

# **RAJASTHAN HIGH COURT**

## **Proactive initiatives during COVID-19 Pandemic:**

### **Ensuring Access to Justice for All**

Human race has encountered one of the toughest time combating the global pandemic of COVID-19. It is said that often extraordinary changes find their inception and acceptance during challenging times and taking a cue from pandemic situation, Rajasthan High Court and District Courts redefined and metamorphosed the term 'Court-Room Hearing' to ensure that lock-down does not hinder a person's Constitutional Right of Access to Justice. Pro-activeness, timely response and adept policy framing made it possible for High Court and Subordinate Courts to function without any break during entire period of lock-down.

#### **Early steps**

With the initial reports of outspread of Covid-19, Rajasthan High Court took immediate cognizance of the situation and while continuing to work as usual, started all preventive measures to contain the spread in court premises. (Circular dated 15.03.2020 Page-1)

#### **Hearing of Urgent Matters**

The situation was becoming grave day by day, but still Rajasthan High Court continued to work with all the courts, however for the safety of all and to limit the gathering in court premises, hearing was limited to urgent matters of all categories. Filing counters were also kept operational for new cases. (Notification & Circular dated 17.3.2020 Page 2-4 & 5-7)

## **Hearing over Mobile Phones through Audio/Video Calls**

Though, the situation became more intensified and lock-down was imposed, Rajasthan High Court and Subordinate Courts were not closed and functioning was continued through virtual hearings with limited number of courts on rotational basis. Since, the situation was very emergent and to ensure that the functioning of the courts is not discontinued even for a single day, the courts started hearings even with Video/Audio calls through Mobile Phones as no Video Conferencing Setups were readily available in the court rooms. Court Staff was also called on rotational basis for their safety concerns. (Notification & Circular dated 24.03.2020 Page 8-13 & 14-17)

## **Video Conferencing Set up in Court Rooms**

It was very difficult to hold court proceedings for long time through Mobile Phones, therefore the available resources were optimized to use them as video conferencing setups. Available Desktop Systems, VC Camera, extra Monitors and wireless key board mouse were assembled in every court room to prepare a workable VC set up. Automated Process was developed for sending VC links to the advocates/litigants through SMS and email. (Notification & Circular dated 14.04.2020 Page 18-25 & 26-29)

## **E-filing facility**

Due to restricted mobility, lawyers and litigants were not able to come to court for physical filing, therefore, on-line filing was allowed even through email and dedicated portal was provided for filing applications for urgent listing. Simultaneously, technical tasks were started at war level for proper institutionalized e-filing. The full featured e-filing module with verification of filing through electronic signature and Aadhar authentication was started within a fortnight from 8<sup>th</sup> April 2020 in Rajasthan High Court.

### **E-Court Fees and E-fine**

Since, court fees stamps were not available, liberty was granted to file cases without court fees with the undertaking to furnish the same after resumption of normalcy and simultaneously preparations were started for e-payment of court fees and fine and this facility was started very soon in the month of May for all the courts across the State.

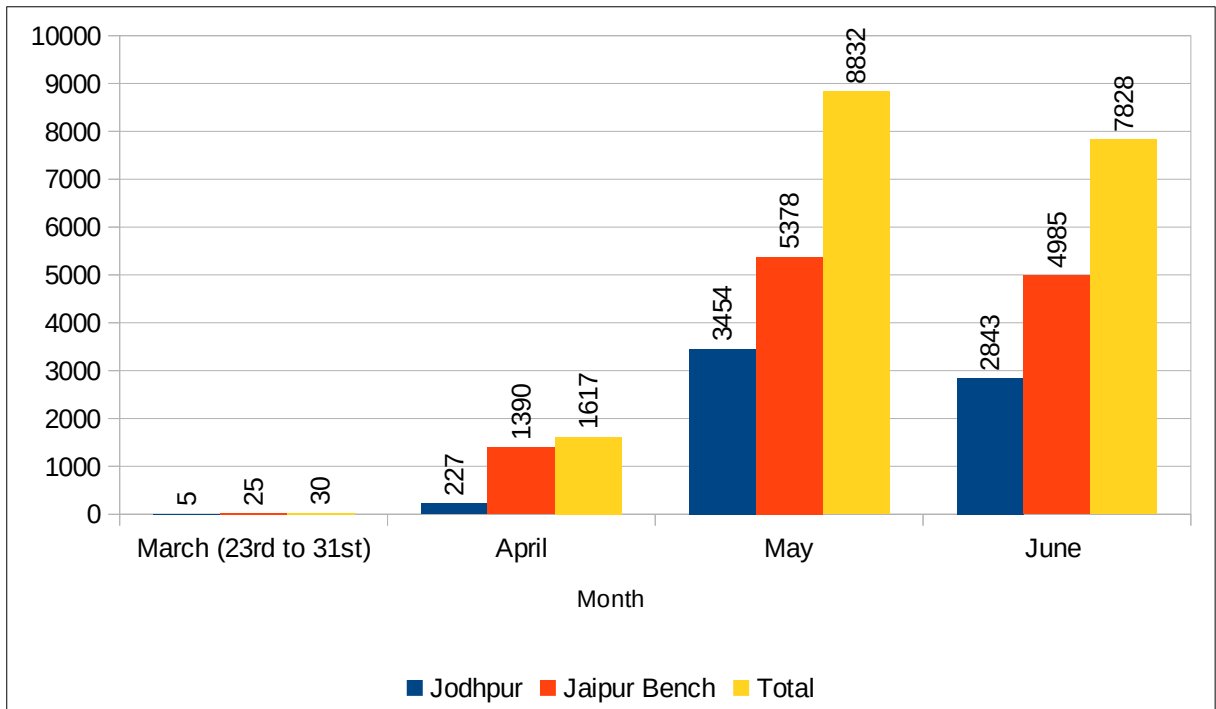
### **E-Seva Kendras & Helpline**

For assistance of Advocates and Litigants, E-Seva Kendras were set up in Rajasthan High Court, Jodhpur, Jaipur Bench and Udaipur for troubleshooting of e-filing, video conferencing and other digital services. Besides E-Seva Kendras, dedicated helplines were also started not only for Rajasthan High Court but also for all the Courts of Rajasthan.

