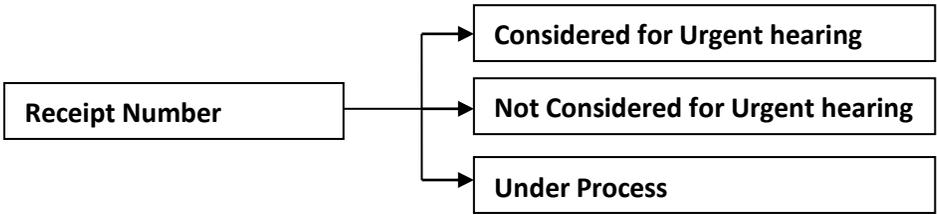


HIGH COURT OF UTTARAKHAND

STANDARD OPERATING PROCEDURE (S.O.P.)

For Hearing through Video Conferencing in High Court of Uttarakhand

1. For hearing of the urgent matters in the High Court of Uttarakhand, through video conferencing, and matters connected thereto, the Standard Operating Procedure (S.O.P.), formulated as under, shall apply with the High Court of Uttarakhand Notification No.86/UHC/Admin.B/2020, Dated 11.04.2020, and the Schedule appended thereto.
2. The hearing through video conferencing and matters connected thereto, shall be dealt with, in the following steps:-

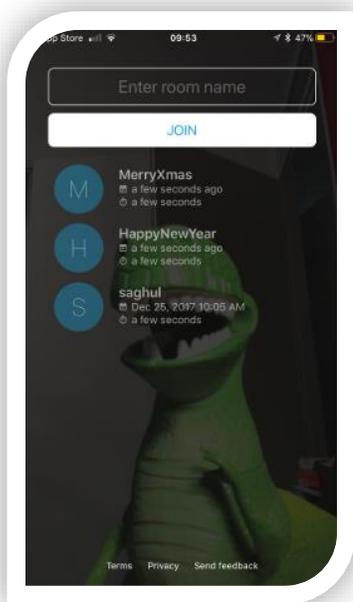
STEP-1	The Advocate/Party will submit summary of the matter requested for the urgent hearing as per the Para-5 of the Notification No. 86/UHC/Admin.B/2020, Dated 11 April, 2020 of the High Court, in the manner as prescribed in the Notification and the Schedule. The summary of the matter alongwith the application for urgent hearing will be e-mailed in minimum pages.
STEP-2	The summary of the matter requested for urgent hearing, received till 11:00 A.M. on a day, shall be processed the same day, and the those received after 11:00 A.M., shall be processed on the following day.
STEP-3	A receipt number for the summary of the matter requested for the urgent hearing shall be given to concerned advocate/party <i>via</i> return email for future reference. Accordingly, in any future communication, the advocate/party shall give only the said receipt number.
STEP-4	The receipt number generated as above, will contain the date on which the summary of matter requested for the urgent hearing, is received through e-mail in the High Court of Uttarakhand. <i>Receipt number for example- 15042020R7</i>
STEP-5	<p>For convenience of the advocate/party, the status of the matter requested for the urgent hearing shall be displayed in a separate web page created in this regard in the official website of the High Court.</p> <p>The status of the aforesaid shall be displayed in the following manner, wherein one of the status, will be displayed against the matter-</p> <div style="text-align: right;">  <pre> graph LR RN[Receipt Number] --> C[Urgent hearing] RN --> N[Urgent hearing] RN --> P[Under Process] </pre> </div>

