

## RAJASTHAN HIGH COURT

PA/RG/Misc./2021

Date – 01.07.2021

### **NOTIFICATION**

In view of the State Government order dated 26.06.2021 त्रिस्तरीय जन-अनुशासन दिशा-निर्देश 3.0 and after consideration of representations of the Bar Council of Rajasthan and Bar Associations, following directions are issued in supersession of all previous directions, for regular hearing of cases in Rajasthan High Court from 05.07.2021 till further orders both by physical presence and video conferencing (hybrid mode):-

1. Entry in the court premises will be permitted only to the persons who have taken 1<sup>st</sup> dose of Covid-19 vaccine. Relaxation will be given only to those persons after scrutiny whose vaccination cannot be done for medical reasons as per advisory of the Central/State Government.
2. A web portal on the website of Rajasthan High Court (<https://hcraj.nic.in>) has been provided for learned Advocates and Parties-in-person to upload their Vaccination Certificates. Vaccination certificate of Advocates' Clerk will be uploaded through concerned Advocate with whom he is registered. After verification of vaccination certificates, online authorization cards and SMS will be issued which is required to be shown at entry gates. Detailed process to upload the vaccination certificates with screen shots is enclosed.
3. For early issuance of online authorization Card and SMS, all concerned are requested to upload their vaccination certificates at the earliest to avoid any inconvenience.
4. Other than parties-in-person, only such litigants will be permitted entry in court premises for whose presence, specific directions have been given by Hon'ble Court. Such litigant shall produce copy of the order of Hon'ble Court directing physical presence along with vaccination certificate.
5. All other persons will be permitted entry in the court premises on showing their vaccination certificate at the entry gates.
6. All the Benches of High Court shall function regularly in hybrid mode from 10.30 AM to 4.30 PM with lunch break from 1.00 PM to 2.00 PM. Hearing of the matters shall be permitted both through physical appearance and video conferencing. In view of prevailing conditions, as a preventive measure, all concerned may prefer virtual mode of hearing.
7. In a case, hearing may be conducted simultaneously through physical appearance and video conferencing. Learned Advocates or parties-in-

person opting for video conferencing would intimate the Court Master of concerned Hon'ble Court at least a day before the date of listing for the cases listed in Daily List and before 8.00 am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.

8. The name and mobile number of Court Master shall be published in the cause-list so that Learned Advocates may inform their option of hearing through video conferencing well within stipulated time.
9. The Court Master will send the link for video conferencing to concerned Advocates through SMS/email on mobile number and email address registered in High Court CIS.
10. Learned Advocates may check their mobile number and email address registered in High Court CIS by using the option 'Advocate details' in e-Services Menu on Home Page of the web site of Rajasthan High Court ([www.hcraj.nic.in](http://www.hcraj.nic.in)). If they require any change, addition or updation, they may send email on dedicated email addresses as shown on the web site.
11. There will be no separate time slot for hearing of cases through video conferencing. Such cases would be taken up as per their turn in the cause list. Learned Advocates/Parties-in-person would remain ready for video conferencing well in advance according to the Display Board. The Standard Operating Procedure for video conferencing is enclosed.
12. If any Advocate does not turn up in first round, the case may be passed over for second round.
13. For maintaining sufficient distance between court rooms, subject to location of the court rooms, either even or odd number court rooms shall be used. In the Courtrooms, keeping in view the size of the rooms, chairs shall be kept maintaining social distancing by reducing the number of chairs.
14. The vacant court rooms would be utilized for sitting of the lawyers by providing limited chairs, with requisite distance. Benches in the court corridors would be arranged maintaining social distancing. It must also be ensured that gathering even in small groups in the entire premises is avoided.
15. Following Helpline Numbers, for issues related to Video Conferencing will be available during office hours on each working day:-

For Jodhpur - 14634, 0291-2888056

For Jaipur Bench - 14635, 0141-2227441

16. All fresh matters may be filed physically or by e-filing. During physical filing, all precautionary measures including social distancing as mentioned in Central & State Government Advisory shall be strictly followed in filing section. In view of prevailing conditions, as a preventive measure, all concerned may prefer e-filing.
17. E-filing may be made on E-filing portal as per Notification dated 08.04.2020 available on the website of Rajasthan High Court. The link of E-filing portal (<https://efiling.ecourts.gov.in/raj>) is available on the Home Page of web site of Rajasthan High Court in eServices Menu. User Guide and Help Videos for E-filing are available on the E-filing portal.
18. As per directions of Hon'ble Supreme Court issued vide order dated 27.04.2021 passed in Miscellaneous Application No.665/2021 in SMW (C) No.3/2020 In RE COGNIZANCE FOR EXTENSION OF LIMITATION, the period of limitation for all judicial and quasi judicial proceedings shall stand extended till further orders of Hon'ble Supreme Court. Order of Hon'ble Supreme Court may be downloaded at link-  
[https://main.sci.gov.in/supremecourt/2021/10651/10651\\_2021\\_31\\_1\\_27776\\_Order\\_27-Apr-2021.pdf](https://main.sci.gov.in/supremecourt/2021/10651/10651_2021_31_1_27776_Order_27-Apr-2021.pdf)
19. Payment of Court Fees may be made through E-Pay facility, the link of which (<https://pay.ecourts.gov.in/epay>) is available on Home Page of web site of Rajasthan High Court in eServices Menu. All concerned may prefer e-pay facility as a preventive measure.
20. Only those learned Advocates shall be allowed in the court room who have to argue/present the case. No learned Advocate should be present in the court room with the purpose of seeking pass-over. Learned 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.
21. At any given time, learned Advocates relating to the case being taken up and next four cases on the list only are advised to remain present in the court room.
22. Entry of Learned Advocates in court premises would be through e-pass. E-Passes shall be issued to the Learned Advocates, who have to appear in the court for the purpose of hearing and ancillary purposes. These passes will remain valid for a particular day and the entry will be strictly upon presentation of the e-pass. Learned Advocates are advised to generate the e-pass from the High Court website, while providing the specific details

