

## **HIGH COURT OF UTTARAKHAND, AT NAINITAL**

**Following Standard Operating Procedure (SOP) is being issued for the High Court of Uttarakhand in compliance of Notification No. 289/UHC/Admin. B/ 2021 dated 26.07.2021:-**

- 1. General Guidelines:** All persons including the officers, staff, advocates, litigants *etc.* entering the Hon'ble Court premises will strictly comply with the COVID guidelines issued from time to time by the Government of India, State Government and the Local Administration.
- 2.** In addition to the aforesaid guidelines, the guidelines and instructions, as given under, will also be complied with, while the person concerned is within the Hon'ble Court premises.
- 3.** All the Court Rooms and Offices within the High Court premises will be sanitized between 8 A.M. to 9.A.M. in the morning and again in the evening after the office working hours.
- 4.** Display Boards will be functional for convenience and information of the advocates and litigants.
- 5. Entry in the Hon'ble Court Premises:** The entry in the Hon'ble Court premises shall be regulated.
- 6. Entry for the Advocate:** Only such advocates will be allowed to enter the Hon'ble Court premises, whose cases are listed.
- 7. Entry for the Advocates' Staff:** Only such advocates' staff will be allowed to enter the Hon'ble Court premises, who have to assist the advocates to carry the case files, or have to visit the premises for the purpose of case filing *etc.*
- 8. Entry for the Litigants:** No litigant will be allowed to enter the Hon'ble Court premises unless his presence is required by the Hon'ble Court. Such litigant, while making the entry, will show a

copy of order of the Hon'ble Court requiring his presence in person and photocopy of the identity proof.

- 9.** Once the purpose of visit of the Hon'ble Court premises is over, the advocates, their staff and the litigants will leave the premises, so that crowding may be avoided in the larger public interest.
- 10.** Entry in the Hon'ble Court premises will be from the gates, which are specified for that purpose.
- 11.** There will be thermal scanning for all persons, who enter the Hon'ble Court premises. Where the temperature of body of the person is more than the limit prescribed under the medical guidelines, entry shall not be given. Entry will also be not given to person having symptoms of flu, fever, cold and cough *etc.*
- 12.** All persons, while they are within the Hon'ble Court premises, will wear masks as necessary health precaution. Improper use of the mask will disentitle a person from entry in the Hon'ble Court premises.
- 13.** Where a person, including the advocates and litigants, is from other States, entry in the Hon'ble Court will not be given unless such person produces his RTPCR report which should not be more than 72 hours old.
- 14.** It must also be ensured that gathering even in small groups in the entire premises is avoided.
- 15.** The consumption of liquor, pan, gutka, tobacco and spitting inside the Court premises is strictly prohibited and will attract prosecution/punishment as per the guidelines of Central and State Government.
- 16.** Awareness signage mentioning Do's, Don'ts and precautions be placed at appropriate places. Regular cleaning with sodium hypochlorite and sanitizing substances will be done in the entire

premises. All the Public Toilets in court premises should be cleaned at regular intervals with chemicals.

- 17. Entry in the Court Rooms:** Only such advocates will be permitted to enter the Court Room, whose cases are being taken up or the case is amongst the next four cases waiting for the call out.
- 18.** Senior Advocates are advised to take assistance from only one advocate. Learned Advocates other than Senior Advocates are advised to come alone in the Court Room.
- 19.** The sitting arrangement in the Court Rooms will also be regulated, and all norms of the social distancing will be mandatorily followed. No two persons will sit in adjacent seats.
- 20.** All persons before entering the Court Room will sanitize their hands.
- 21.** For each Court Rooms, there will be waiting places for the advocates. The details of the waiting place will be affixed outside every Court Rooms by the Registry. The details will also be given the Notice Boards.
- 22.** The waiting places will have sitting arrangements, which conforms the all norms of the social distancing. Hand sanitizers and other necessary safety articles shall be ensured in the waiting places.
- 23.** As soon as proceedings of a case are over, the advocates will leave the Court Hall for the other advocates, who are waiting for their cases.
- 24.** All advocates appearing before the Court in person shall be in the prescribed robe. However, wearing of the gowns will only be optional for those who appear through video conferencing.
- 25. Filing:** Filing of fresh matters will be through drop boxes. Drop boxes will be kept at the entrance of the Hon'ble Court premises.

