

HIGH COURT OF MADHYA PRADESH, JABALPUR

STANDARD OPERATING PROCEDURE (S.O.P.)

(FOR HYBRID SYSTEM OF PHYSICAL / VIRTUAL HEARING OF THE CASES)

FOR

HIGH COURT OF MADHYA PRADESH

No. 70 /PR(J)/ 2021

Jabalpur, Dated 22/09/2021

Keeping in view the present situation of the Covid-19 Pandemic in the State of Madhya Pradesh, Hon'ble the Chief Justice, High Court of Madhya Pradesh, upon consideration of the recommendations of the Hon'ble Special Committee of this High Court and after due deliberations with the Advocate General of the State of M.P., representatives of State Bar Council of M.P., Senior Advocates Council and High Court Bar Associations, Jabalpur, Indore & Gwalior, has been pleased to issue this Standard Operating Procedure (S.O.P.) for the High Court of Madhya Pradesh at Principal Seat Jabalpur and its Benches at Indore & Gwalior.

This Standard Operating Procedure (S.O.P.) will be in supersession of earlier Standard Operating Procedure (S.O.P) dated 05/08/2021 and will come into force w.e.f. **27/09/2021 (Monday)**, as under:-

- (1) Hearing of the cases will continue through Hybrid mode (Physical & Virtual) at Principal Seat Jabalpur and Benches at Indore and Gwalior. It shall be necessary to file application for urgent hearing in pending cases. However, no application for urgent hearing will be necessary in freshly filed cases. Learned Advocates / Parties-in-person, regardless of age, can appear through Physical or Virtual mode as per their own choice. In this regard, no prior option is required to be given by the Advocates / Parties-in-person. Link of all listed Cases will be sent, in advance, to all the Advocates / Parties-in-person. They can also generate the link from the dash board of e-cause list.



- (2) Learned Advocates / Parties-in-person, who are above 60 years of age and all those Advocates / Parties-in-person having co-morbidities are requested to appear only through virtual mode.
- (3) Office of the Advocate General shall ensure smooth functioning of Hybrid system of Physical/Virtual hearing of the Cases by deputing adequate number of government advocates/panel lawyers in the Courts.
- (4) Final Hearing Cases will be taken up on every Wednesday and Thursday from 2.30 P.M. It would be open for the Learned Advocates to jointly request the Bench concerned for taking up such matter by physical mode of hearing.
- (5) The facility of filing of cases / documents in Drop Boxes installed at Presentation Centers at Principal Seat Jabalpur and Benches at Indore & Gwalior shall be discontinued w.e.f. 27/09/2021.
- (6) Learned Advocates / Parties-in-person / Registered Clerks may file cases/applications/documents, etc. in physical form at the Presentation Centres/Filing Counters at Principal Seat, Jabalpur and Benches at Indore and Gwalior. Apart from it, cases/applications/ documents, etc. may also be filed through e-filing mode.
- (7) E-mentioning for urgent listing of matters will continue via chat box of 'Jitsi Video Conferencing Platform'. Learned Advocates / Parties-in-person may submit the request for mentioning in the prescribed format (provided in the "e-mention" tab available on the website of High Court of M.P.) from 10:30 AM to 11:30 AM.
- (8) In addition to e-Mentioning via 'Jitsi Video Conferencing Platform', Learned Advocates / Parties-in-person may submit Mention Memo in physical form in the Drop Box installed for the same purpose at Principal Seat Jabalpur and at Benches at Indore & Gwalior. Learned Advocates / Parties-in-person are requested to submit such Memos from 10:30 AM to 11:00 AM.



- (9) It has been observed that Mention Memos, for early listing, are being filed also in those cases, which are not urgent. Several Mention Memos are being filed without assigning any reason, whatsoever, for urgency. Therefore, Learned Advocates / Parties-in-person are requested to submit Mention Memos only in those cases, which are genuinely urgent. All the Mention Memos should be filed by assigning brief, specific & pointed reasons, which highlight extreme and genuine urgency. Henceforth, only those Mention Memos shall be entertained, which contain the reasons of pressing urgency, in absence of which, the same shall not be entertained.
- (10) Facility of removal of defaults, physically, at Principal Seat Jabalpur will continue from the appearance counters, situated in the Administrative Block. Learned Advocates / Parties-in-person and registered clerks may rectify / remove the defaults of their cases physically at the appearance counters.
- (11) For Benches at Indore and Gwalior, facility of removal of defaults, physically, from the counters of presentation Centre or any other suitable place, may be notified separately as per the orders of Hon'ble the Administrative Judge of the Bench.
- (12) Defaults in fresh case(s) (which are not even listed once before the Hon'ble Court) can be removed physically at the appearance counters/defaults counters or through E-filing software, within the time limit prescribed in the rules. If the defaults are not removed within the prescribed time limit, fresh case(s) will be listed on common order/order caption, as the case may be, before the Hon'ble Courts.
- (13) Defaults in pending case(s) (which are listed once before the Hon'ble Court under any head such as common order / common conditional order/order caption on default etc.), can be removed physically at the



appearance counters/defaults counters or through E-filing software within the time limit prescribed by the Hon'ble Court.

- (14) Defaults can be removed during the working hours of Registry working days. Approaching any official or any section(s) for removal of default or any other work is strictly prohibited.
- (15) Application for adjustment, as to listing of cases, may be filed physically at the presentation centre, as per rules.
- (16) Learned Advocates are requested to enter High Court premises only if their cases are listed in any of the Courts. Keeping in view the norms of social distancing, entry of Learned Advocates in Court Rooms shall be regulated as per the availability of space in the Court Rooms. Learned Advocates / Parties-in-person are requested to wait for their turn outside the Court Room, by maintaining physical distancing and enter in the Court Room only when their cases is likely to be called out within next 10 to 15 cases in the list. Display boards shall be functional for the convenience of all concerned.
- (17) It shall be necessary for Advocates / Parties-in-person entering the Court premises to have themselves vaccinated / inoculated by atleast first dose of vaccination.
- (18) All the stakeholders shall use sanitization devices/wash basins for sanitizing/cleaning their hands.
- (19) Wearing of gowns by the Advocates appearing before the High Court shall for time being remain exempted. However, it shall be necessary for the Advocates to wear the Coat and Band.
- (20) There shall be a common entry for the Advocates / Parties-in-person / Registered Clerks, from specified gates. Specified entry and exit gates will be notified separately for Principal Seat Jabalpur and Benches at Indore and Gwalior.



- (21) Ordinarily, entry of Vehicles shall not be permitted inside the High Court Premises.
- (22) No person/litigant will be permitted to enter the High Court Premises unless there is a specific direction by the Hon'ble Court. In case, the presence of a litigant is directed by the Hon'ble Court, then such litigant will produce copy of the order directing his/her presence along with an ID proof at the entry gate of the High Court. Entry of unauthorized persons in the High Court premises is prohibited. Bar Associations shall render due assistance in this regard.
- (23) Adherence to all the Guidelines/Instructions, such as maintaining social distancing, wearing of mask, proper sanitization etc., issued time to time by the Central Government /State Government and High Court of M.P., regarding prevention from Corona virus (Covid-19), will be strictly followed by all concerned.

**BY ORDER OF
HON'BLE THE CHIEF JUSTICE**


(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL

22.9.21