i.e. name of Learned Advocate, Court Number, Case Number and Item Number of Cause List and declaration about uploading of vaccination certificate.

23. Advocate Clerks would be permitted to enter the premises through identity cards and after uploading vaccination certificate.
24. Personal presence of accused persons in Appeals/Revisions shall stand exempted till further orders.
25. Wearing of Coat and Gown for learned Advocates shall remain exempted till further orders. During virtual hearing, learned Advocates are requested to observe same dress code and decorum as is required and applicable in court room hearing.
26. Learned Advocates, parties-in-person and whose presence have been specifically directed by the court, while appearing in the courts shall be required to wear face mask and face shield. Wearing of hand gloves should be preferred.
27. Entry of law interns in the court premises is strictly prohibited.
28. All the gates for entry of Learned Advocates, Staff members and Litigants for entering into the premises shall be equipped with requisite thermal scanners. The medical staff will permit the persons after proper screening as per the SOP issued by Central and State Government. Persons having flu like symptoms shall not be allowed to enter the premises.
29. Persons deputed at entry gates for the purpose of screening shall be equipped with PPE Kits.
30. Canteens, Photo Copying shops, Book shops, E-Mitra, Bank and Post office may be opened with required protocol/arrangements as prescribed by Central and State Government.
31. Proper sanitization of entire premises must be ensured. Hand-wash and sanitizer may be provided in toilets and court corridors.
32. All the Section In-charge will be under obligation to ensure the compliance of directions issued by the Central and the State Government.
33. No person without mask shall be allowed to enter and move around in the premises. The social distancing as per the guidelines of Central and State Government should be followed in strict manner in the entire premises.
34. The consumption of liquor, pan, gutka, tobacco and spitting inside the premises shall be strictly prohibited and to attract prosecution/punishment as per the guidelines of Central & State Government.
35. Finger print scanners at the entry points would be completely sealed.

36. All the staff members are directed to inform the Incharge of concerned section in case any staff member having flu like symptom is identified.
37. Awareness Signage mentioning Do's, Don'ts and Precautions be placed at appropriate places. Regular cleaning with sodium hypochlorite and infecticide may be done in the entire premises. All the Public Toilets in court premises should be cleaned at regular intervals with chemicals.
38. All concerned are requested to ensure that they have taken both the doses of vaccination at the earliest for safety of themselves and all the stakeholders. Covid-19 Testing of learned Advocates and Court Staff would also be continued.
39. Separate committees of Registrar (Admn.), Registrar (Classification), representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur already constituted shall supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.
40. All above guidelines would be in addition to guidelines issued by Central & State Government.

By Order

Encl: As above

  
REGISTRAR GENERAL

No. PA/RG/Misc./2021/1377

Date – 01.07.2021

Copy forwarded to the following for information and necessary action:-

1. The Registrar-Cum-Principal Private Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. P.S. to All Hon'ble Judges, Rajasthan High Court.
3. The Registrar General, Rajasthan High Court.
4. Advocate General, Rajasthan.
5. Addl. Solicitor General, Rajasthan.
6. The Chairman, Bar Council of Rajasthan.
7. President, Rajasthan High Court Advocates' Association, Jodhpur.
8. President, Rajasthan High Court Lawyers' Association, Jodhpur.
9. President, Rajasthan High Court Bar Association, Jaipur.
10. President, the Bar Association, Jaipur
11. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar hq. At New Delhi.
12. Member Secretary, Rajasthan State Legal Services Authority.
13. The Director, Rajasthan State Judicial Academy, Jodhpur.
14. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.