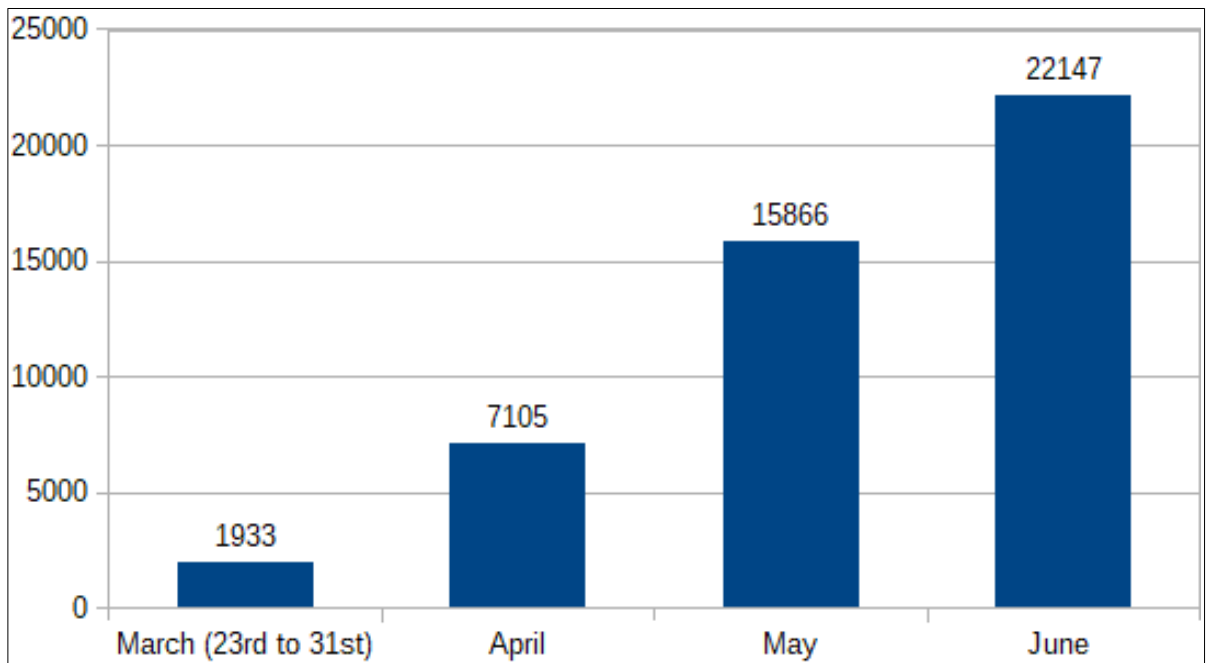
### **Huge Number of cases taken up through VC**

Though, Hon'ble Judges, Judicial Officers and Advocates were not accustomed to technicalities of virtual hearing, they quickly adopted the same and it is only due to their zeal, during lock-down 18307 cases were taken up and 7626 were disposed of in Rajasthan High Court through video conferencing which is perhaps highest in the country for any High Court.

Subordinate Courts also took up 80750 matters during lock-down (47051 matters through Virtual hearing and 33699 through physical hearing) out of which 65617 matters were disposed of. This was not possible without constant and collective contribution of Hon'ble Judges, Judicial Officers, Registry Officers, Bar Associations, Advocates and Court Staff.



***Court Proceedings through Video Conferencing in High Court***



***Court Proceedings through Video Conferencing in District Courts***

## **Compliance of the guidelines issued by Central/State Government**

While continuing with the functioning of the Courts, it has been ensured that all the guidelines issued by the Central/State Government are effectively complied with in the court complex to ensure the containment over the spread of Covid-19. Following major preventive steps were taken:-

- Screening of every entrant at entry gate.
- Entry of Advocates and litigants in High Court through E-Gate Pass.
- Covid-19 Management Module in District Courts for allotment of time schedule for cases to limit the gathering.
- Persons from containment/restricted zones are not allowed in court premises and court staff having flu like symptoms are being given leaves as per medical advise.
- Entry not permitted in court premises without wearing face mask.
- Ban on function or events to prevent gatherings.
- Advocates have been exempted to wear Coat and Gown.
- Prohibition on use of Gutkha, Pan, Tobacco and spitting in court premises.
- Sanitizers and face masks are made available in court premises for court staff, advocates and other visitors.
- Regular sanitization of all the court complexes on daily basis.
- Display of awareness signage in court premises.
- Functioning of Canteens, Shops etc. to maintain hygiene and observance of social distancing.
- Dedicated Committees in High Court and all the Court Complexes for regular monitoring and implementation.

## **First High Court to resume Physical Hearings along with Virtual Hearings**

With the process of unlock-down, all required safety measures were put in place and Rajasthan High Court became first High Court in the country to start physical hearings along with virtual hearings from 29<sup>th</sup> June 2020 in all the Courts across the State. (Notification & Circular dated 12.06.2020 Page 30-34 & 35-38)

For managing the gathering in court premises, Rajasthan High Court started the facility of automated E-Pass through SMS for Advocates, Litigants and Parties-in-Person.

A systematic plan has been chalked out for entry and exit in court premises with proper screening of each and every entrant. Limited number of Advocates are permitted in court rooms at a time to maintain social distancing. Court premises are being sanitized on regular basis. Thus, physical hearing has been started with every possible safety measure.

After starting physical hearing, from 29.06.2020 to 06.07.2020, 7022 cases through physical hearing and 666 cases through Video Conferencing have been taken up in Rajasthan High Court Jodhpur and Jaipur Bench out of which 1852 cases have been disposed of.

### **Collective Efforts**

The goal of ensuring access to justice for all during COVID-19 pandemic could be achieved with the collective efforts and contribution of Hon'ble Judges, Judicial Officers, Registry Officers, Bar Associations, Advocates and Court Staff.

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## RAJASTHAN HIGH COURT, JODHPUR

No. 07/P.I./2020

Dated: 15.03.2020

## CIRCULAR

In order to have effective control and containment over spread of Novel Corona Virus (COVID-19), following instructions are issued to be observed in the premises of all the subordinate courts of Rajasthan:-

1. Public gatherings in the premises of all the subordinate courts be avoided as far as possible. No function or other event of mass gathering shall be permitted in the court premises.
2. The subordinate courts should not insist on the presence of the parties unless it is very essential and unavoidable. The requests for personal exemption of accused/complainant/witnesses/parties be accordingly considered and adverse orders may be avoided for their absence.
3. As far as possible, remand of all the prisoners be given only through video conferencing and over crowding in the lockup be avoided.
4. Mediation proceedings be held only in urgent matters.
5. All the learned members of Bar be requested to advise their clients not to visit the court premises unless it is very essential and unavoidable.
6. In all the court rooms and offices, chairs, tables, gates, railings and other things be disinfected regularly at least twice a day by mopping through 1% hypochlorite.
7. The State Government has appointed Nodal Officers in each District for effective control over spread of Corona Virus. In co-ordination with these Nodal Officers, para medical personnel be deployed in all the court complexes for primary medical check-up of the entrants of court premises so that appropriate steps for suspected infectants may be timely taken up.
8. Court staff suffering from cold/cough or sneezing would be instructed to strictly follow the medical advice.
9. All concerned shall also ensure the preventive and remedial measures as instructed or advised by the Central/State Governments and other competent authorities from time to time.

This Circular shall remain in force till further orders.

By Order

15.3.2020

REGISTRAR GENERAL

**RAJASTHAN HIGH COURT, JODHPUR**

No. PA/RG/Misc./2020

Date 17.03.2020

**NOTIFICATION**

In order to have effective control and containment over spread of Novel Corona Virus (COVID-19), following instructions are issued, in continuation to this office Notification No. PA/RG/Misc./2020 dated 16.03.2020, to be observed in Rajasthan High Court, Jodhpur and Bench at Jaipur:-

**1. Only urgent matters shall be taken up**

- i. Functioning of Rajasthan High Court shall be restricted only to urgent cases.
- ii. The urgent matters to be listed on the following day shall be determined by the Registrars mentioned hereinbelow-

**At Jodhpur**

Registrar Rules - D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters

Registrar Classification – Criminal (SB Matters)

Registrar Judicial – Writs and Civil (SB matters)

**At Jaipur**

Registrar Admn. - D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters

Registrar Classification – Criminal (SB Matters)

Registrar Judicial – Writs and Civil (SB matters)

- iii. Urgent cases will be listed by the Registry on the request of learned advocates by submitting 'request slips' signed by the concerned advocate and advocate for opposite party, if any.
- iv. The time for mentioning before the Registrars will be from 10.30 am to 12.00 noon everyday till 31.03.2020 subject to further directions. On 17.03.2020, the said timings will be upto 4.30 pm.
- v. The filing counters in the High Court shall remain open and limitation period shall continue to run as before.
- vi. As far as possible, written submission will be given and time of oral arguments would be reduced to the extent possible.

