

HIGH COURT OF JHARKHAND: RANCHI.

OFFICE-ORDER

No. 84 /R.G

Date:24.04.2020

In view of the direction of the Hon'ble Supreme Court pertaining with (COVID-19) pandemic laying down "Standard Operating Procedure for Ld. Advocate / Party in person for mentioning, e-filing and Video conferencing Hearing" and for effective access to justice by conduct of Court proceeding through Video-Conferencing and considering the extension of lock down situation, the following guidelines are hereby issued afresh for hearing of urgent matters through Video Conferencing in continuation to the Office Order No. 72/R.G dated 14.04.2020.

Part-I

1. Fresh e-Filing of urgent matters will be accepted on the email id: **mentioning38@gmail.com** between 12:00 noon to 1:30 P.M with immediate effect. The same shall be placed before Hon'ble The Chief Justice. The matters, for which Hon'ble The Chief Justice accords his consent, shall be listed for hearing before the appropriate Bench.
2. In case the application praying for listing on ground of extreme urgency is declined, re-mentioning of case will not be permitted.
3. The matter will be taken up only on a written undertaking of the Advocate. The written undertaking of the Advocate shall be that he / she has already realized the court fee from the client, which he / she shall deposit once the situation is normalized. This shall be personal liability of the Advocate.
4. The Advocate shall file certificate to the effect that the copy of the petition has already been served through e-mail to learned Advocate General on his mail id:-. **rajivd60@gmail.com** and / or to the mail id of ASGI (**rajivsinha7700@gmail.com**) as the case may be.
5. The mentioning application shall include a separate paragraph(s) with a prayer for exemption from filing duly affirmed affidavit in the prevailing circumstances, together with an undertaking to the effect that physical copies of the document relied upon in the petition, deficit court fee or other charges, if any, shall be filed at the earliest. Bail / Anticipatory Bail Application shall be entertained only after affidavited hardcopy is filed. Official Oath Commissioner and stamp vendor shall remain available outside Gate No.3 of the High Court between 12.00 noon to 1.30 P.M.. The lawyers will be individually informed when to come for affidavit of hard copy.
6. The party shall not be permitted to rely upon any document other than the documents duly filed along with the petition / misc. application in conformity with the Rules.
7. The mentioning application must also contain a separate paragraph giving consent that the matter may be taken up through the video conferencing.
8. In a matter, where a Senior Advocate / arguing counsel may appear and conduct the hearing, the Mentioning Advocate is required to additionally indicate the contact details of the Senior Advocate / arguing counsel in the mentioning application.

9. Once the prevailing situation of COVID-19 pandemic gets over and the normal situation is restored, the Advocate concerned will file the affidavited hard copy of the entire matter along with full Court Fee other than Bail / Anticipatory Bail Application.
10. Further, lawyers concerned shall give his / her mobile no. & email address on which he or she shall be communicated regarding listing of his / her case. Whether a matter is extremely urgent or not shall be decided by Hon'ble The Chief Justice. Matter found to be of urgent nature shall be taken up for hearing through V.C or otherwise as per the direction of Hon'ble The Chief Justice. Whenever any matter is found to be of extremely urgent nature, the Joint Registrar(L&C) shall inform the Hon'ble Judge assigned by Hon'ble The Chief Justice to hear the matter and facilitate the hearing of the matters listed.
11. When the case is ready for hearing, the same shall be published in the cause list on the website of the High Court.
12. A matter listed be heard through Video Conferencing (V.C) by the Hon'ble Judge as assigned by Hon'ble The Chief Justice in the Chamber or Residential Chamber of the Hon'ble Judge concerned as the case may be.
13. Only such number of staffs shall be permitted to remain present to facilitate hearing as directed by the Hon'ble Judge concerned.
14. A **Help Line No. 14619** has been created and persons having difficulty in audio-visual during V.C shall report the same on the given Help Line number immediately or through email on the email ID provided above.

Part-II

Guidelines with regard to hearing of Ready Cases during lock down period.

15. List of following Ready Cases as per roster be prepared by the concerned section(s) in Chronological order.

S. No.	Nature of matters
1	Bail /Anticipatory Bail Application
2	Suspension of sentence both in Criminal Appeal & Criminal Revision
3	Matters relating to payment of maintenance
4	Eviction matters
5	Demolition matters
6	Matters relating to removal from service & Pension Matter
7	P.I.L.
8	Stay matters, extremely urgent Writ matters
9	Any other matter which is decided by Hon'ble The Chief Justice to be extremely urgent matter.

- i. On a given day limited staff be called for to make a list of ready cases which shall be made under supervision of Joint Registrar (Judl.) who will forward the same to Joint Registrar (L&C). Limited number of staff on roster will be called per day so that social distancing be followed in each section, however no staff from Cluster Zone or Hotspot be called on duty.