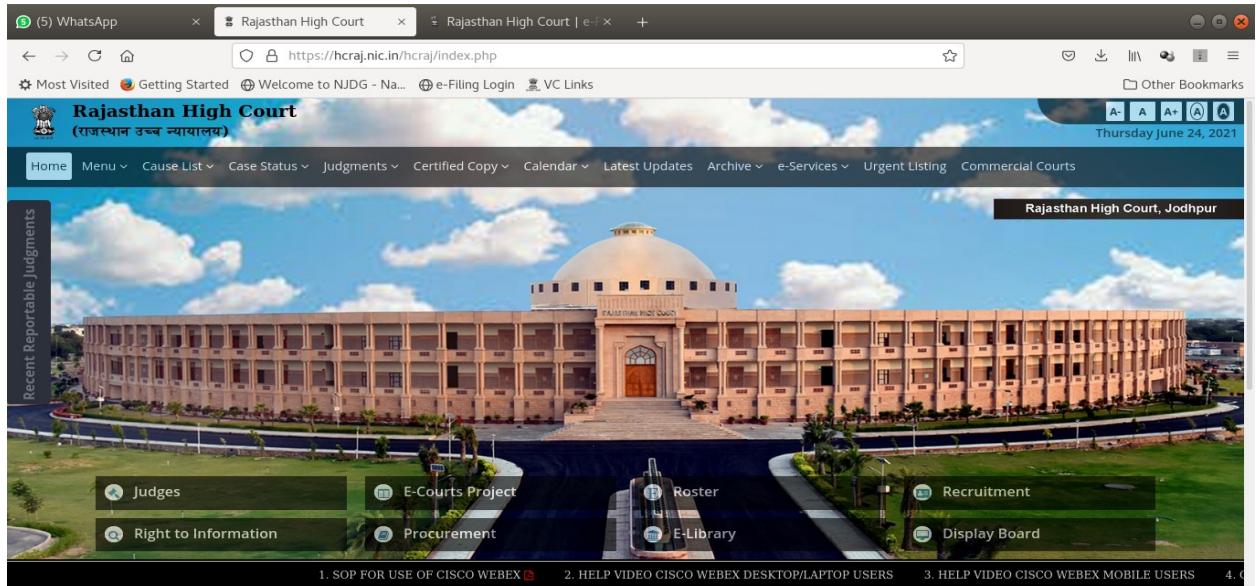
  
REGISTRAR GENERAL



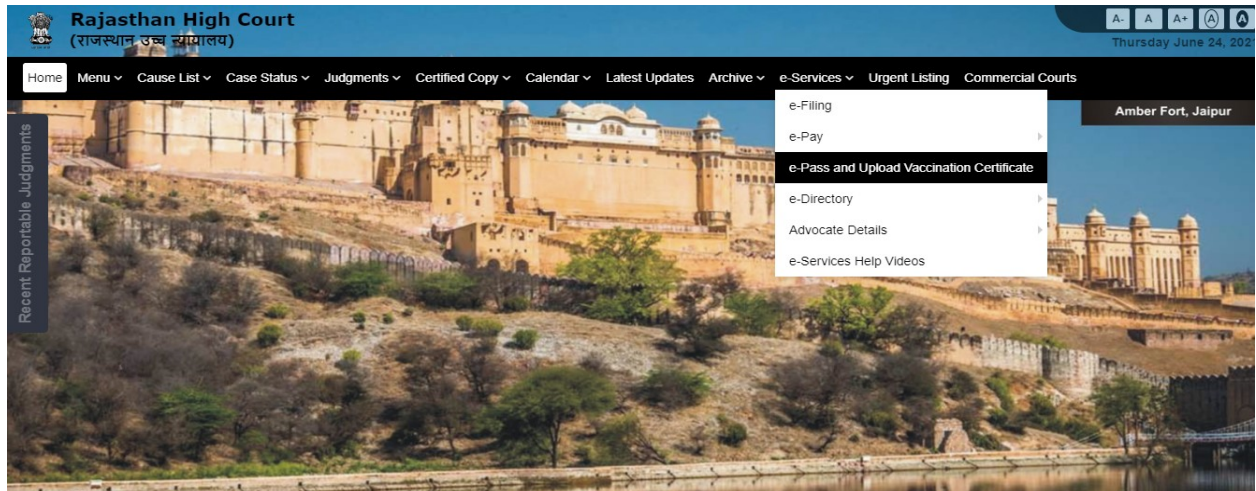
## User Manual

### How to upload Vaccination Certificate on web portal of Rajasthan High Court

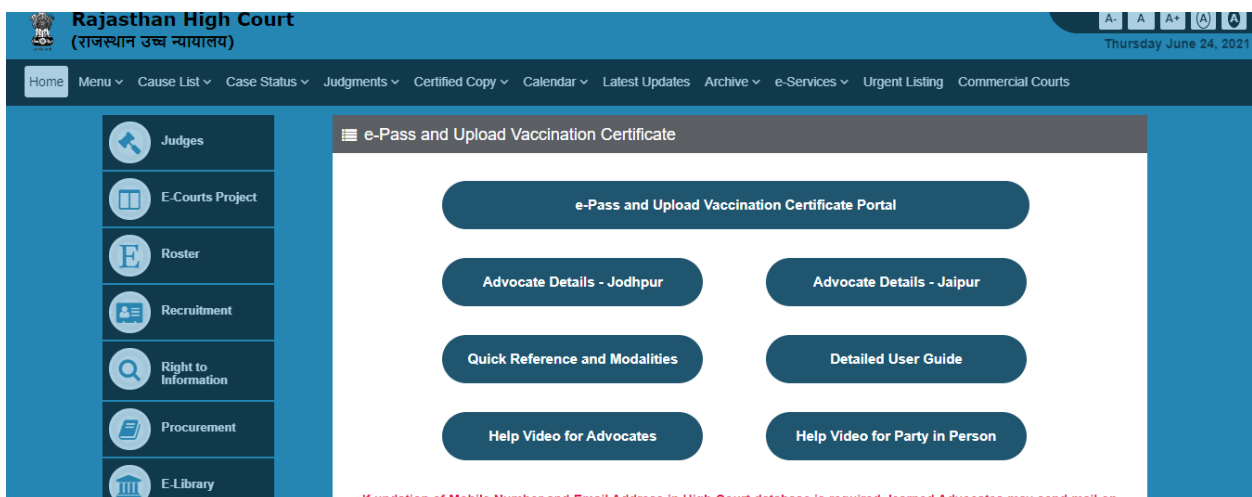
Please go to the web site of Rajasthan High Court - <https://hcraj.nic.in>



