

**RAJASTHAN HIGH COURT**

PA/RG/Misc./2021

Date – 10.04.2021

**NOTIFICATION**

In view of exponential rise in Covid-19 cases across the State, for prevention of spread of pandemic and for safety and welfare of all the stakeholders, it is hereby notified that in supersession of all the previous directions, the functioning of Rajasthan High Court at Jodhpur and Jaipur Bench shall be only through Video Conferencing with following modalities from 15.04.2021 onwards till 30.04.2021:-

1. Though physical filing counters shall remain open, it is advised to prefer E-filing for safety of all concerned. The link of E-filing portal (<https://efiling.ecourts.gov.in/raj>) is available on the Home Page of web site of Rajasthan High Court in eServices Menu. User Guide and Help Videos for E-filing are available on the E-filing portal.
2. Payment of Court Fees may be made through E-Pay facility, the link of which (<https://pay.ecourts.gov.in/epay>) is available on Home Page of web site of Rajasthan High Court in eServices Menu.
3. Video conferencing shall be through 'Cisco Webex Application' as per the enclosed Standard Operating Procedure (SOP). Learned Counsels are requested to ensure all preparations well in advance as per the SOP.
4. The Meeting Number for video conferencing shall be sent to all the learned Advocates whose cases are listed in Cause List. The Meeting Numbers will be sent through SMS and email to concerned learned Advocates on their Mobile Number and email address registered in High Court data base.
5. Learned Advocates may check their mobile number and email address registered in High Court CIS by using the option 'Advocate details' in e-Services Menu on Home Page of the web site of Rajasthan High Court ([www.hcraj.nic.in](http://www.hcraj.nic.in)). If they require any change, addition or updation, they may send email on dedicated email addresses as shown on the web site.
6. If any Advocate does not get Meeting Number, they may contact concerned Court Master whose contact numbers shall be displayed on the Cause List.
7. If any Advocate does not turn up in first round, the case may be passed

over for second round.

8. Following Helpline Numbers for issues related to Video Conferencing will be available during office hours on all the working days:-

For Jodhpur - 14634, 0291-2888056

For Jaipur Bench - 14635, 0141-2227441

9. The request for listing of urgent cases for next day may be made upto 12.30 pm in day court timings and upto 09.30 am in morning court timings through Urgent Listing option which is available on home page of the web site of Rajasthan High Court (www.hcraj.nic.in). The request may also be made by dropping the application in drop box. The login credentials for E-Gate Pass may also be used for Urgent Listing. Learned Advocates who have not yet registered themselves, may use the option 'New User Registration'.

10. The above request for listing of urgent cases shall be placed before Hon'ble the concerned roster Bench and the matters will be listed accordingly as per directions.

11. Personal presence of accused persons in Appeals/Revisions shall stand exempted till 30.04.2021.

12. All **preventive measures** for containment of spread of Covid-19 as enumerated in Notification No. PA/RG/Misc./2020 1753 dated 23.10.2020 (copy enclosed) and all the relevant directions/guidelines issued by Central/State Government as applicable shall be strictly followed by all concerned.

By Order

  
REGISTRAR GENERAL

No. PA/RG/Misc./2021/917

Date – 10.04.2021

Copy forwarded to the following for information and necessary action:-

1. The Registrar-Cum-Principal Private Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. P.S. to All Hon'ble Judges, Rajasthan High Court.
3. The Registrar General, Rajasthan High Court.
4. Advocate General, Rajasthan.
5. Additional Solicitor General, Rajasthan.
6. The Chairman, Bar Council of Rajasthan.

7. President, Rajasthan High Court Advocates' Association, Jodhpur.
8. President, Rajasthan High Court Lawyers' Association, Jodhpur.
9. President, Rajasthan High Court Bar Association, Jaipur.
10. President, the Bar Association, Jaipur
11. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar Hq. At New Delhi.
12. Member Secretary, Rajasthan State Legal Services Authority.
13. The Director, Rajasthan State Judicial Academy, Jodhpur.
14. All Joint/Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.

  
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REGISTRAR GENERAL

**Standard Operating Procedure for participating in the court  
proceedings through Cisco Webex**

1. 'Cisco Webex Meetings' Application may be used both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates/Parties-in-person are requested to install 'Cisco Webex Meetings' Application in their Mobile Phones from Android Play Store or Apple Store. The users are not required to make any account in this application. Cisco Webex may also be used in web browser of Laptop/Desktop without installing any application.
3. The Advocates or Parties-in-person who would opt for virtual hearing, will intimate the Court Master of concerned Hon'ble Court at least **a day before** the date of listing for the cases listed in Daily List and **before 8.00** am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.
4. Advocate or Parties-in-person who would opt for virtual hearing, will be sent a numeric **Meeting Number** through SMS or Whatsapp on their mobile number registered in the CIS of High Court. Advocates or Parties-in-person are requested not to share the Meeting Number with any other person.
5. If all the listed cases are to be taken up by Video Conferencing by virtue of any specific order, links will be sent on the registered mobile number of all the Advocates whose names are shown in the Cause List.
6. The advocates or Parties-in-person shall be ready with their Mobile Phones or Laptop/Desktop during the Hon'ble Court sitting timings. They will regularly watch the Display Board which is available on Mobile Apps and Web Site of High Court. When their case is about to come i.e. **before 2-3 case**, they will join Webex on their Mobile or Laptop/Desktop by following steps mentioned below:-