- ii. The Assistant Registrar of the section(s) concerned will take the consent of both the lawyer telephonically to the effect that if they are ready to conduct the case through the Video Conferencing.
- iii. After consent, the list of ready cases shall be prepared in advance and the same shall be placed before the Hon'ble The Chief Justice by Joint Registrar (L&C).
- iv. After permission of Hon'ble The Chief Justice the ready cases be listed as directed before the Hon'ble Judge.
- v. The concerned section after obtaining the soft copy of the file from ICONMA Officials and after comparing the same with the original hard copy of the file shall ensure the transmission of the soft copy of the complete file in a Pen Drive to the office of the Hon'ble Judge. If desired by the Hon'ble Judge, the original case record after sanitization be also sent to the Residential Office of the Hon'ble Judge.
- vi. The matter shall be taken up through V.C. from the residential office of the Hon'ble Judge and Lawyers will also participate from their own residential office or home by their Desktop / Laptop / Mobile Phones or from the Helpdesk of the High Court where V.C. facility is available.
- vii. At present at a time five V.C. Courts can function. Therefore, the Courts can be constituted in first half and second half and / or on alternate days.
- viii. The Registrar General, Joint Registrar (L&C) and CPC I/c, Joint Registrar (Judl.), Joint Registrar (Vigilance) shall remain on duty on all working days. Assistant Registrar (Judl.) shall be on duty on alternate days while other Registrars will be on duty as per roster.
- ix. After list of ready cases is given by one Judicial Section, the other Judicial Section will prepare the list of ready cases in similar manner.
- x. All the Orders/Judgments shall be uploaded by the P.A. concerned within 24 hrs. from signing of Order/Judgment.
- xi. Fresh directions will be issued from time to time.

Part-III

INSTRUCTIONS FOR LAWYER TO ATTEND THE HEARING THROUGH VIDEO CONFERENCING

- 16.** Upon being joined to the virtual court room, arguing counsel shall introduce himself to the Hon'ble Bench and thereafter, shall wait for the instructions from Hon'ble Bench being asked, party may make submissions and on completion of the submissions, shall at once 'mute' the MIC of the respective device. If the Hon'ble Bench requires the party to make further submission(s), the party may then 'unmute' the MIC of the device and again, on completion of the submission, put the MIC on 'mute' mode.
- 17.** It is important for parties to remember to keep their MIC on (mute) at all times, except when the Hon'ble Bench requires them to make submissions, thus, when one party is making submission, it is imperative that all other participants shall keep their respective

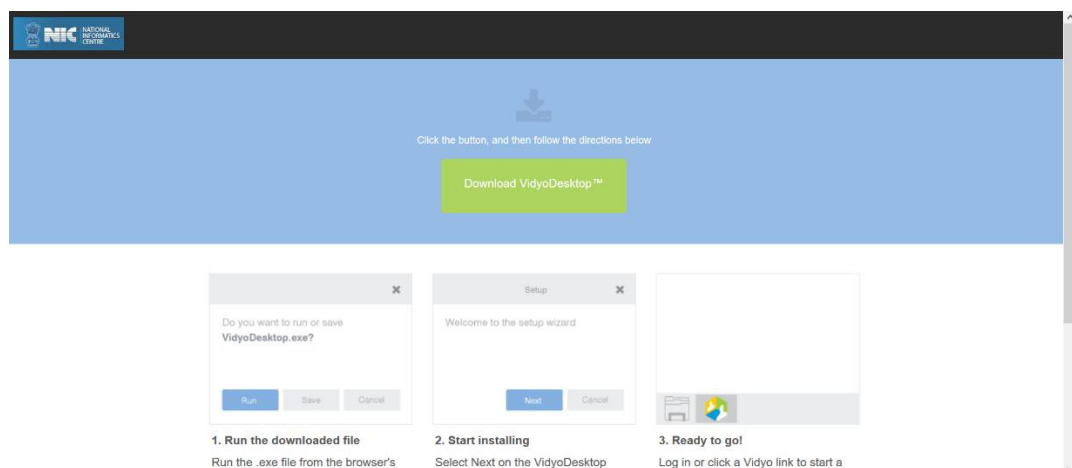
MIC muted failing which the possibility of MIC catching audio feed from the speakers and creating echo / noise disturbance would become very high and may disturb the video conference.