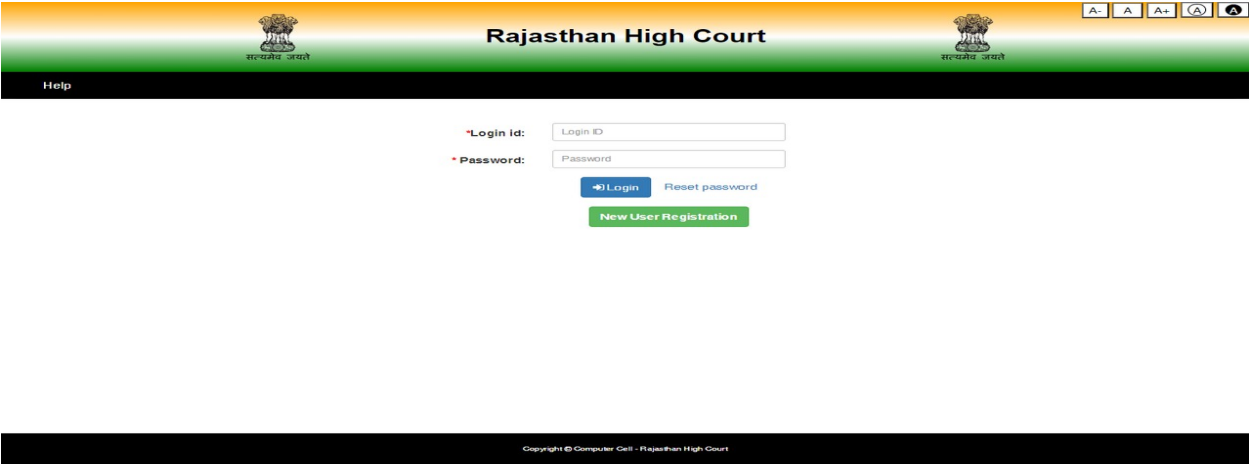
On top Bar, click on e-Services menu item, then click on ‘e-Pass and Upload Vaccination Certificate’:-



A new page will be displayed as shown below:-



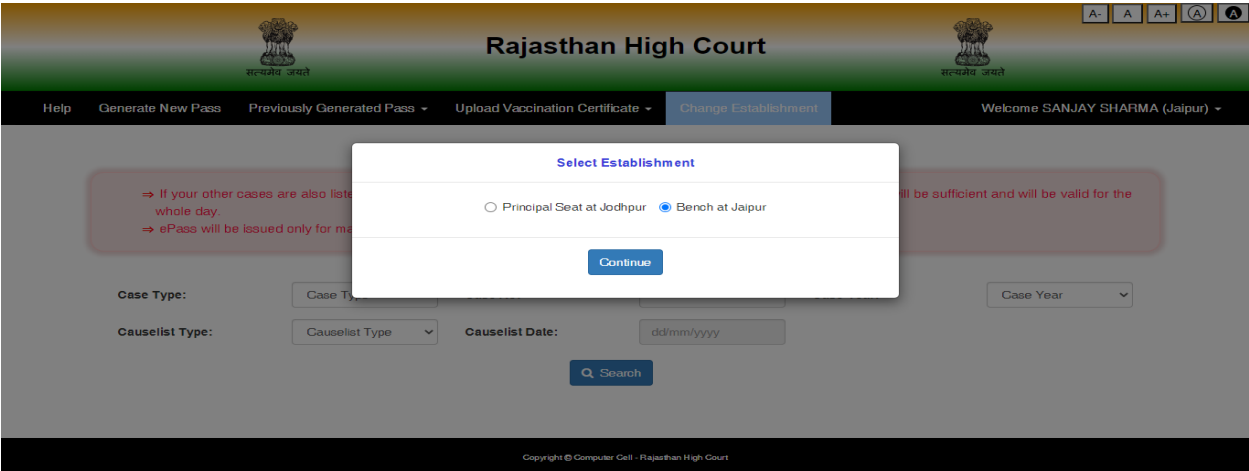
Click on ‘e-Pass and Upload Vaccination Certificate Portal’



On Login page, please enter the same User ID and Password which you are already using for E-Pass. If you have not yet registered in E-pass system, please click on New User Registration and follow the steps for registration. (as shown from Page-5 of this document).



Click on “Login” button, provision to choose Establishment from Jodhpur or Jaipur will appear on the screen.



On selection of appropriate establishment, option to “Upload Vaccination Certificate” for Self or for Advocate Clerk will be available.



