

Standard Operating Procedure for hearing of matters through virtual mode at High Court of Judicature at Bombay, Bench at Aurangabad .

(w.e.f. Tuesday, 25th January 2022)

IN SUPERSESSION OF THE SOP dated 14th 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 hearing the matters through Virtual mode at the High Court of Judicature at Bombay, **Aurangabad Bench** with effect from **Tuesday, 25th January 2022 till further order.**

1) The hearing of the matters in all Courts will be **through Video Conferencing only** till further order and the Courts will take up the matters as per judicial assignment with preference to urgent matters. The **Court timing shall be 10.30 am. to 1.30 pm. and 2.30 pm. to 4.30 pm.**

2) The Advocates / Parties-in-person shall mention their matter through Praecipe by sending it on the designated email address of the Court concerned as per **Annexure-A**. They shall serve copy of the Praecipe to the other side in advance. **The mentioning of the matters through video conferencing mode is strictly prohibited except in exceptional urgency wherein stringent action is proposed within a period of 24 hours.** In that contingency, the Advocates shall inform the Court Sheristedar before court resumes. The Court Sheristedar will call out those urgent mentioning matter first to enable such Advocate to mention.

3) 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 the 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 will communicate the date for hearing through virtual mode and will 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.
- 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 physical filing is permitted in between 10.30 am. to 1.30 pm. only in the respective branches. The Advocates shall drop their petitions / appeals in drop box kept in respective branches.

12) 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.

13) 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.

14) 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.**

15) 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.

16) 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.

17) To experience a good conference during multi-party hearing, please maintain discipline **by speaking one at a time**. Please keep your microphone mute and unmute it only when you speak. Only the speaker's microphone should be unmuted in the course of arguments.

18) 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 those are party to the proceedings may attend the Virtual Court proceedings if required/permitted by the Hon'ble Court.

19) A complaint with regard to the quality or audibility, if any, shall be communicated on the helpline No. **14604** to be dialed from BSNL landline only during the proceeding or immediately after its conclusion, failing which no grievance in regard to it will be entertained thereafter.

20) 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.

21) 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 from time to time. The Party-in-person or the officers of any institution or authority required during Virtual Hearing to remain virtually present shall also maintain decent formal dress code. All shall adhere to the norms for maintaining the decorum of the Hon'ble Court.

22) The Advocates and the parties appearing in – person shall conduct the matters from their residence / office and avoid to visit the court premises. Only in exceptional cases, the Advocates and litigants, who do not have the means or access to Video Conferencing facilities may use the facility of Video Conferencing through the unit installed by the Registry in Court Hall Nos.2 (Civil side matters) and 10 (Criminal side matters).

23) 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.

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

25) 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.

26) The Bar Associations should **discourage** the presence of the Advocates in Bar Rooms and of the Advocate Clerks within the Court premises.

Dated this 24th January 2022.

By Order,

Sd/-

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

High Court Appellate Side,
Bombay.

Annexure-A**EMAIL -IDS OF THE HON'BLE COURTS**w.e.f. 25th January 2022

Sr No	Court Sitting	Email Address
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