the matters in all Courts will be **through Video Conferencing only** till 28<sup>th</sup> January 2022 and the Courts will take up the matters as per judicial assignment with preference to urgent matters. **The Court timing shall be 11.00 a.m. to 02.00 p.m. The timing of the Registry shall be 10.30 am to 3.00 pm.**
- 2) The Advocates / Parties-in-person shall mention their matter through Praecipe by sending it on the designated email address of the concerned Court as per **Annexure-A**. They shall serve copy of the Praecipe to the other side in advance. **Mentioning of matters for adjournment through VC mode will be allowed. Such Advocates should inform the Court Sheristedar before the Court Proceedings commence. The Court Sheristedar will first call out such matters serially to enable such Advocates to mention.**
- 3) Mentioning for circulation of the matter will be by way of sending praecipe on designated email address as per **Annexure-A** only. Mentioning for circulation of the matter shall be allowed through virtual mode in urgent cases only with permission of the concerned Bench. It is left to each individual Bench to settle it's board considering the priority in hearing to be given to any particular matter.
- 4) All Praecipes should be sent 48 hours (excluding holidays & Counting the time starting from 12 noon) in advance before proposed listing of the matter. Praecipes received after stipulated time will not be responded to or will not be placed before the Hon'ble Judge. If, the matter is not listed, it be deemed that the Bench has declined circulation of the matter.
- 5) No Praecipe without mentioning number of the matter will be entertained.
- 6) Praecipes sent to the email IDs other than the one mentioned against the category of matter will not be considered.
- 7) In the Praecipe itself, Advocates shall mention names of maximum three persons with their email ids who would attend the hearing through virtual mode. Similarly, respondents/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 address are intimated to the Registry would be allowed to attend the hearing through virtual mode.

8) Advocates shall mention their Bar Council enrollment/registration number and Phone number and email-ID in the Praecipe.

9) If the Hon'ble Judge allows the Praecipe, the Registry shall communicate the date and time slot for hearing through virtual mode 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.

10) In case of fresh matter, the Advocate shall first file the matter, get stamp/lodging number and then move the Praecipe by mentioning said stamp/lodging number on it and setting out the urgency.

**11) The filing of matters can be by following modes:**

A) **Physical filing shall be at Drop Box / facilitation centre** at central hall on ground floor by obtaining e-pass by email to [hcnagepass@gmail.com](mailto:hcnagepass@gmail.com) and to visit with drop-box receipt in duplicate as per **Annexure-B**. The staff shall handle these files after 24 hours.

B) Filing of fresh matters will be allowed through e-filing also. The Advocates shall file fresh matters through e-filing by visiting **efiling.ecourts.gov.in** portal. E-filing of fresh matters will be allowed for all types of matters.

12) The filing of matters through e-filing is illustrated in the SOP dated 22.12.2021. The Advocates shall follow the instructions as given in the SOP for e-filing dated 22.12.2021.

13) The following mandatory norms to be followed by all, who are permitted to enter the Court premises.

i) Wearing of mask at all times.

ii) Persons with notified symptoms like fever, cough, body-ache, loss of taste and smell, diarrhea etc. shall restrict themselves from coming to Court premises, isolate themselves immediately and seek medical advice;

iii) There shall not be any crowding or loitering in the Court Premises and movement in common areas should be only for specific purposes and be completed within the minimum time;

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

14) Pre-requisites for joining software VC based meeting:

- i) Internet connection of minimum 2 Mbps from any service provider (Broadband/ FTTH/4G, etc.)
- ii) Laptop/Desktop with camera working in Windows (recommended) or any other Operating System. Use of mobile phones for VC is deprecated for all users.
- iii) The laptop or PC used should ideally be identifiable by the name of the Advocate joining the meeting.
- iv) It is recommended to make use of Wired Earphone / Headphones with good quality Microphone. Advocates are discouraged from using inbuilt microphone of PC or Laptop.

15) In order to join the Video Conference, Advocates should install the required Video Conferencing software on their Computer / Laptop or Smartphone. No technical support for installation will be provided in this regard.

16) The Advocates concerned may connect to virtual mode 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.

17) Please ensure that your camera is in a stable position and focused at your eye level and there is sufficient light on you. Please do not 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.

18) To experience a good conference during multi-party 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.

19) Only the Advocate / duly authorized person shall address the Court. The Registry is authorized to mute/unmute any of the participants. Officers of any institutions/ Authority that are party to the proceedings may attend the Virtual Court proceedings if required/permitted by the Hon'ble Court.