सत्यमेव जयते

## Rajasthan High Court



सत्यमेव जयते

Help
Generate New Pass
Previously Generated Pass ▾
Upload Vaccination Certificate ▾
Change Establishment
Welcome SANJAY SHARMA (Jaipur) ▾

For Self

For Advocate Clerk

or

☐ For Section

⇒ If your other cases are also listed, separate ePass for such cases will not be required. ePass issued for any of the case will be sufficient and will be valid for the whole day.

⇒ ePass will be issued only for maximum 2 Advocates for Petitioners / Appellants / Applicants or Respondents in one case.

**Case Type:**

Case Type ▾

**Case No:**

**Case Year:**

Case Year ▾

**Causelist Type:**

Causelist Type ▾


**Causelist Date:**

dd/mm/yyyy

Search


### **Vaccination Certificate Upload for Self**

On the form user need to input some information like Have you taken 1<sup>st</sup> or 2<sup>nd</sup> dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.



Rajasthan High Court

राजस्थान उच्च न्यायालय



Rajasthan High Court

राजस्थान उच्च न्यायालय

Help

Generate New Pass

Previously Generated Pass

Upload Vaccination Certificate

Change Establishment

Welcome SANJAY SHARMA (Jaipur)

Upload Vaccination Certificate

Have you taken first dose of COVID vaccine?

☒ Yes ☐ No

Have you taken second dose of COVID vaccine?

☐ Yes ☐ No

Reference ID on vaccination certificate:

Only numbers are allowed

Date of taking first dose:

01/07/2021

Upload Vaccination Certificate:


(File size should be between 20KB and 200KB in PDF or JPEG or JPG format)

Choose File

No file chosen


Upload Certificate

On click on “Upload Certificate” button, message of successful updation of vaccination certificate will be displayed on the screen.

  
सत्यमेव जयते

10.130.8.103:8080 says  
COVID vaccination certificate has been uploaded successfully.

OK

  
सत्यमेव जयते

A- A A+ (A)

Help Generate New Pass Previously Generated Pass Upload Vaccination Certificate Change Establishment Welcome SANJAY SHARMA (Jaipur)

Upload Vaccination Certificate

Have you taken first dose of COVID vaccine?  
☒ Yes ☐ No

Have you taken second dose of COVID vaccine?  
☐ Yes ☒ No

Reference ID on vaccination certificate:  
94512547854125

Date of taking first dose:  
09/09/2021

Upload Vaccination Certificate:  
(File size should be between 20KB and 200KB in PDF or JPEG or JPG format)


Choose File Testfile.pdf

Upload Certificate

After this message user can view the details entered and the uploaded document.




The uploaded vaccination certificate will be verified and thereafter, SMS will be sent on registered Mobile Number. Authorization card may also be downloaded as shown below:-



Rajasthan High Court

राजस्थान उच्च न्यायालय



Rajasthan High Court

राजस्थान उच्च न्यायालय

[Help](#)[Generate New Pass](#)[Previously Generated Pass](#)[Upload Vaccination Certificate](#)[Change Establishment](#)

Welcome SANJAY SHARMA (Jaipur)

Upload Vaccination Certificate

[Click here to view vaccination certificate](#)

Have you taken first dose of COVID vaccine?

☒ Yes☐ No

Have you taken second dose of COVID vaccine?

☐ Yes☒ No

Reference ID on vaccination certificate:

94512547854125

Date of taking first dose:

08/06/2021


Status:

Approved


Download Authorization Card

### **Vaccination Certificate Upload for Advocate's Clerks**

On the form user need to input some information like Registration Number of Advocate Clerk, Name, Mobile Number, Has taken 1<sup>st</sup> or 2<sup>nd</sup> dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.



# Rajasthan High Court



[Help](#) [Generate New Pass](#) [Previously Generated Pass](#) [Upload Vaccination Certificate](#) [Change Establishment](#) Welcome SANJAY SHARMA (Jaipur)

## Upload Vaccination Certificate for Advocate Clerk

Registration No. of Advocate Clerk:

ABC/RHCB/2020/12345

Name of Advocate Clerk:

Diwan Singh

Mobile No. of Advocate Clerk:

9998887770

Has taken first dose of COVID vaccine?

☒ Yes ☐ No

Has taken second dose of COVID vaccine?

☒ Yes ☐ No

Reference ID on vaccination certificate:

94512547854120

Date of taking second dose:

23/06/2021


Upload Vaccination Certificate:  
(File size should be between 20KB and 200KB in PDF or JPEG or JPG format)

Choose File

No file chosen

Upload Certificate

On click on “Upload Certificate” button, message of successful updation of vaccination certificate will be displayed on the screen.



सत्यमेव जयते

10.130.8.103:8080 says  
COVID vaccination certificate has been uploaded successfully.

OK

HelpGenerate New PassPreviously Generated PassUpload Vaccination CertificateChange Password

Welcome SANJAY SHARMA (Jaipur)

### Upload Vaccination Certificate for Advocate Clerk

Registration No. of Advocate Clerk:

ABC/RHCB/2020/12345

Name of Advocate Clerk:

Diwan Singh

Mobile No. of Advocate Clerk:

9998887770

Has taken first dose of COVID vaccine?