- 26.** All applications, affidavits, papers etc. will also be filed through drop boxes, for which separate drop boxes will be kept at the entrance of the Hon'ble Court.
- 27.** One staff will be deputed to assist the filing through drop boxes.
- 28.** It must be ensured that all the applications received through the drop boxes be disinfected first before sending the same to the Institution Section or other Sections.
- 29.** It must be ensured that the files sent to the residences or chambers of Hon'ble Judges be fumigated first.
- 30.** All fresh matters filed through drop boxes shall be processed for the purpose of scrutiny, reporting, registration *etc.* on the following working day. The matters shall thereafter be listed for the next working day of the Court.
- 31.** Advocates and their staff shall not visit Sections of the Registry for enquires and for getting information regarding the cases. They are advised to communicate with the Sections through e-mails. The e-mail addresses of all the Judicial Sections are already available in official site of the Court.
- 32.** The Sections shall give prompt reply to such e-mails.
- 33.** If the Advocates are to appear before the Court only for the purpose of seeking adjournment, and if they have video conferencing facilities at their chambers or residential offices, they are requested to seek the adjournment through video conferencing.
- 34.** Similarly, if the Advocates are to appear before the Court only for the purpose of mentioning, and if they have video conferencing facilities at their chambers or residential offices, they are requested to mention the case through video conferencing by e-

mailing advance copy of the duly filled Mention Memo, as per the existing practice.

- 35.** In other cases, where an advocate intends to appear through video conferencing, he should give advance information in this regard to the advocate of the opposite party, and also to the Bench Secretary concerned.
- 36.** The link address for the Video Conferencing will be displayed in the official website of the Hon'ble Court, as per the prevailing practice.
- 37.** All protocols of the hearing through Video Conferencing will also be as per the prevailing practice.
- 38.** Advocates will also observe all the essential health guidelines and norms of social distancing in Bar Room and in their Chambers situated in the Hon'ble Court premises.
- 39.** The additional guidelines, if necessary to supplement these guidelines, will follow.
- 40.** The guidelines would be subject to such variations, as may be ordered by Hon'ble the Chief Justice.

By Orders of Hon'ble Court

Sd/-

(Registrar General)

**No. /UHC/Admin. B/2021 Date: 30<sup>th</sup> July, 2021**

Copy for information and necessary action to:

1. Secretary General, Supreme Court of India, New Delhi.
2. Joint Secretary, Ministry of Law & Justice, Jaisalmer House, Man Singh Road, New Delhi.
3. Principal Secretary, Law-cum-L.R., Government of Uttarakhand, Dehradun.
4. Principal Secretary, Legislative and Parliamentary Affairs, Government of Uttarakhand, Vidhan Sabha, Dehradun.
5. P.P.S. to Hon'ble the Chief Justice.
6. P.S./P.A to Hon'ble Judge with the request to place this notification for His Lordship's kind perusal.
7. Advocate General, Government Advocate/Chief Standing Counsel.
8. All the Registrar General of all the High Courts.

9. Director, Uttarakhand Judicial and Legal Academy, Bhowali, Nainital
10. Member-Secretary, State Legal Services Authority, Nainital.
11. All District Judges, State Judiciary, Uttarakhand.
12. Principal Judge/Judges Family Courts, Dehradun, Hardwar, Nainital, Pauri Garhwal & Udham Singh Nagar.
13. Assistant Solicitor General, Union of India.
14. Additional Chief Standing Counsel, U.P.
15. President, High Court Bar Association, Nainital.
16. All the Registrars of the Court.
17. P.S./P.A to Registrar General of the Court.
18. S.P., Vigilance Cell of the Court.
19. All the Joint Registrars/Deputy Registrars of the Court.
20. All the Assistant Registrars/Section Officers/Librarian/Protocol Officer/Management Officer of the Court.
21. Head P.S./Head B.S. of the Court.
22. OIC/ NIC & System Analyst of the Court with the request to upload this Notification in the official website of the High Court of Uttarakhand.
23. Dispensary, High Court of Uttarakhand.
24. Security Officer, High Court of Uttarakhand.
25. Joint Director, Government Press, Uttarakhand, Industrial Area, Ramnagar, Roorkee with the request to publish the notification in the next issue of the Gazette of Uttarakhand.
26. Guard File.
27. Notice Board.

(Deputy Registrar)  
Admin-B