**2. Steps to limit the gatherings in court rooms and court premises**

- i. Bar Council of Rajasthan and High Court Bar Associations are requested to make the advocates aware to advise and persuade the litigants not to visit the court premises unless it is very essential.

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17.3.2020



- ii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer. Litigants who are appearing in person shall be permitted entry.
- iii. Personal presence of accused persons in Appeals/Revisions shall stand exempted till 31.03.2020.
- iv. Entry of Law Students and Interns would remain prohibited in court premises.
- v. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- vi. Adverse orders would be avoided for non presence of the counsel of parties.
- vii. Mediation proceedings shall be held only in urgent matters.
- viii. The Advocate General is requested to depute only one Additional Advocate General /Govt. Advocate for each court.
- ix. Number of chairs in court rooms for advocates and litigants shall be reduced and be re-arranged with reasonable distance.

### 3. Not to use bio-metric devices-

- i. In Rajasthan High Court, Jodhpur, bio-metric access control system shall not be used, instead RFID cards shall be used for entry through access points.
- ii. At Jaipur Bench, Gate No. 5 shall remain closed till 31.03.2020.

### 4. Other preventive measures-

- i. Hand sanitizers would be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% hypochlorite. One court staff shall be deputed outside every court for opening of doors.
- v. All canteens and shops selling food articles in the court premises shall remain closed till 31.03.2020. However, drinking water arrangements shall be duly ensured.
- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. The Rajasthan State Judicial Academy would suspend all its institutional training programmes till 31.03.2020.

### 5. State Government be moved for-

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17.3.2020

- i. Making available thermal guns for checking temperature of the entrants in premises of Rajasthan High Court.
- ii. Deploying adequate number of para medical personnel in Rajasthan High Court for primary medical check up of the entrants of court premises so that appropriate steps for suspected infectants may be timely taken up.

#### 6. Monitoring

- i. Separate committees of Registrar (Admn.), Registrar Classification, representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur are constituted to supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.
- ii. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

  
REGISTRAR GENERAL

PA/RG/Misc./2020/591

Date 17.03.2020

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

**RAJASTHAN HIGH COURT, JODHPUR**

No. 08/P.I./2020

Date 17.03.2020

**CIRCULAR**

In continuation to this office Circular No. 07/PI/2020 dated 15.03.2020 issued to have effective control and containment over spread of Novel Corona Virus (COVID-I9), following instructions are issued to be observed in subordinate courts, special courts and tribunals of Rajasthan:-

**1. Only urgent matters be taken up**

- i. Subordinate courts of Rajasthan shall take up only the following urgent matters till 31.03.2020:-
  - I. Bail Applications, Appeals under Special Acts regarding bails.
  - II. Remand matters (in second session of court sitting)
  - III. Injunction/stay Applications,
  - IV. Supurdagi Applications.
  - V. Statements under Section 164 Cr.P.C. including dying declarations.
  - VI. Any other urgent matter to be decided by the Presiding Officer of concerned court.All other matters shall be adjourned suitably subject to further directions.
- ii. In matters having no urgency, common dates shall be given and updated on the same day in CIS so that the lawyers and litigants would get the next dates without coming to the court.
- iii. The filing of cases in subordinate courts shall remain open and limitation period shall continue to run as before.

**2. Steps to limit the gatherings in court rooms and court premises**

- i. Subordinate courts shall not insist on the presence of the parties unless it is very essential and unavoidable.
- ii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer. Litigants who are appearing in person shall be permitted entry.
- iii. The requests for personal exemption of accused/complainant/witnesses/parties shall be accordingly considered and adverse orders be avoided for their absence.

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17.3.2020

- iv. The processes for service of the witnesses issued for the dates upto 31.03.2020 be returned unserved to the concerned court. Concerned police officials shall be requested accordingly.
- v. As far as possible, remand of all the prisoners shall be given only through video conferencing and over crowding in the lockups shall be avoided.
- vi. Concerned Bar Associations shall be requested to make the advocates aware to advise and persuade the litigants not to visit the court premises unless it is very essential and unavoidable.
- vii. Entry of Law Students and Interns shall remain prohibited in court premises.
- viii. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- ix. Mediation proceedings shall be held only in urgent matters.

### **3. Other Preventive measures**

- i. Hand sanitizers shall be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. The advocates are exempted to wear coats till 31.03.2020.
- v. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% hypochlorite.
- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. All canteens and shops selling food articles in the court premises shall remain closed till 31.03.2020. However, drinking water arrangements shall be duly ensured.
- viii. Director General of Police be requested to depute adequate number of police personnel at the entry gates of all court complexes to regulate the entry of visitors in consultation with District Judge/Presiding officer concerned till 31.03.2020.
- ix. The State Government has appointed Nodal Officers in each District for effective control over spread of Corona Virus. In co-ordination with these Nodal Officers, para medical personnel be deployed in all the court complexes for primary medical check up of the entrants of court premises so that appropriate steps for

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17.3.2020

suspected infectants may be timely taken up. List of Nodal Officers of each district declared by the State Government shall be published on the High Court website.

**4. State Government may be moved for-**

- i. Making available thermal guns for checking temperature of the entrant in Court Complexes.

**5. Monitoring**

- i. A committee of one Judicial Officer, Bar President and one senior court staff be constituted for every court complex to supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.
- ii. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

  
REGISTRAR GENERAL

No. Gen/XV/42/2020/2523

Date – 17.03.2020

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

1. All the District & Sessions Judges with the request to circulate the same amongst all the Presiding Officers of their judgship.
2. Presiding Officers of all the Special Courts and Tribunals.
3. All the Bar Associations through the concerned District & Sessions Judges.
4. Registrar Classification, Rajasthan High Court, Jodhpur to upload the same on the official website of this office.

  
REGISTRAR GENERAL

**RAJASTHAN HIGH COURT**

No. PA/RG/Misc./2020

Date 24.03.2020

**NOTIFICATION**

For effective control and containment over spread of corona virus, instructions have been issued vide previous notifications. In order to remove any sort of confusion and to further clarify the issues, all the previous directions shall stand superseded and following directions shall remain in force for Rajasthan High Court till 31.03.2020 and/or till further orders:-

**1. Only matters of extreme urgency shall be taken up**

- i. Functioning of Rajasthan High Court shall be restricted only to cases involving extreme urgency.
- ii. One Division Bench and two Single Benches each at Jodhpur and Jaipur Bench shall be constituted for hearing of the extremely urgent matters as notified from time to time. These benches would function between 11.00 am to 12.30 pm. Only those Hon'ble Judges are required to come to court who have been assigned roster for urgent work.
- iii. The matters of extreme urgency which are to be listed shall be determined by the Registrars mentioned hereinbelow-

**At Jodhpur**

Registrar Rules-	D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters
Registrar Classification –	Criminal (SB Matters)
Registrar Judicial –	Writs and Civil (SB matters)

**At Jaipur**

Registrar Admn. -	D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters
Registrar Classification –	Criminal (SB Matters)
Registrar Judicial –	Writs and Civil (SB matters)

- iv. Urgent cases will be listed by the Registry on the request of learned advocates by submitting 'request slips' in prescribed format after intimating the opposite counsel, if any between 10.30 am to 12.00 noon every day preferably by any of the following mode:-

**For Jodhpur**

Email address -	urgentlisting.jodh@hcraj.nic.in
Whatsapp numbers –	8279081463, 8279081473
High Court web site -	hcraj.nic.in – (Option 'Urgent Listing' is available in top bar on home page).