**Mobile Phones**

Open Cisco Webex App and tap on '**Join Meeting**' option. Thereafter, enter the **Meeting Number** and in Your Name box, **mention the item number just before your name as prefix**. For example, if name of learned Advocate is Rajendra Kumar and he wants to join for Item No. 12, he will enter the name as shown below:-

If one learned Advocate has more cases in one court, item numbers of all the cases may be mentioned separated by coma.

After entering name, also enter your email address.

Before joining, the App will prompt to start the Mike and Video. The participant will **start the video but will keep the mike mute.**

### **Laptop/Desktop**

Open URL <https://www.webex.com> in web browser, **click on Join** and enter **Meeting Number** in Meeting Information Box. Thereafter, enter **Your name with item number** as shown above and email address.

If Cisco Webex Desktop App is installed by any user, please sign out the same and use it as Guest.

7. In both the situations i.e. Mobile or Laptop/Desktop, please give necessary permissions for Mike, Speaker and Camera if so promoted by Webex App or browser.
8. On Joining Webex, following message will be displayed-  
  
**‘You can join the meeting after the host admits you.’**  
  
Please wait in **virtual waiting room** on getting above message. Participant will be admitted to Video Conferencing soon after Hon’ble Court will call the concerned case. The Court Staff will **admit only those participants who have mentioned the item number as prefix with their name.**
9. Please also keep the **mike muted** all the times or until asked by Hon’ble Court to speak. Once, the hearing is over, please leave the meeting by ‘x’ button in Red Circle.
10. During video conferencing, the Advocates/parties-in-person are requested to keep the screen rotation of their mobile on and to hold the mobile phone in landscape position. Keep the Mobile on some stand so that the video is still.
11. Please use Head Phone or Ear plugs for clear sound quality at both the ends.
12. **During virtual hearing, please observe the same dress code and decorum as is required and applicable in Court Room hearing.**
13. **Please strictly adhere to the instructions given in this SOP.**

## RAJASTHAN HIGH COURT

PA/RG/Misc./2020/

Date – 23.10.2020

### NOTIFICATION

After considering the suggestions received from The Bar Council of Rajasthan, Rajasthan High Court Advocates Association, Jodhpur, Rajasthan High Court Lawyers' Association, Jodhpur, Rajasthan High Court Bar Association, Jaipur and inputs received from the Registry, it is notified that while continuing with all preventive measures for effective control and containment of spread of COVID-19, in supersession of all previous directions, Rajasthan High Court would regularly function from 02.11.2020 with following modalities:-

1. All the Benches of High Court shall function regularly from 10.30 AM to 4.30 PM with lunch break from 1.00 PM to 2.00 PM.
2. Hearing of the matters shall be permitted both through physical appearance and video conferencing. In a case, hearing may be conducted simultaneously through physical appearance and video conferencing. Learned Advocates or parties-in-person opting for video conferencing would intimate the Court Master of concerned Hon'ble Court at least a day before the date of listing for the cases listed in Daily List and before 8.00 am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.
3. For hearing purpose, for maintaining sufficient distance between court rooms, subject to location of the court rooms, either even or odd number court rooms shall be used. In the Courtrooms, keeping in view the size of the rooms, chairs shall be kept maintaining social distancing by reducing the number of chairs.

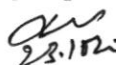
The vacant court rooms would be utilized for sitting of the lawyers by providing limited chairs, with requisite distance. Benches in the court corridors would be arranged maintaining social distancing. It must also be ensured that gathering even in small groups in the entire premises is avoided.

4. The name and mobile number of Court Master shall be published in the cause-list so that Learned Advocates may inform their option of hearing through video conferencing well within stipulated time.

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23.10.20

5. The Court Master will send the link for video conferencing to concerned Advocates through SMS/email on mobile number and email address registered in High Court CIS.
6. Learned Advocates may check their mobile number and email address registered in High Court CIS by using the option 'Advocate details' in e-Services Menu on Home Page of the web site of Rajasthan High Court ([www.hcraj.nic.in](http://www.hcraj.nic.in)). If they require any change, addition or updation, they may send email on dedicated email addresses as shown on the web site.
7. There will be no separate time slot for hearing of cases through video conferencing. Such cases would be taken up as per their turn in the cause list. Learned Advocates/Parties-in-person would remain ready for video conferencing well in advance according to the Display Board. The Standard Operating Procedure for video conferencing is enclosed.
8. If any Advocate does not turn up in first round, the case may be passed over for second round.
9. Following Helpline Numbers, for issues related to Video Conferencing will be available during office hours on each working day:-  

