

**HIGH COURT OF MADHYA PRADESH, JABALPUR**

**STANDARD OPERATING PROCEDURE (S.O.P.)**

(FOR PHYSICAL HEARING OF THE CASES)

**FOR**

**HIGH COURT OF MADHYA PRADESH**

**No. 05 /PR(J)/ 2022**

**Jabalpur, Dated 11/02/2022**

In pursuance of the resolutions of Hon'ble the Special Committee of this High Court, following Standard Operating Procedure (S.O.P.) is issued, in supersession of the earlier Standard Operating Procedure (S.O.P) dated 07/01/2022; and will come into force **w.e.f. 14/02/2022 (Monday)** till further orders:-

- (1) High Court of Madhya Pradesh shall be open for hearing of the cases through Physical mode, at Principal Seat Jabalpur and Benches at Indore and Gwalior w.e.f. 14/02/2022.
- (2) Learned Advocates / Parties-in-person, aged 65 years and above, may make oral request to the Bench for taking up their case for hearing through virtual mode and the concerned Bench may consider the request accordingly.
- (3) Office of the Advocate General shall ensure smooth functioning of Physical 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 2:15 P.M. On other working days, these cases may be taken up after completion of motion work.
- (5) 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

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Benches at Indore and Gwalior. In addition to this, the cases / applications / documents, etc. may also be dropped through Drop Boxes. Apart from it, cases / applications/ documents, etc. may also be filed through e-filing mode.

- (6) 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.
- (7) It is noticed that almost every day huge numbers of lawyers keep coming for submitting Mention Memos before D.B.-I, it may aggravate the Covid situation in the Court. Therefore, for the time being, the mentioning of cases will continue in physical form through Drop Boxes until further orders.
- (8) All the Mention Memos shall be dropped between 10:15 AM to 11:15 AM in the Drop Box placed near the Presentation Center at Principal Seat Jabalpur and Benches at Indore & Gwalior.
- (9) It has been observed that Mention Memos, for early listing, are being submitted also in those cases, which are not urgent. Several Mention Memos are being submitted 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 submitted by assigning brief, specific & pointed reasons, which highlight extreme and genuine urgency.
- (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.

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- (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 or through E-filing software within the time limit prescribed by the Hon'ble Court.
- (14) Application for adjustment, as to listing of cases, may be filed physically at the presentation centre, as per rules.
- (15) It shall be necessary for Advocates / Parties-in-person entering the Court premises to have themselves vaccinated / inoculated by at least first dose of vaccination.
- (16) 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.
- (17) There shall be 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.

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- (18) Canteen and Hall of the Bar Association may be opened.
- (19) 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.
- (20) All the stakeholders shall use sanitization devices/wash basins for sanitizing / cleaning their hands. 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**

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*11-2-2022*  
**(PRAMOD KUMAR AGRAWAL)**  
**PRINCIPAL REGISTRAR (VIGILANCE)**

*Pragati*