☒ Yes ☐ No

Has taken second dose of COVID vaccine?

☒ Yes ☐ No

Reference ID on vaccination certificate:

94512547854120

Date of taking second dose:

23/06/2021


Upload Vaccination Certificate:  
(File size should be between 20KB and 200KB in PDF or JPEG or JPG format)

Choose File


Testfile.pdf

Upload Certificate

After this message user can view the details entered and the uploaded document.



# Rajasthan High Court



Help

Generate New Pass

Previously Generated Pass -

Upload Vaccination Certificate -

Change Establishment

Welcome SANJAY SHARMA (Jaipur) -

Upload Vaccination Certificate for Advocate Clerk

[Click here to view vaccination certificate](#)

Registration No. of Advocate Clerk:

ABC/RHCB/2020/12345

Name of Advocate Clerk:

Diwan Singh

Mobile No. of Advocate Clerk:

9998887770

Has taken first dose of COVID vaccine?

☒ Yes ☐ No

Has taken second dose of COVID vaccine?

☒ Yes ☐ No

Reference ID on vaccination certificate:

94512547854120

Date of taking second dose:

23/06/2021

Status:

Approved

Download Authorization Card

### New User Registration Process for Learned Sr. Advocates and Advocates

If you are not registered on this portal, Click on “Green” button for “New User Registration”



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Rajasthan High Court



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Help

✖ Login id:

✖ Password:

Login

Reset password

New User Registration

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On clicking New User Registration, following screen will appear-

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Rajasthan High Court

सत्यमेव जयते

Help

← Back

Pass Type:

☐ Sr. Advocate

☒ Advocate (For Self and Ligtigants)

☐ Party in Person

\* Bar Council Enrollment No:

Enrollment No e.g. R9992020

\* Mobile No.:

Enter mobile no. in 10 digits

\* Advocate Name:

Enter advocate name

\* Email Id:

enter valid email address

Reset Form

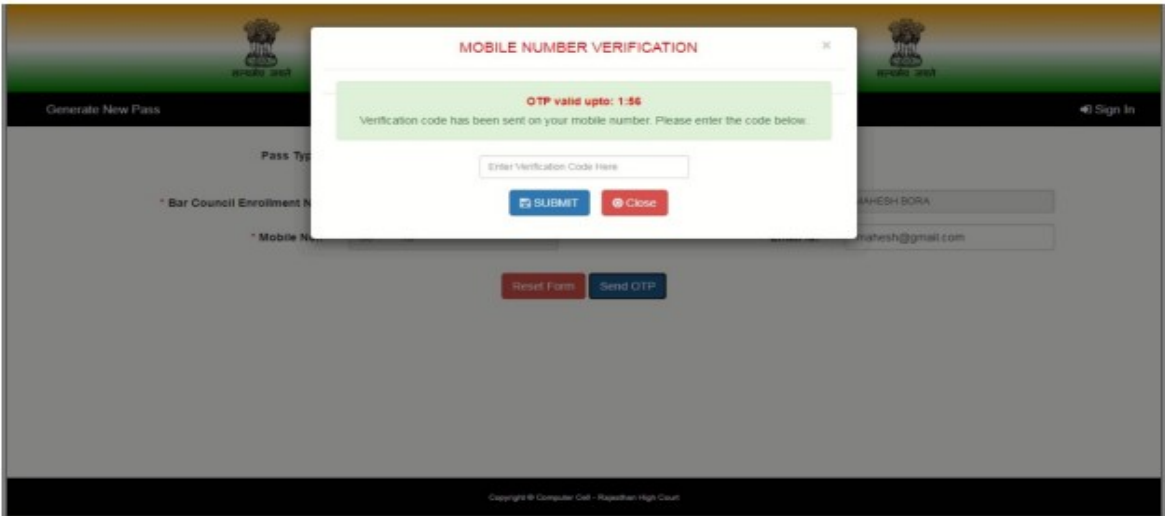
Send OTP

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Select appropriate option, Senior Advocate or Advocate and then fill Bar Council Enrolment number (e.g. R12341960) without using “/”.

Advocate Name and Mobile Number will be displayed against this Enrolment Number as available with Rajasthan High Court.