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**For Jaipur**

- Email address – urgentlisting.jaipur@hcraj.nic.in
- Whatsapp numbers – 8279081618, 8279081619
- High Court web site - hcraj.nic.in – (Option 'Urgent Listing' is available in top bar on home page).
- v. Request slips for urgent mentioning shall be considered only if Mobile number and email address of the applicant are mentioned. The mobile number and email address will be required for the facility of arguments through video conferencing.
  - vi. For filing of petition/applications/pleadings/papers etc. only one advocate or his clerk or litigant in person shall be permitted at filing counters.
  - vii. As per directions of Hon'ble Supreme Court vide order dated 23.03.2020 in Suo Motu Writ Petition (Civil) No. 3/2020 In Re: Cognizance for Extension of Limitation, prescribed limitation for filing of petitions/applications/suits/appeals and other proceedings shall stand extended w.e.f. 15<sup>th</sup> March 2020 till further order/s by Hon'ble Supreme Court.
  - viii. Fresh filing of extremely urgent matters may also be made through email on above email addresses with the condition that on resuming the regular work, hard-copy file shall be presented. Scanned copy of complete file in the same format and with index as filed in hard copy should be sent through email. The case filed through email shall be treated to have been filed only if actually taken up by the court for consideration.
  - ix. If required, the advocate or party in person may make an application seeking exemption from filing duly attested affidavit in the prevailing circumstances with an undertaking that deficit court fees will be paid subsequently.
  - x. The Lawyers shall also be at liberty to submit the notes of arguments through email on above email addresses.
  - xi. In addition to the facility of giving written submissions through email, arguments may be advanced through video conference on Whatsapp application. As far as possible, written submission will be given and time of oral arguments would be reduced to the extent possible.
  - xii. During the period when Hon'ble Bench(s) would hold sitting, the

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advocates or party in person whose cases are listed will remain ready with their Mobile Phone having whats app provided by them in urgent mentioning application. They are advised to keep their mobile phone free during this period for receiving any call or message from High Court officials. When their matter will be taken up, they will be given whats app video call by the court official, therefore they are advised not to make video call at their own.

xiii. It is made clear that on consideration of written mentioning and written submissions, if any, the relief as prayed for in urgent matters will be considered and/or the matter shall be suitably adjourned without passing any adverse orders.

2. The cases in which dates of 20.03.2020 to 31.03.2020 are given, shall stand adjourned to following dates:-

Date already fixed	Next date of hearing
17.03.2020	15.04.2020
18.03.2020	16.04.2020
19.03.2020	17.04.2020
20.03.2020	18.04.2020
23.03.2020	20.04.2020
24.03.2020	21.04.2020
26.03.2020	22.04.2020
27.03.2020	23.04.2020
28.03.2020	24.04.2020
30.03.2020	27.04.2020
31.03.2020	28.04.2020

3. In all matters where interim orders are lapsing, they shall be deemed to have been extended till the matter is taken up by the regular court.

4. Only bare essential staff of courts, judicial sections and computer cell required to manage the urgent work would be called on a rotational basis. Sitting arrangement of the staff shall be in such a manner so as to maintain required physical distance between them. Only such staff members are required to come to office who have been specifically directed to do so till 31.03.2020. Remaining staff would not be required to attend the office but will remain available at home during office timings.

5. The State Government vide order dated 23.03.2020 has imposed ban on the

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private vehicles till 31.03.2020, however judicial officers and court staff have been allowed to use their private vehicles for attending the office, therefore they are directed to carry official identity card with them.

6. The Court staff is directed to ensure that all the orders passed by Hon'ble Court are uploaded on CIS immediately after the signature of Hon'ble Judge(s) is obtained.

7. **Steps to limit the gatherings in court rooms and court premises**

- i. Entry in the court premises is restricted only to the advocates or party in person whose cases are listed or have any other urgent work like obtaining certified copy etc.
- ii. The Presidents and General Secretaries of Rajasthan High Court Bar Associations, Jodhpur and Jaipur may also authorize entry of any advocate in the High Court premises indicating the urgent nature of work.
- iii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer.
- iv. Personal presence of accused persons in Appeals/Revisions shall stand exempted till 31.03.2020.
- v. Entry of Law Students and Interns would remain prohibited in court premises.
- vi. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- vii. Adverse orders would be avoided for non presence of the counsel of parties.
- viii. Mediation proceedings shall be held only in urgent matters.
- ix. The Advocate General is requested to depute only one Additional Advocate General /Govt. Advocate for each court.
- x. Number of chairs in court rooms for advocates and litigants shall be reduced and be re-arranged with reasonable distance.

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24.3.2020

**8. Not to use bio-metric devices-**

- i. In Rajasthan High Court, Jodhpur, bio-metric access control system shall not be used, instead RFID cards shall be used for entry through access points.
- ii. At Jaipur Bench, Gate No. 5 shall remain closed till 31.03.2020.

**9. Other preventive measures-**

- i. Hand sanitizers would be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% hypochlorite. One court staff shall be deputed outside every court for opening of doors.
- v. All canteens and shops selling food articles in the court premises shall remain closed till 31.03.2020. However, drinking water arrangements shall be duly ensured.
- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. The Rajasthan State Judicial Academy would suspend all its institutional training programmes till 31.03.2020.
- viii. The Advocates having chambers in Rajasthan High Court, Jodhpur and Jaipur Bench are advised against attending their chambers as they would require to be closed due to lack of cleaning and conservancy services.

**10. Monitoring**

Separate committees of Registrar (Admn.), Registrar Classification, representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur are constituted to supervise and monitor

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the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.

11. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

*24.3.2020*  
REGISTRAR GENERAL

No. PA/RG/Misc./2020/626

Date 24.03.2020

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. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar hq. At New Delhi.
11. Member Secretary, Rajasthan State Legal Services Authority.
12. The Director, Rajasthan State Judicial Academy, Jodhpur.
13. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
14. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.

*24.3.2020*  
REGISTRAR GENERAL

**RAJASTHAN HIGH COURT**

No. 12/PI/2020

Date- 24.03.2020

**CIRCULAR**

For effective control and containment over spread of corona virus, instructions have been issued vide previous circulars. In order to remove any sort of confusion and to further clarify the issues, all the previous directions shall stand superseded and following directions shall remain in force for Subordinate Courts/Special Courts/Tribunals till 31.03.2020 and/or till further orders:-

**i. Only extremely urgent matters be taken up**

Subordinate courts of Rajasthan shall take up only the following extremely urgent matters till 31.03.2020:-

- i. Bail Applications, Appeals under Special Acts regarding bails.
- ii. Remand matters
- iii. Injunction/stay Applications,
- iv. Supurdagi Applications.
- v. Statements under Section 164 Cr.P.C. including dying declarations.
- vi. Any other extremely urgent matter to be decided by the concerned Presiding Officer deputed by the District Judge for hearing urgent matters.
- vii. All other matters shall be adjourned suitably subject to further directions.

ii. The extremely urgent matters shall be taken up through video conference by Vidyo/whatsapp/skype or voice call or any other convenient mode. For this purpose, smart phones with official SIM available in district courts for electronic service of processes (NSTEP) may be used.

iii. In matters having no urgency, common dates shall be given and notice thereof be published on official web site of each judgeship so that the lawyers and litigants would get the next dates without coming to the court. Efforts be also made to update the dates in CIS as far as possible.

iv. As per directions of Hon'ble Supreme Court vide order dated 23.03.2020 in Suo Motu Writ Petition (Civil) No. 3/2020 In Re: Cognizance for Extension of Limitation, prescribed limitation for filing of petitions/applications/suits/appeals and other proceedings

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24.3.2020

shall stand extended w.e.f. 15<sup>th</sup> March 2020 till further orders by Hon'ble Supreme Court.