STEP-6	Where the matter has been considered for the urgent hearing, the advocate/party may e-mail the complete petition (size not more than 10 MB) in the manner provided in the aforesaid Notification and the Schedule.
STEP-7	Where a petition is received through e-mail by 1:30 P.M., same shall be processed the same day. The petition received after 1:30 P.M. shall be processed on the next working day.
STEP-8	The petition received from the advocate/party, as received above, shall be registered in CIS, as petitions are registered in the normal course. The unique case number allotted to the petition in CIS (e.g. WPPIL/1234/2020) shall be communicated to the concerned advocate/party for future reference.
STEP-9	Where the petition has been registered in the CIS as above, and the unique case number has been accordingly allotted to the petition, the case status enquiry shall be made through NJDG/High Court official website, in the manner, enquires are made in the normal course.
STEP-10	As and when the case is listed before the Court, the information to that effect shall be given to the advocate/party by way of publication of cause list, provided that, if the time for the hearing through video conferencing is not mentioned in the cause list, same shall be separately communicated to the advocate/party through SMS/e-mail/Whatsapp service in advance.
STEP-11	The advocate/party shall be ready with necessary hardware/software facilities for the video conferencing, one hour prior to the time given as above, for testing of functionality by the Control Room.
STEP-12	The information with regard to the case proceedings and the order passed, may be obtained from case status enquiry module of NJDG/High Court official website, in the manner, the information is obtained in normal course.
STEP-13	To facilitate the proceedings, Secretary to the Court/Bench concerned shall also be linked with the video conferencing. After every hearing through video conferencing, the Bench Secretary shall enter the data relating to Court proceedings in CIS, in the manner, data are entered in the normal course.
STEP-14	The hearing though video conferencing will be held as per the aforesaid Notification and the Schedule. The required user manual for ' JITSI Meet ' Software is as follow.

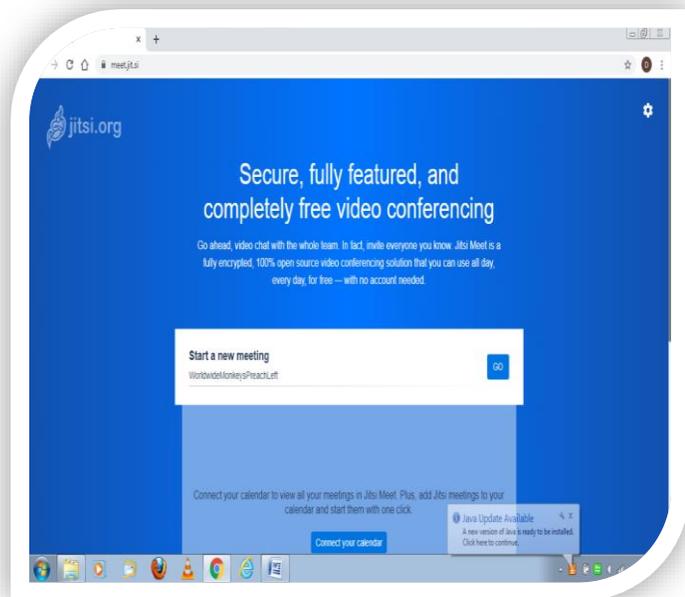
3. USER MANUAL FOR VIDEO CONFERENCING BY 'JITSI MEET'

❖ STEP-1

The advocate/party should have Smartphone(mobile)/Tablet/Laptop/Desktop Computer having **Internet Connection** (minimum 2 MBPS), **Web camera** (internal/external, adequate resolution 1 MP or above), **Speaker** and **Microphone** (internal/external). The advocate/party, shall necessarily download & install the "**Jitsi meet**" in his Android/iOS **mobile/tab**. The said app is available on **Google play store/Apple** store free of cost. The advocate/party using Desktop/Laptop for video Conferencing need not to install any software, and he is only required to open URL "**https://meet.jit.si/**" by Chrome browser.



(Mobile View)



(Browser View)

❖ STEP-2

The advocate/party will receive message through **SMS/E-mail/Whatsapp** about the details of **VC id-link** allocated for hearing in his matter. The message shall contain VC id-link, which will look like as under-



(The link <https://meet.jit.si/vctest07042020> is only for indicative purpose, while actual VC, the room name shall be allotted file number instead of 'vctest07042020'.)