- 18.** It may be noted that simultaneous submission by more than one party at any given time should be avoided and each party may indicate requirement to speak/ submit by asking for permission from Hon'ble Bench by raising a hand. Once permitted by Hon'ble Bench the party shall first unmute the MIC and thereafter make submissions as per clause-16 above.
- 19.** During hearing through video conferencing, the parties may kindly keep in mind that they are participating in Court proceedings, and hence it is expected that they would not resort to any indecorous conduct or dress or comment; further, parties are required to ensure that the proceeding by video conference are neither recorded / stored nor broadcasted, in any manner whatsoever, as recording / copying / storing and / or broadcasting , by any means, of the hearing and proceedings before High Court of Jharkhand are expressly prohibited.
- 20.** Parties are required to stay online till Hon'ble Bench concludes the hearing of their matter. Thereafter the parties may disconnect from video conference.

Part-IV

INSTRUCTIONS FOR LD. ADVOCATES / PARTY-IN-PERSON TO JOIN VIDEO CONFERENCING

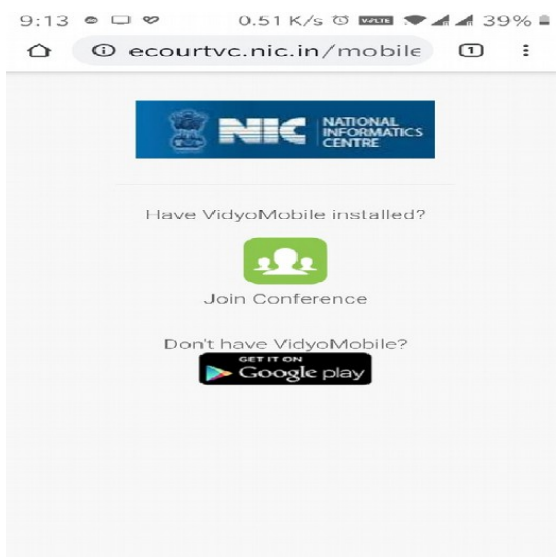
- 21.** To join video conferencing on VIDYO platform, parties are required to download **VIDYO DESKTOP** application from the site <http://ecourtvc.nic.in> on their laptop or desktop on any compatible operating system.



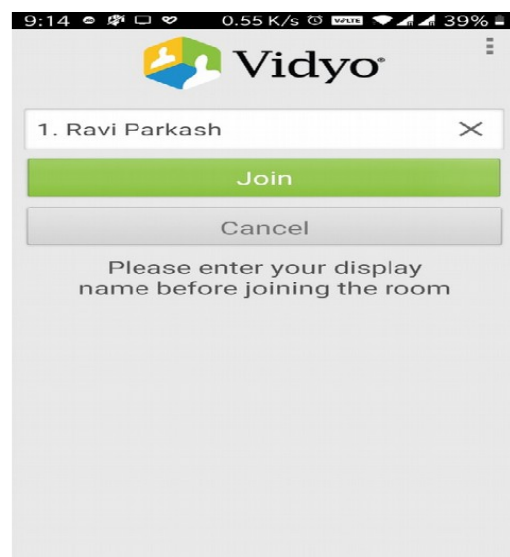
PIC 1: Download Link

- 22.** Similarly, parties may join the video conferencing on VIDYO platform by downloading the **VIDYO MOBILE** application in a compatible mobile device (phone or tablet) either from <https://play.google.com/store/apps/details?id=com.vidyo.VidyoClient> Google Play Store (Android device) or from <https://apps.apple.com/us/app/vidyomobile/id444062464> Apple APP Store (iOS device), on the same mobile number as mentioned in their contact-details in mentioning-application.

- 23.** The Invitation Link for appearance and viewing, as the case may be, will be sent by the Registry to the given mobile no(s)/e-mail id(s) by SMS/e-mail/WhatsApp around half-an-hour before the scheduled hearing, and parties may kindly note that each of the link so sent to any device is required to be unique and hence, parties may not share or forward such link(s) to any other device nor shall they enable others to join the hearing through video-conference.
- 24.** The party concerned will be advised to click on the link provided, as received on their computer (preferable) or mobile device, upon which a window as depicted below in **PIC 2** shall open; thereafter, the party is required to click on the “**Join Conference**” button.
- 25.** Upon clicking the “Join Conference” button, a ‘VIDYO’ display window as depicted in PIC 3 below shall open, prompting the party to enter the display name before clicking “Join” button; the party is required to write his/her name with designation by prefixing item no.(*of the cause list*) in the space given ie: ITEM NO. 123 - RAVI PRAKASH AOR/PTNR OR ITEM NO. 123 - RAVI PRAKASH SR. ADV./PTNR OR ITEM NO. 123 - RAVI PRAKASH PARTY-IN-PERSON, as the case may be, and thereafter the party is required to click on the ‘JOIN” button.



PIC 2:



PIC 3:

- 26.** After having clicked on the ‘JOIN’ button, as in **PIC 3** above, the party would join other parties in a virtual waiting room, and parties would be required to wait patiently for being joined to the virtual Court room for their respective hearing.

By order
Sd/-
(Ambuj Nath)
Registrar General