

HIGH COURT OF GUJARAT

Standard Operating Procedures (SOP) for Resumption of Physical Functioning of the High Court of Gujarat

Considering the spread of Corona Virus Pandemic in State of Gujarat, the Hon'ble High Court of Gujarat is pleased to issue the following Standard Operating Procedures to be adopted for resumption of Physical Functioning of High Court of Gujarat:

1. There shall be common entry through Gate No. 2 & Gate No. 5 after thermal screening.
2. Thermal screening of all those permitted, if coming in the vehicle will be done while sitting in the vehicle itself.
3. The Advocates/Party-in-Person/Registered Clerks/Litigants shall be allowed to enter in the Court Premises only upto the Bar Room.
4. Persons displaying symptoms of flu, fever, cough etc. shall not be permitted entry inside the Court Campus.
5. As far as possible use of Elevators(lifts) should be avoided for going upto second floor.
Lift operators have been directed to permit entry of maximum 3 persons at a time.
6. **Mandatory norms need to be followed by all concerned who are permitted entry in Court Campus:**
 - a. Wearing of mask at all times.
 - b. Undergoing thermal screening at designated entry points and random checking by Covid Coordinator (Mr. J.G.Vithlani, Deputy Registrar) or his team member.
 - c. Sanitizing the hands at the time of entry.
 - d. Strict adherence to the norms of social distancing within the court campus.
 - e. Adherence to all the directions, guidelines, SOP's as issued by Government of India and State of Gujarat in respect of the Covid 19 pandemic.
7. Advocates/ Party-in-person and Registered Clerks above the age of 65 years, and those suffering from comorbidities may refrain from appearing in the Courts.
8. Once entry is permitted to any advocate for any case, no other advocate, for the same case and for the same party, shall be permitted to enter into the Court Rooms.
9. Gujarat High Court Advocates Association shall render due assistance in this regard by deputing advocate(s) on rotational basis to facilitate smooth and better management.
10. Entry in Court Rooms shall be to the pair of advocates/parties-in-person whose matter is called out and to the next five pair of advocates whose matter is next listed in the cause list.

11. Advocate/Registered Clerk/Party-in-person shall file their fresh cases, submit documents for removal of Office Objections and file Affidavit-in-reply/rejoinder/D.S. Affidavit/Vakalatnama etc. at the existing physical filing Counters at Gate No.5 between 11:00 a.m. & 2:00 p.m.
12. Timing for acceptance of application for Certified Copy and delivery thereof will be from 11:00 a.m. to 4:00 p.m. and will be operated from the Counter for Certified Copy at Gate No. 5. In the present situation, application for simple copy would not be entertained.
13. Once the matter is over advocate/party in person shall immediately leave the Court Rooms.
14. In order to ensure strict adherence to the norms of social distancing, seats in each Court rooms are arranged in such a way so that two seats are cross taped in-between one and also one row is allowed to remain idle by cross taping it.
15. Display boards shall be made functional for the convenience of information of parties and advocates.
16. The building shall be handed over to housekeeping staff for sanitization after working hours every day.
17. Social Distancing shall be strictly maintained in Library, Bar association hall, Advocates tea room, common rooms, Photostat rooms etc. by rearranging the chairs and benches respectively.
18. Canteen shall serve only tea, coffee, packed food and drinking water.
19. Visit to Branches/Registry for any purposes shall not be permitted.
20. Mode and modalities for mentioning will be separately notified.

By Order of the Hon'ble the Chief Justice

Date : 10/08/2021


Registrar General