

**Standard Operating Procedure for mentioning of matters through praecipe by e-mail at High Court of Judicature at Bombay, Bench at Aurangabad .**

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

In order to reduce the physical presence of lawyers for mentioning the matters physically 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 mentioning the matters through praecipe by e-mail at the High Court of Judicature at Bombay, **Aurangabad Bench** with effect from **Monday, 17<sup>th</sup> January 2022 till 28<sup>th</sup> January 2022.**

1) 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. **The physical mentioning of the matters is strictly prohibited except in exceptional urgency wherein stringent action is proposed within a period of 24 hours.**

2) It is left to each individual Bench to settle it's board considering the priority in hearing to be given to any particular matter.

3) 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.**

4) No Praecipe without mentioning number of the matter will be entertained.

5) Praecipes sent to the email IDs other than the one mentioned against the category of matter will not be considered.

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

7) 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.

8) 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 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.**

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

10) 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.

11) The Bar Associations may regulate and/or discourage the presence of the Advocates in Bar Rooms and of the Advocate Clerks within the Court premises.

Dated this day of 14<sup>th</sup> January 2022.

BY ORDER

Sd/-

High Court Appellate Side,  
Bombay.

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

## **Annexure - A**

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

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

<b>Sr No</b>	<b>Court Sitting</b>	<b>Email Address</b>
1	The Hon'ble Shri Justice S.V. GANGAPURWALA AND The Hon'ble Shri Justice S.G. DIGE	hcaur.22.db1@gmail.com
2	The Hon'ble Shri Justice A.S. GADKARI AND The Hon'ble Shri Justice S. G. MEHARE	hcaur.22.db2@gmail.com
3	The Hon'ble Shri Justice V. K. JADHAV AND The Hon'ble Shri Justice SANDIPKUMAR C. MORE	hcaur.22.db3@gmail.com
4	The Hon'ble Smt. Justice BHARATI H. DANGRE	hcaur.22.single1@gmail.com
5	The Hon'ble Shri Justice MANGESH S. PATIL	hcaur.22.single2@gmail.com
6	The Hon'ble Smt. Justice VIBHA V. KANKANWADI	hcaur.22.single3@gmail.com
7	The Hon'ble Shri Justice VINAY JOSHI	hcaur.22.single4@gmail.com
8	The Hon'ble Shri Justice R. G. AVACHAT	hcaur.22.single5@gmail.com
9	The Hon'ble Shri Justice N. B. SURYAWANSHI	hcaur.22.single6@gmail.com
10	The Hon'ble Shri Justice M. G. SEWLIKAR	hcaur.22.single7@gmail.com
11	The Hon'ble Shri Justice SHRIKANT D. KULKARNI	hcaur.22.single8@gmail.com