20) A complaint in regard to the quality or audibility of feed, if any shall be communicated on the helpline No. **14605** to be dialed from BSNL landline only during the proceeding or immediately after its conclusion failing which no grievance in regard to it shall be entertained thereafter.

21) Persons whose presence is not necessary or those who disturb or otherwise impede the smooth conduct of the proceedings or violate the etiquettes will be removed without notice or warning. Persons removed will not be able to re-join. No complaint will be entertained against removal.

**22) It shall be ensured by the Advocates that they shall maintain the proper dress code even during Virtual Hearings subject to any exemptions as may be allowed by the Registry at the Principal Seat time to time. The Party-in-person or the officers of any institution or authority required during Virtual Hearing to**

**The admission in VC Meetings shall be allowed only if the login is from respective offices or from alternate VC Units arranged by the Registry & from any other place only with the permission from the Hon'ble Court.**

24) Recording of the Virtual court proceeding / hearing in video, audio and / or any other form is strictly prohibited. Any violation will invite very strict action.

26) The entry of the litigants in the Court premises is prohibited, unless directed by the Hon'ble Court. Advocates and parties should avoid visiting the Court premises, unless their presence is absolutely required.

Dated 13<sup>th</sup> January 2022.

High Court Appellate Side, )  
Bombay. )

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

## **Annexure-A**

### EMAIL - IDs OF THE HON'BLE COURTS

w.e.f. 17<sup>th</sup> January 2022

Sr. No.	Court Sitting	Email Address
1	The Hon'ble Shri Justice SUNIL B. SHUKRE AND The Hon'ble Shri Justice ANIL L. PANSARE	<a href="mailto:dbcourt1ngp@gmail.com">dbcourt1ngp@gmail.com</a>
2	The Hon'ble Shri Justice A. S. CHANDURKAR AND The Hon'ble Mrs. Justice PUSHPA V. GANEDIWALA	<a href="mailto:dbcourt2ngp@gmail.com">dbcourt2ngp@gmail.com</a>
3	The Hon'ble Shri Justice V. M. DESHPANDE AND The Hon'ble Shri Justice G.A. SANAP	<a href="mailto:dbcourt3ngp@gmail.com">dbcourt3ngp@gmail.com</a>
4	The Hon'ble Smt. Justice ANUJA PRABHUDESSAI	<a href="mailto:sbcourt1ngp@gmail.com">sbcourt1ngp@gmail.com</a>
5	The Hon'ble Shri Justice ROHIT B. DEO	<a href="mailto:sbcourt2ngp@gmail.com">sbcourt2ngp@gmail.com</a>
6	The Hon'ble Shri. Justice A. G. GHAROTE	<a href="mailto:sbcourt3ngp@gmail.com">sbcourt3ngp@gmail.com</a>
7	The Hon'ble Smt. Justice M. S. JAWALKAR	<a href="mailto:sbcourt4ngp@gmail.com">sbcourt4ngp@gmail.com</a>
8	The Hon'ble Shri Justice S.P. TAVADE	<a href="mailto:sbcourt5ngp@gmail.com">sbcourt5ngp@gmail.com</a>

## **Annexure-B**

**Download, fill in and give print command for relevant page number or download print and fill in by hand**  
**Drop-box Receipt**

- 1) Name of Advocate or party-in-person filing the matter with - \_\_\_\_\_  
a) email address : \_\_\_\_\_  
b) mobile number : \_\_\_\_\_
- 2) Name of parties in brief in the matter \_\_\_\_\_
- 3) Whether Civil or Criminal \_\_\_\_\_
- 4) Whether it is Writ Petition, Appeal, Application, Misc. Civil Application, etc. \_\_\_\_\_
- 5) Tick (✓) the nature of filing :  
a) fresh filing \_\_\_\_\_
- 6) Whether affidavit is to be sworn-in before the Section Officer Yes / No

Place : Nagpur

Date :  
Time :

Signature of the Advocate/Clerk/  
Party appearing in person.

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**Fill in the following information for issuance of temporary pass :**

This temporary pass is issued to permit the entry of following two persons :

- 1) Name of the person swearing  
an affidavit (with identity card) \_\_\_\_\_
- 2) Name of the Advocate/Clerk  
accompanying the aforesaid  
person \_\_\_\_\_
- 3) Date on which the affidavit  
is to be sworn-in (to be filled in  
by Office) \_\_\_\_\_
- 4) Time during which entry  
shall be permitted  
(to be filled in by Office) \_\_\_\_\_ to \_\_\_\_\_

**Seal and signature of the authority**