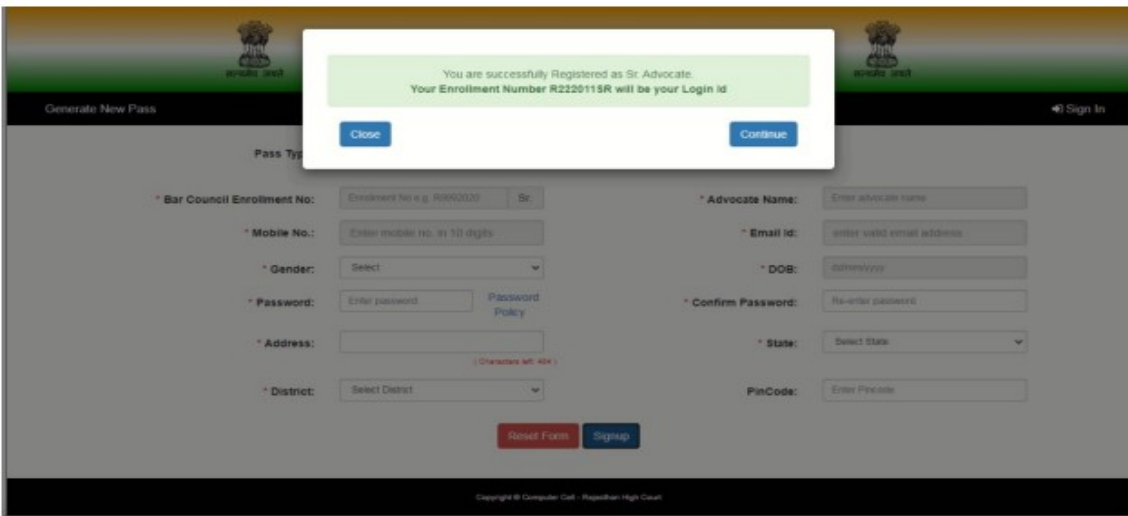
Please fill eMail ID (which is registered with Rajasthan High Court) and Click on “Send OTP” button. An OTP will be sent on your Mobile. Enter this OTP in the following form:-



After this information of the user is required like gender, date of birth, password, address etc.



If all the details are correctly entered then on Click on “Sign Up” button a message of successful Registration with User ID will be displayed by the system :-



Your enrolment number will be the User ID. The process of Registration of new user is complete.

**Registration Process for Party-In-Person (PIP)**

Registration of PIP is required. For this, on Login page user would need to click on Green button “New User Registration”. On next screen, select PIP radio button and then fill details on the following form like Name, Mobile Number, eMail ID & Establishment. After entering these details click on “Send OTP” button to get OTP on Mobile.

The screenshot shows the 'Rajasthan High Court' registration page. At the top, there's a header with the court's name and a 'Sign In' button. Below the header, the 'Pass Type' section has three radio buttons: 'Sr. Advocate', 'Advocate (For Self and Litigants)', and 'Party in Person' (which is selected). A note below states: 'NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO IMAGE SIZE BETWEEN 20KB AND 100KB IN JPEG OR JPG FORMAT.' The form fields include: 'Party Name' (text input), 'Mobile No.' (text input), 'Email Id' (text input), and 'Establishment' (radio buttons for 'RHC Jodhpur' and 'RHCB Jaipur', with 'RHCB Jaipur' selected). There are 'Reset Form' and 'Send OTP' buttons at the bottom.

OTP could be entered on the next screen. To proceed further, click on “Submit” button.

This screenshot shows the same registration form as before, but with a 'MOBILE NUMBER VERIFICATION' pop-up window in the center. The pop-up contains the text: 'OTP valid upto: 0:47' and 'Verification code has been sent on your mobile number. Please enter the code below:'. Below this is a text input field containing '12345', and 'SUBMIT' and 'Close' buttons. The background form is dimmed, showing the 'Party Name' as 'Rajesh Kumar', 'Mobile No.' as '7894561237', and 'Email Id' as 'rajesh@gmail.com'.

Enter information related to PIP like Gender, Date of Birth, Password, Address, details of Photo ID and upload a scanned copy of Photo ID to complete the form. For submission of this form, click on “Sign Up” button.

The screenshot shows the registration form with all fields filled out. 'Party Name' is 'Rajesh Kumar', 'Mobile No.' is '7894561237', 'Gender' is 'Male', 'Password' and 'Confirm Password' are masked with dots, 'Address' is 'Jaipur', 'District' is 'Jaipur', 'Photo ID Type' is 'PAN Card', and a file 'user\_00.jpg' is uploaded. On the right, 'Establishment' is 'RHCB Jaipur', 'Email Id' is 'rajesh@gmail.com', 'DOB' is '25/02/1981', 'State' is 'Rajasthan', 'PinCode' is 'Enter Pincode', and 'Photo PAN Card Number' is 'ABCDE1234R'. A note at the bottom right says: 'Please carry this Identity card with you as the same will be required to be shown on entry gate.' There are 'Reset Form' and 'Signup' buttons at the bottom.

Message related to registration & User ID (Mobile Number will be the user Id) will appear on the next screen.