- v. Filing of only fresh urgent cases/applications may be made on official email address notified by the concerned District Judge with the condition to present the hard-copy file before jurisdictional court soon after the regular work resumes. The filing through email shall be entertained only when mobile number which is having whatsapp or the skype account address and email address are mentioned. The court deputed for urgent work will forward all the papers to the jurisdictional court after the regular work resumes. A matter filed through email shall be treated to be filed only when it is actually taken up by the court.
- vi. The District Judges are authorized to depute bare essential judicial officers on rotational basis at each court complex for hearing of urgent matters. Only those bare minimum Judicial Officers are required to come to court who have been deputed by the concerned District Judge for urgent work. Remaining judicial officers would not be required to attend the office but shall remain available at home during office timings.
- vii. The District Judges are empowered to depute the officers of District Judge cadre for urgent work of Family Courts/Special Courts/Tribunals in addition to other urgent work assigned to them.
- viii. Only bare essential court staff required to manage the above urgent work shall be called on rotational basis. Sitting arrangement of the staff shall be in such a manner so as to maintain required physical distance between them. Remaining staff would not be required to attend the office but shall remain available at home during office timings.
- ix. The Presiding Officers deputed for urgent work shall hold court only between 02.00 pm to 04.00 pm.
- x. The State Government vide order dated 23.03.2020 has imposed ban on the private vehicles till 31.03.2020, however judicial officers and court staff have been allowed to use their private vehicles for attending the office, therefore they are directed to carry official identity card with them.

## 2. Steps to limit the gatherings in court rooms and court premises

- i. Subordinate courts shall not insist on the presence of the parties unless it is very essential and unavoidable.

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24.3.2020

- ii. The requests for personal exemption of accused/complainant/witnesses/parties shall be accordingly considered and adverse orders be avoided for their absence.
- iii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer. Litigants who are appearing in person shall be permitted entry.
- iv. The processes for service of the witnesses issued for the dates upto 31.03.2020 be returned unserved to the concerned court. Concerned police officials shall be requested accordingly.
- v. As far as possible, remand of all the prisoners shall be given only through video conferencing and over crowding in the lockups shall be avoided.
- vi. Concerned Bar Associations shall be requested to make the advocates aware to advise and persuade the litigants not to visit the court premises unless it is very essential and unavoidable.
- vii. Entry of Law Students and Interns shall remain prohibited in court premises.
- viii. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- ix. Mediation proceedings shall be held only in urgent matters.

### 3. Other Preventive measures

- i. Hand sanitizers shall be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. The advocates are exempted to wear coats till 31.03.2020.
- v. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% hypochlorite.
- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. All canteens and shops selling food articles in the court premises shall remain closed till 31.03.2020. However, drinking water arrangements shall be duly ensured.
- viii. Director General of Police be requested to depute adequate number of police personnel at the entry gates of all court complexes to regulate

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24.3.2020

the entry of visitors in consultation with District Judge/Presiding officer concerned till 31.03.2020.

- ix. The State Government has appointed District Collectors as Nodal Officers in each District for effective control over spread of Corona Virus. In co-ordination with these Nodal Officers, para medical personnel be deployed in all the court complexes for primary medical check up of the entrants of court premises so that appropriate steps for suspected infectants may be timely taken up.
- x. The Advocates having chambers in Subordinate courts are advised against attending their chambers as they would require to be closed due to lack of cleaning and conservancy services.

#### 4. Monitoring

A committee of one Judicial Officer, Bar President and one senior court staff be constituted for every court complex to supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.

5. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

  
24.3.2020  
REGISTRAR GENERAL

No. Gen/XV/42/2020/2598

Date – 24.03.2020

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

1. All the District & Sessions Judges with the request to circulate the same amongst all the Presiding Officers of their judgeship.
2. Presiding Officers of all the Special Courts and Tribunals.
3. All the Bar Associations through the concerned District & Sessions Judges.
4. Registrar Classification, Rajasthan High Court, Jodhpur to upload the same on the official website of this office.

  
24.3.2020  
REGISTRAR GENERAL

**RAJASTHAN HIGH COURT**

No. PA/RG/Misc./2020

Date- 14.04.2020

**NOTIFICATION**

For effective control and containment over spread of corona virus, in supersession of all previous directions, following directions are issued for Rajasthan High Court which shall remain in force till 03.05.2020 and/or till further orders:-

**1. Only matters of extreme urgency shall be taken up**

- i. Functioning of Rajasthan High Court shall be restricted only to cases involving extreme urgency.
- ii. Such number of Division and Single Benches at Jodhpur and Jaipur Bench shall be constituted as per direction of Hon'ble the Chief Justice for hearing of the extremely urgent matters. These benches would function between 11.00 am to 01.00 pm. Only those Hon'ble Judges are required to come to court who have been assigned roster for urgent work.
- iii. The matters of extreme urgency which are to be listed shall be determined by the Registrars mentioned hereinbelow-

**At Jodhpur**

Registrar Rules-	D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters
Registrar Classification –	Criminal (SB Matters)
Registrar Judicial –	Writs and Civil (SB matters)

**At Jaipur**

Registrar Admn. -	D.B. Writs, DB Criminal matters, SAW, Civil Appellate Matters
Registrar Classification –	Criminal (SB Matters)
Registrar Judicial –	Writs and Civil (SB matters)

- iv. Urgent cases will be listed by the Registry on the request of learned advocates by submitting 'request slips' in prescribed format after intimating the opposite counsel, if any between 10.30 am to 12.00 noon every day preferably by any of the following mode:-

**For Jodhpur**

Email address -	urgentlisting.jodh@hcraj.nic.in
Whatsapp numbers –	8279081463, 8279081473
High Court web site -	hcraj.nic.in – (Option 'Urgent Listing' is available in top bar on home page).



**For Jaipur**

Email address – urgentlisting.jaipur@hcraj.nic.in  
 Whatsapp numbers – 8279081618, 8279081619  
 High Court web site - hcraj.nic.in – (Option ‘Urgent Listing’ is available in top bar on home page).

All pending Bail Applications shall be listed before concerned Hon’ble Benches without mentioning.

- v. Request slips for urgent mentioning shall be considered only if Mobile number and email address of the applicant are mentioned. The mobile number and email address will be required for the facility of arguments through video conferencing.
- vi. For filing of petition/applications/pleadings/papers etc. only one advocate or his clerk or litigant in person shall be permitted at filing counters.
- vii. As per directions of Hon’ble Supreme Court vide order dated 23.03.2020 in Suo Motu Writ Petition (Civil) No. 3/2020 In Re: Cognizance for Extension of Limitation, prescribed limitation for filing of petitions/applications/suits/appeals and other proceedings shall stand extended w.e.f. 15<sup>th</sup> March 2020 till further order/s by Hon’ble Supreme Court.
- viii. Fresh filing of extremely urgent matters may be made through e-filing on e-filing portal in terms of Notification No. PA/RG/Misc./2020 dated 08.04.2020. Urgent filing may also be made through email on above email addresses with the condition that on resuming the regular work, hard-copy shall be submitted. Scanned copy of complete file in the same format with index used in normal hard copy filing should be sent through email. The case filed through email shall be treated to have been filed only if actually taken up by the court for consideration.
- ix. If required, the advocate or party in person may make an application seeking exemption from filing duly attested affidavit in the prevailing circumstances with an undertaking that deficit court fees will be paid subsequently.
- x. Copies of all the Petitions in criminal matters listed on the following day be served by the Registry in advance to the office of the Government Advocate through email or whatsapp.
- xi. The Lawyers shall be at liberty to submit the notes of arguments through email on above email addresses. In addition, the arguments may be

advanced through video conference on 'Jitsi Meet' Application as per the Standard Operating Procedure enclosed with this Notification. If for any reason, the video conferencing cannot be held through 'Jitsi Meet', the conferencing shall be held through Whatsapp Video Call. Therefore, the Advocates/Party-in-Person are requested to mention their whatsapp Mobile number in the Urgent Mentioning Memo/Petition/Application. As far as possible, written submission will be submitted and time of oral arguments would be reduced to the extent possible.