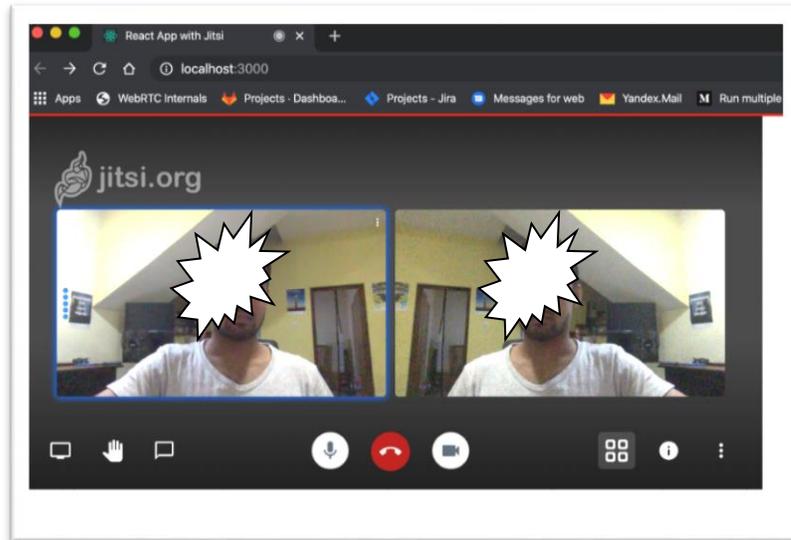
❖ STEP-3

To join the Video Conferencing, the advocate/party will be required to click on the aforesaid link, while using mobile phone. He will paste/type the said link into the 'start a new meeting' text box of jitsi meet home page, while using laptop/Desktop. The advocate/party will be also required to allow JITSI to use

microphone and camera of his mobile/tablet/laptop/desktop, while permission in this regard is desired by the software.

❖ **STEP-4**

Thereafter, the Advocate/party will be connected with Hon'ble Court/Bench to participate in the hearing.



4. REQUIRED PROTOCOLS AND GUIDELINES:

- (1)** The advocate/party is requested to preferably use Tablet/Laptop/Desktop. In case of any disconnection during the hearing, he may click the shared link again to resume the hearing.
- (2)** Where mobile phone is used for video conferencing, the advocate/party is requested not to receive/reject calls in his mobile phone, being used for the video conferencing, In the event, if by accidental slip, call is received, or the incoming call is rejected, VC gets muted. In such circumstance, the advocate/party will be required to disconnect the VC and click again the shared link to resume the video conferencing.
- (3)** Advocate/party will keep his microphone in mute mode while the Court is in session with other end.
- (4)** No person who is linked with Video conferencing will disconnect the VC by his own. Once the VC is over, the control room will do the needful to end the session.
- (5)** Advocate/party will ensure adequate lighting and power backup during the video conferencing. He will also ensure that the room, from which he is participating in the video conferencing, is also noise free.
- (6)** If due to any reason, the video conferencing gets disconnected, the same link may be clicked again or the video conferencing link may be retyped to resume the video conferencing. One link is applicable for entire video conferencing session, even if the session gets disconnected.
- (7)** For any enquiry, as regard the procedure formulated in the aforesaid Notification, Schedule and this SOP, other than the matters related to technical aspect of the video conferencing, the advocate/party may contact Registrar (Vigilance) over his mobile number 9411108401 through

call/SMS/Whatsapp/telegram or contact over the landline number 05942-232276.

- (8)** If the advocates/party face any technical issue in communication through the e-mail address given in the Notification/Schedule or in any matter relating to video conferencing, he may contact Registrar (Computer) over his mobile number (+91)8630911299 or (+91)9456596070 through (call/SMS/Whatsapp/telegram) or e-mail to mnjgarbyal@aij.gov.in. The advocate/party may also dial the helpline number '14639'.