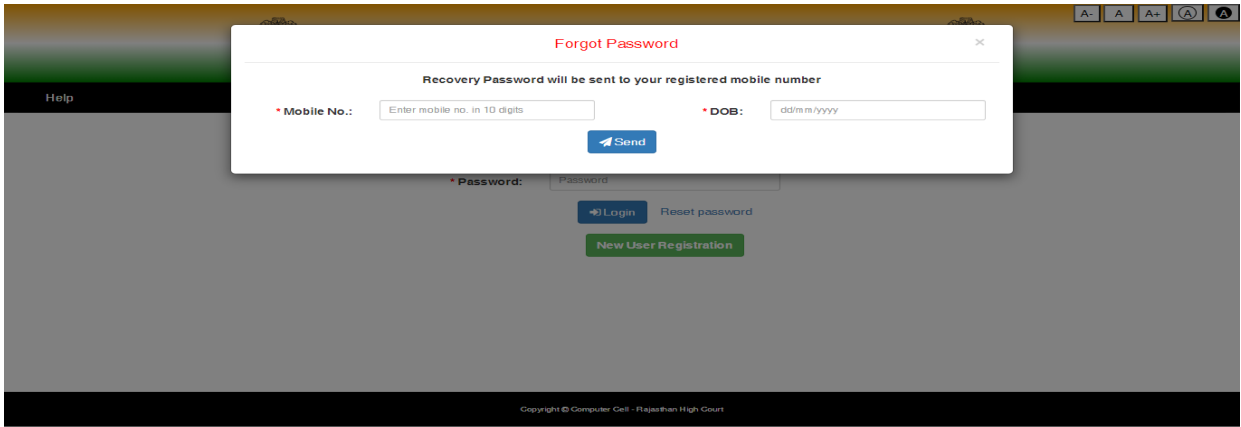
This screenshot shows the registration form with a success message pop-up. The message says: 'You are successfully Registered as Party in Person. Your Mobile Number 7894561237 will be your Login Id'. Below the message is a note: 'Note :- You can only login after approval of Administration of Rajasthan High Court. You will be notified accordingly.' There are 'Close' and 'Continue' buttons. The background form is dimmed, showing the same filled-out details as the previous screenshot.

Details entered by PIP during registration would be verified by the competent authority of Rajasthan High Court. On successful verification SMS will be sent for information and PIP can login into the system to upload vaccination certificate. Mobile Number will be the user ID for PIP.



**Reset Password**

If you are registered on this portal and want to reset your password then Click on “Reset Password” button. Following screen will appear:-



User would need to fill Mobile Number, Date of Birth and then Click on “Send” button to receive OTP on mobile. This OTP is to be entered in the system. System will prompt to enter new password with confirmation of password. On successful matching of both the passwords, message of Password Change will appear on the screen.

\*\*\*\*\*



## **Standard Operating Procedure for participating in the court proceedings through Cisco Webex**

1. 'Cisco Webex Meetings' Application may be used both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates/Parties-in-person are requested to install 'Cisco Webex Meetings' Application in their Mobile Phones from Android Play Store or Apple Store. The users are not required to make any account in this application. Cisco Webex may also be used in web browser of Laptop/Desktop without installing any application.
3. The Advocates or Parties-in-person who would opt for virtual hearing, will intimate the Court Master of concerned Hon'ble Court at least **a day before** the date of listing for the cases listed in Daily List and **before 8.00** am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.
4. Advocate or Parties-in-person who would opt for virtual hearing, will be sent a numeric **Meeting Number** through SMS or Whatsapp on their mobile number registered in the CIS of High Court. Advocates or Parties-in-person are requested not to share the Meeting Number with any other person.
5. If all the listed cases are to be taken up by Video Conferencing by virtue of any specific order, links will be sent on the registered mobile number of all the Advocates whose names are shown in the Cause List.
6. The advocates or Parties-in-person shall be ready with their Mobile Phones or Laptop/Desktop during the Hon'ble Court sitting timings. They will regularly watch the Display Board which is available on Mobile Apps and Web Site of High Court. When their case is about to come i.e. **before 2-3 case**, they will join Webex on their Mobile or Laptop/Desktop by following steps mentioned below:-

### **Mobile Phones**

Open Cisco Webex App and tap on '**Join Meeting**' option. Thereafter, enter the **Meeting Number** and in Your Name box, **mention the item number just before your name as prefix**. For example, if name of learned Advocate is Rajendra Kumar and he wants to join for Item No. 12, he will enter the name as shown below:-

**12- Rajendra Kumar**

If one learned Advocate has more cases in one court, item numbers of all the cases may be mentioned separated by coma.

After entering name, also enter your email address.

Before joining, the App will prompt to start the Mike and Video. The participant will **start the video but will keep the mike mute.**

### **Laptop/Desktop**

Open URL <https://www.webex.com> in web browser, **click on Join** and enter **Meeting Number** in Meeting Information Box. Thereafter, enter **Your name with item number** as shown above and email address.

If Cisco Webex Desktop App is installed by any user, please sign out the same and use it as Guest.

7. In both the situations i.e. Mobile or Laptop/Desktop, please give necessary permissions for Mike, Speaker and Camera if so promoted by Webex App or browser.
8. On Joining Webex, following message will be displayed-

**‘You can join the meeting after the host admits you.’**

Please wait in **virtual waiting room** on getting above message. Participant will be admitted to Video Conferencing soon after Hon’ble Court will call the concerned case. The Court Staff will **admit only those participants who have mentioned the item number as prefix with their name.**

9. Please also keep the **mike muted** all the times or until asked by Hon’ble Court to speak. Once, the hearing is over, please leave the meeting by ‘x’ button in Red Circle.
10. During video conferencing, the Advocates/parties-in-person are requested to keep the screen rotation of their mobile on and to hold the mobile phone in landscape position. Keep the Mobile on some stand so that the video is still.
11. Please use Head Phone or Ear plugs for clear sound quality at both the ends.
12. **During virtual hearing, please observe the same dress code and decorum as is required and applicable in Court Room hearing.**
13. **Please strictly adhere to the instructions given in this SOP.**

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