- xii. During the period when Hon'ble Bench(s) would hold sitting, the Advocates/Party-in-Person whose cases are listed will remain ready with their above mentioned whatsapp Mobile Phone. They are advised to keep their mobile phone free during this period for receiving any call or message from High Court officials. When their matter will be taken up, they will be given whatsapp video call by the court official, therefore they are advised not to make video call at their own.
- xiii. It is made clear that on consideration of written mentioning and written submissions, if any, the relief as prayed for in urgent matters will be considered and/or the matter shall be suitably adjourned without passing any adverse orders. This clause shall not be applicable if effective hearing has been made.
2. The cases in which dates of 15.04.2020 to 30.04.2020 are given, shall stand adjourned to following dates:-

Date already fixed	Next date of hearing
15.04.2020	06.05.2020
16.04.2020	07.05.2020
17.04.2020	08.05.2020
18.04.2020	11.05.2020
20.04.2020	12.05.2020
21.04.2020	13.05.2020
22.04.2020	14.05.2020
23.04.2020	15.05.2020
24.04.2020	18.05.2020
27.04.2020	19.05.2020
28.04.2020	20.05.2020
29.04.2020	21.05.2020
30.04.2020	22.05.2020
01.05.2020	26.05.2020

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3. In all matters where interim orders are lapsing, they shall be deemed to have been extended till the matter is taken up by the regular court.
4. Scanned copy of 'certified copy' of the orders passed by Hon'ble Court in urgent matters including bail applications shall be sent for compliance to concerned District Judge/Chief Judicial Magistrate/Jail authorities through their official email and also telephonically informed by the Registry.
5. Only bare essential staff of courts, judicial sections, administrative sections and computer cell required to manage the urgent work would be called on a rotational basis. Sitting arrangement of the staff shall be in such a manner so as to maintain required physical distance between them. Only such staff members are required to come to office who have been specifically directed to do so till 03.05.2020. Remaining staff would not be required to attend the office but will remain available at home during office timings.
6. The State Government has imposed ban on the private vehicles, however, judicial officers and court staff have been allowed to use their private vehicles for attending the office, therefore they are directed to carry official identity card with them.
7. The Court staff is directed to ensure that all the orders passed by Hon'ble Court are uploaded on CIS immediately after the signature of Hon'ble Judge(s) is obtained.
8. **Steps to limit the gatherings in court rooms and court premises:**
  - i. Entry in the court premises is restricted only to the Advocates/Party-in-Person whose cases are listed or have any other urgent work like obtaining certified copy etc.
  - ii. The Presidents and General Secretaries of Rajasthan High Court Bar Associations, Jodhpur and Jaipur may also authorize entry of any advocate in the High Court premises indicating the urgent nature of work.
  - iii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer.
  - iv. Personal presence of accused persons in Appeals/Revisions shall stand exempted till 31.05.2020.

- v. Entry of Law Students and Interns would remain prohibited in court premises.
- vi. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- vii. Adverse orders would be avoided for non presence of the counsel of parties.
- viii. Mediation proceedings shall be held only in urgent matters.
- ix. The Advocate General is requested to depute only one Additional Advocate General /Govt. Advocate for each court.
- x. Number of chairs in court rooms for advocates and litigants shall be reduced and be re-arranged with reasonable distance.

**9. Not to use bio-metric devices-**

- i. In Rajasthan High Court, Jodhpur, bio-metric access control system shall not be used, instead RFID cards shall be used for entry through access points.
- ii. At Jaipur Bench, Gate No. 5 shall remain closed till 03.05.2020.

**10. Other preventive measures-**

- i. Hand sanitizers would be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% Hypochlorite and Benzoic acid. One court staff shall be deputed outside every court for opening of doors.
- v. All canteens and shops selling food articles in the court premises shall

remain closed till 03.05.2020. However, drinking water arrangements shall be duly ensured. One photocopy shop each in the premises of Rajasthan High Court Jodhpur and Jaipur Bench shall be kept open on every working day on rotational basis to be decided by the High Court Bar Association at Jaipur Bench and Registrar Classification cum Nodal Officer at Jodhpur. All preventive measures shall be strictly observed while maintaining social distancing on these shops.

- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. The Rajasthan State Judicial Academy would suspend all its institutional training programmes till 03.05.2020. The Judicial Academy may also explore the possibilities of online training courses.
- viii. The Advocates having chambers in Rajasthan High Court, Jodhpur and Jaipur Bench are advised against attending their chambers as they would require to be closed due to lack of cleaning and conservancy services.

#### 11. **Monitoring**

Separate committees of Registrar (Admn.), Registrar Classification, representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur are constituted to supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.

12. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

  
14.4.2020  
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/Asstt. 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 Registrars/Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.

  
14.4.2020  
REGISTRAR GENERAL

**Standard Operating Procedure for participating in the court proceedings  
through Video Conferencing**

1. 'Jitsi Meet' Application shall be used for Video Conferencing. It works both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates/Parties-in-person are requested to install 'Jitsi Meet' Application in their Mobile Phones from Android Play Store or Apple Store. If someone wants to use the application from Laptop/Desktop, URL - <https://meet.jit.si/> may be opened in the web browser. The users are not required to make any account in this application.
3. Before the scheduled time of sitting of Hon'ble Court, a Link will be sent to concerned Advocates or Parties-in-person through SMS on their mobile number or through email registered in the CIS of High Court. Advocates or Parties-in-person are requested not to share this link with any one as the link is generated to join for their particular case.
4. 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.

The Advocates/Party-in-Person whose cases are listed at item no. 1 to 5 of Cause List, shall copy the above link in the 'Jitsi Meet' Mobile Application or in web browser application at start time of Hon'ble Court (11.00 am) and they will join the Video Conferencing. The Advocates so joined will wait for their turn and when the case will be taken up by the Hon'ble Court, they will be joined with the Hon'ble Court, if required or directed by Hon'ble Court.

Remaining Advocates/Parties-in-person will copy the above Link in the 'Jitsi Meet' Mobile Application or in web browser application when at least 5<sup>th</sup> case above their case in cause list is taken up by Hon'ble Court and will join the Video Conferencing. Advocates/Parties-in-person so joined will wait for their turn and when the case will be taken up by the Hon'ble Court, they will be joined with the Hon'ble Court, if required or directed by Hon'ble Court.

5. 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.
6. If for any reason, the video conferencing cannot be held through 'Jitsi Meet', the conferencing shall be held through Whatsapp Video Call. Therefore, the Advocates/Parties-in-Person are requested to mention their Mobile number having whatsapp in the Urgent Mentioning Memo or in Petition/Application.