For Jodhpur - 14634, 0291-2888056  
For Jaipur Bench - 14635, 0141-2227441
10. All fresh matters may be filed manually or by e-filing. While filing matters manually, learned Advocates will file their cases / documents / petitions / applications in the Filing Section while maintaining all precautionary measures as mentioned in Central & State Government Advisory.
11. Only those learned Advocates shall be allowed in the court room who have to argue/present the case. No learned Advocate should be present in the court room with the purpose of seeking pass-over. Senior Advocates are advised to take assistance from only one Advocate. Learned Advocates other than Senior Advocates are advised to come alone in the court room.
12. At any given time, learned Advocates relating to the case being taken up and next four cases on the list only are advised to remain present in the court room.
13. Entry of Learned Advocates in court premises would be through e-pass. E-Passes shall be issued to the Learned Advocates, who have to appear in the court for the purpose of hearing and ancillary purposes. These passes will remain valid for a particular day and the entry will be strictly upon

  
23.11.20



presentation of the e-pass. Learned Advocates are advised to generate the e-pass from the High Court website, while providing the specific details i.e. name of Learned Advocate, Court Number, Case Number and Item Number of Cause List and declaration about his medical fitness.

14. Learned Advocates are advised to minimize the presence of Advocate Clerks in Court premises till complete normalcy returns. Advocate Clerks would be permitted to enter the premises through identity cards only.
15. One litigant per case/each side shall be permitted into the court premises through e-pass which shall be issued on the recommendation of the counsel. In case the presence of a litigant is directed by the Hon'ble Court or he/she is appearing in person, then such litigant shall produce copy of the order directing the presence/e-pass issued at the direction of the court.
16. Learned Advocates, Litigants and other Stake-holders appearing in the courts shall be required to wear face mask or face cover. Wearing of hand gloves is preferred.
17. Entry of law interns in the court premises is strictly prohibited.
18. As government advisory has required restricted movement for persons aged 65 years and above, learned Advocates/Senior Advocates and all other concerned aged 65 years and above are requested to exercise due caution/avoid physical appearance in the Courts.
19. All the gates for entry of Learned Advocates, Staff members and Litigants for entering into the premises shall be equipped with requisite thermal scanners. The medical staff will permit the persons after proper screening as per the SOP issued by Central and State Government. Persons having flu like symptoms shall not be allowed to enter the premises.
20. The record should be maintained of all persons except Learned Advocates (having e-pass) entering the court premises in the following Proforma:

S. No.	Name Aadhar Card No./ Authorized Id Card No.	Address	Purpose of Visit	Mobile No.	Zone
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By maintaining such record, it would be easy to trace the details of persons who entered the premises on a particular date and whom he visited.

21. Persons deputed at entry gates for the purpose of screening shall be equipped with PPE Kits.

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23.10.2020



22. Canteens, Photo Copying shops, Book shops, E-Mitra, Bank and Post office may be opened with required protocol/arrangements as prescribed by Central and State Government.
23. Proper sanitization of entire premises must be ensured. Hand-wash and sanitizer may be provided in toilets and court corridors.
24. All the Section In-charge will be under obligation to ensure the compliance of directions issued by the Central and the State Government.
25. No person without mask shall be allowed to enter and move around in the premises. The social distancing as per the guidelines of Central and State Government should be followed in strict manner in the entire premises.
26. The consumption of liquor, pan, gutka, tobacco and spitting inside the premises shall be strictly prohibited and to attract prosecution/punishment as per the guidelines of Central & State Government.
27. Finger print scanners at the entry points would be completely sealed.
28. All the staff members are directed that in case any staff member having flu like symptom is identified, then he should inform the concerned authority.
29. Awareness Signage mentioning Do's, Don'ts and Precautions be placed at appropriate places. Regular cleaning with sodium hypochlorite and infecticide may be done in the entire premises. All the Public Toilets in court premises should be cleaned at regular intervals with chemicals.
30. Separate committees of Registrar (Admn.), Registrar (Classification), representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur already constituted shall supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.
31. All above guidelines would be in addition to guidelines issued by Central & State Government.
32. The guidelines would be subject to variance as required and ordered by Hon'ble the Chief Justice.

Encl: As above

By Order

  
REGISTRAR GENERAL

Copy forwarded to the following for information and necessary action:-

1. The Registrar-Cum-Principal Private Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. P.S. to All Hon'ble Judges, Rajasthan High Court.
3. The Registrar General, Rajasthan High Court.
4. Advocate General, Rajasthan.
5. Addl. Solicitor General, Rajasthan.
6. The Chairman, Bar Council of Rajasthan.
7. President, Rajasthan High Court Advocates' Association, Jodhpur.
8. President, Rajasthan High Court Lawyers' Association, Jodhpur.
9. President, Rajasthan High Court Bar Association, Jaipur.
10. President, the Bar Association, Jaipur
11. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar hq. At New Delhi.
12. Member Secretary, Rajasthan State Legal Services Authority.
13. The Director, Rajasthan State Judicial Academy, Jodhpur.
14. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.

  
REGISTRAR GENERAL