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*Jan*  
14.4.2020

**RAJASTHAN HIGH COURT**

No. 14/PI/2020

Date- 14.04.2020

**CIRCULAR**

For effective control and containment over spread of corona virus, in supersession of all previous directions, following directions are issued for Subordinate Courts/Special Courts/Tribunals which shall remain in force till 03.05.2020 and/or till further orders:-

**1. Only extremely urgent matters be taken up**

- i. Subordinate courts of Rajasthan shall take up only the following extremely urgent matters till 03.05.2020:-
  - (a) Bail Applications, Appeals under Special Acts regarding bails.
  - (b) Remand matters
  - (c) Injunction/stay Applications,
  - (d) Supurdagi Applications.
  - (e) Statements under Section 164 Cr.P.C. including dying declarations.
  - (f) Any other extremely urgent matter to be decided by the concerned Presiding Officer deputed by the District Judge for hearing urgent matters.
  - (g) All other matters shall be adjourned suitably subject to further directions.
- ii. The extremely urgent matters shall be taken up through video conference by Vidyo/whatsapp/skype or voice call or any other convenient mode. For this purpose, All-in-one Computer available in each Court and the smart phones with official SIM available in district courts for electronic service of processes (NSTEP) may be used.
- iii. In matters having no urgency, common dates shall be given and notice thereof be published on official web site of each judgeship so that the lawyers and litigants would get the next dates without coming to the court. Efforts be also made to update the dates in CIS as far as possible.
- iv. As per directions of Hon'ble Supreme Court vide order dated 23.03.2020 in Suo Motu Writ Petition (Civil) No. 3/2020 In Re: Cognizance for Extension of Limitation, prescribed limitation for filing of petitions/applications/suits/appeals and other proceedings shall stand extended w.e.f. 15<sup>th</sup> March 2020 till further orders by Hon'ble Supreme Court.
- v. Filing of only fresh urgent cases/applications may be made on official email address notified by the concerned District Judge with the condition to present the hard-copy file before



jurisdictional court soon after the regular work resumes. The filing through email shall be entertained only when mobile number which is having whatsapp or the skype account address and email address are mentioned. The court deputed for urgent work will forward all the papers to the jurisdictional court after the regular work resumes. A matter filed through email shall be treated to be filed only when it is actually taken up by the court.

- vi. The District Judges are authorized to depute bare essential judicial officers on rotational basis at each court complex for hearing of urgent matters. Only those bare minimum Judicial Officers are required to come to court who have been deputed by the concerned District Judge for urgent work. Remaining judicial officers would not be required to attend the office but shall remain available at home during office timings.
- vii. The District Judges are empowered to depute the officers of District Judge cadre for urgent work of Family Courts/Special Courts/Tribunals in addition to other urgent work assigned to them.
- viii. Only bare essential court staff required to manage the above urgent work shall be called on rotational basis. Sitting arrangement of the staff shall be in such a manner so as to maintain required physical distance between them. Remaining staff would not be required to attend the office but shall remain available at home during office timings.
- ix. The Presiding Officers deputed for urgent work shall hold court only between 02.00 pm to 04.00 pm.
- x. The State Government has imposed ban on the private vehicles, however judicial officers and court staff have been allowed to use their private vehicles for attending the office, therefore they are directed to carry official identity card with them.

## 2. Steps to limit the gatherings in court rooms and court premises

- i. Subordinate courts shall not insist on the presence of the parties unless it is very essential and unavoidable.
- ii. The requests for personal exemption of accused / complainant / witnesses / parties shall be accordingly considered and adverse orders be avoided for their absence.
- iii. Only litigants whose presence is required by the court shall be permitted to attend the court with his lawyer. Litigants who are appearing in person shall be permitted entry.
- iv. The processes for service of the witnesses issued for the dates upto 03.05.2020 shall be returned unserved to the concerned court. Concerned police officials shall be requested accordingly.
- v. The directions issued for extension of remand vide this office letter no. Gen/XV/43/2020/2600 dated 29.03.2020 shall remain in

force till 03.05.2020.

- vi. Concerned Bar Associations shall be requested to make the advocates aware to advise and persuade the litigants not to visit the court premises unless it is very essential and unavoidable.
- vii. Entry of Law Students and Interns shall remain prohibited in court premises.
- viii. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
- ix. Mediation proceedings shall be held only in urgent matters.

### 3. Other Preventive measures

- i. Hand sanitizers shall be provided in all court rooms and offices for use of Advocates, litigants and court staff.
- ii. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
- iii. The advocates are permitted to use masks in courts.
- iv. The advocates are exempted to wear coats till 03.05.2020.
- v. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% hypochlorite and Benzoic Acid.
- vi. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
- vii. All canteens and shops selling food articles in the court premises shall remain closed till 03.05.2020. However, drinking water arrangements shall be duly ensured. One photocopy shop in each court complex shall be kept open on every working day on rotational basis to be decided by concerned District Judge at District Hq. and Senior most judicial officer on outlying Hqs. All preventive measures shall be strictly observed while maintaining social distancing on these shops.
- viii. Director General of Police shall be requested to depute adequate number of police personnel at the entry gates of all court complexes to regulate the entry of visitors in consultation with District Judge/Presiding officer concerned till 03.05.2020.
- ix. The State Government has appointed District Collectors as Nodal Officers in each District for effective control over spread of Corona Virus. In co-ordination with these Nodal Officers, para medical personnel be deployed in all the court complexes for primary medical check up of the entrants of court premises so that appropriate steps for suspected infectants may be timely taken up.
- x. The Advocates having chambers in Subordinate courts are

advised against attending their chambers as they would require to be closed due to lack of cleaning and conservancy services.

**4. Monitoring**

A committee of one Judicial Officer, Bar President and one senior court staff be constituted for every court complex to supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.

5. All concerned shall ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order

*14.4.2020*  
REGISTRAR GENERAL

No. Gen/XV/42/2020/2651

Date – 14.04.2020

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

1. All the District & Sessions Judges with the request to circulate the same amongst all the Presiding Officers of their judgship.
2. Presiding Officers of all the Special Courts and Tribunals.
3. All the Bar Associations through the concerned District & Sessions Judges.
4. Registrar Classification. Raiasthan High Court. Jodhpur to upload the same on the official website of this office.

*14.4.2020*  
REGISTRAR GENERAL

**RAJASTHAN HIGH COURT**

PA/RG/Misc./2020/

Date – 12.06.2020

**NOTIFICATION**

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 29.06.2020 after the end of summer vacations with following modalities:-

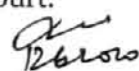
1. All the Benches of High Court shall function regularly from 10.30 AM to 4.30 PM with lunch break from 1.00 PM to 2.00 PM.
2. Listing of matters shall be limited to 100 cases in each court and in case fresh/urgent/court date matters are less than 100, matters of other categories may also be listed in each court. Bunch matters shall be counted as one.
3. The working hours of the courts and number of cases to be listed can be revised based on working of the system from time to time.
4. 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 Courtroom, keeping in view the size of the room, chairs be kept at proper distance by reducing the present 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 in such a way to maintain social distancing. It must also be ensured that gathering even in small groups in the entire premises is avoided.

5. Hearing of matters shall be permitted both through physical appearance and video conferencing. The hearing of only fresh and uncontested matters or where all the counsel appearing in a case appear through video conferencing, shall be done through video conferencing. For the purpose of hearing of cases, firstly the matters where counsel are appearing physically shall be taken up. Matters through Video Conferencing shall be taken up between 3.30 PM to 4.30 PM. In case matters where counsel are appearing physically, end prior to 3.30 PM, matters through Video Conferencing can be taken up earlier. 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 in advance.
6. If any Advocate does not turn up in first round, the case may be passed over for second round.
  7. In case of contested matters, filing of brief written submissions preferably in not more than 5 pages, after its exchanging with the other side/sides would be mandatory for expeditious disposal of the cases.
  8. 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 Stamp Reporter Section while maintaining all precautionary measures as mentioned in Central & State Government Advisory.
  9. 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.
  10. 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.
  11. At any given time, learned Advocates relating to the case being taken up or next four cases on the list only are advised to remain present in the court room.
  12. 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.
  13. Wearing of gown and coat is optional.
  14. Entry of law interns in the court premises is strictly prohibited.
  15. 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.
  16. 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 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.



17. 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. These passes will remain valid for a particular day and the entry will be strictly upon 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, Zone where the Advocate resides and declaration about his medical fitness.
18. All the gates for entry of Learned Advocates, Staff members and Litigants for entering into the premises 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 be not allowed to enter the premises.
19. The record should be maintained of all persons except Learned Advocates (having e-pass) entering the court premises in the following Performa:

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.

20. The Learned Advocates, Litigants, Staff Members and other Stake-holders residing in Hot spot/Containment Zones/Restricted Area/Area under Curfew and the persons under Quarantine/Isolation shall not be allowed to enter the premises.
21. Persons deputed at entry gates for the purpose of screening shall be equipped with PPE Kits.
22. The entry to the Advocate Chambers shall be permissible to the lawyers and litigants having e-pass in terms of Clause 16 & 17. They shall be required to take all the precautions while visiting the Chambers.
23. 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.
24. Proper sanitization of entire premises must be ensured. Hand-wash and sanitizer may be provided in toilets and court corridors. It must also be ensured that the files presented and listed before the courts are passed through ultraviolet desanitization tunnel and properly sanitized.



25. All the Section In-charge will be under obligation to ensure the compliance of directions issued by the Central and the State Government.
26. 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.
27. 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.
28. Finger print scanners at the entry points would be completely sealed.
29. 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.
30. 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
31. 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.
32. All above guidelines would be in addition to guidelines issued by Central & State Government.
33. The guidelines would be subject to variance as required and ordered by Hon'ble the Chief Justice.

By Order

  
REGISTRAR GENERAL

No. PA/RG/Misc./2020/972

Date -12.06.2020

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



**RAJASTHAN HIGH COURT**

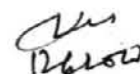
No. /PI/2020/20

Date - 12.06.2020

**CIRCULAR**

While continuing with all preventive measures for effective control and containment of spread of COVID-19, in supersession of all previous directions, following fresh directions are issued for functioning of Subordinate Courts/Special Courts/Tribunals from 15.06.2020 to 28.06.2020 and thereafter from 29.06.2020 till further orders:-

1. From 15.06.2020 to 28.06.2020, all the Subordinate Courts/Special Courts/Tribunals shall function for only urgent matters on all working days and observe the regular working hours. Following shall be deemed to be urgent cases:-
  - i. Remands and bail applications, Appeals under Special Acts regarding bail.
  - ii. Injunctions/Stay Applications.
  - iii. Supurdagi Applications.
  - iv. Petty matters which can be disposed by imposing fine only.
  - v. Statements under section 164 Cr.P.C. including dying declarations.
  - vi. The cases which may be disposed of through plead guilty, compromise, withdrawal and with the consent of parties.
  - vii. Any other matter which the Court considers to be urgent.
2. In all cases other than urgent matters, next dates shall be fixed so as to regulate the cause list for regular working of the courts. Cases of final arguments/misc. applications shall be identified and fixed in July 2020 as far as possible.
3. Next dates shall be updated in CIS on the same day and shall also be notified on the Notice Board of the Court and local Bar Association.
4. Judicial Custody remands shall be given through video conferencing as far as possible.
5. Hearing of urgent matters would continue through video conferencing by Vidyo/whatsapp/skype/Jitsi or tele-conferencing or any other convenient mode. For this purpose, All-in-one Computer available in each court and the smart phones with official SIM for electronic service of processes (NSTEP) may be used.
6. Filing of only fresh urgent cases/applications may be made on official email address notified by the concerned District Judge with the condition to present hard-copy file soon after the regular work resumes.



7. During above period, besides urgent work, the Subordinate Courts/Special Courts/Tribunals would discharge administrative works such as updating dates/proceedings in CIS, physical verification of files to ensure that there is no difference in manual statistical statement and pendency in CIS, verification and disposal of Malkhana articles, preparation and consignment of record, verification and updation of standing arrest warrants with police record and other like works.
8. From 15.06.2020, all the court staff would attend the office except those residing in Containment Zones/Restricted Areas/Area under Curfew and under Quarantine/Isolation who would remain available at home and would not leave the headquarter without permission.
9. If any staff member is having flu like symptoms, would immediately inform the concerned Presiding Officer and would take leave as per medical advise.
10. The concerned Presiding Officer may permit the court staff to leave for home before the office hours on rotational basis, if the concerned staff has completed the work assigned to him for the day. However, it will be ensured that overall work does not suffer and the tasks are completed in a planned time bound manner.
11. From 29.06.2020 onwards, the Subordinate Courts/Special Courts/Tribunals shall resume regular functioning except recording of evidence which shall be started from 01.08.2020. Processes for witnesses in cases which are more than 5 years old and Judicial custody cases be issued so that recording of witnesses may be started from August 2020.
12. Keeping in view the local conditions, concerned District & Sessions Judges at District Headquarters and senior most judicial officer at Taluka Headquarters would make necessary arrangements for entry and exit of Lawyers, Litigants and others in the court premises and shall take all required steps for limiting the gathering in court premises and in court rooms.
13. Learned Advocates, Litigants and other Stake-holders residing in Containment Zones/Restricted Areas/Area under Curfew and the persons under Quarantine/Isolation shall not be allowed to enter in the court premises.
14. The consumption of liquor, pan, gutka, tobacco and spitting inside the court premises shall be strictly prohibited and attract prosecution/punishment as per the guidelines of Central/State Government.



15. 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.
16. Wearing of coat would be optional till further orders.
17. Entry of law interns in the court premises would be 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 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 be not allowed to enter the premises.
20. Canteens, Photo Copying shops, Book shops and E-Mitra kiosks may be opened with required protocol/arrangements as prescribed by Central and State Government.
21. Proper sanitization of entire premises must be ensured. Hand-wash and sanitizer may be provided in toilets and court corridors.
22. 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.
23. Awareness Signage mentioning Do's, Don'ts and Precautions be placed at appropriate places in the court premises. 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.
24. All the directions and guidelines issued by the Central/State Government from time to time, as applicable, would be strictly followed by all the stakeholders.
25. A Committee of one Judicial Officer, Bar President and one senior court staff constituted earlier shall continue to supervise and monitor the situation on daily basis to ensure the compliance of these directions and to take appropriate remedial steps.

By Order

  
REGISTRAR GENERAL

No. Gen/XV/42/2020/3534

Date -12.06.2020

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

1. All the District & Sessions Judges with the request to circulate the same amongst all the Presiding Officers of their judgship.
2. Presiding Officers of all the Special Courts and Tribunals.
3. All the Bar Associations through the concerned District & Sessions Judges.
4. Registrar Classification, Rajasthan High Court, Jodhpur to upload the same on the official website of this office.

  
REGISTRAR GENERAL