

RAJASTHAN HIGH COURT


No. PA/RG/Misc./2020

Date- 19.09.2020

NOTIFICATION

For effective control and containment over spread of corona virus, in supersession of all previous directions, following directions are issued for Rajasthan High Court which shall remain in force till 01.10.2020 and/or till further orders:-


1. Functioning of Rajasthan High Court shall be restricted only to cases involving extreme urgency which will be taken up only through video conferencing.
2. Such number of Division and Single Benches at Jodhpur and Jaipur Bench shall be constituted as directed by Hon'ble the Chief Justice for hearing of the extremely urgent matters. These benches would function on all working days between 10.30 am to 01.00 pm. Only those Hon'ble Judges are required to come to court who have been assigned roster for extremely urgent work.
3. The request for listing of urgent cases may be made upto 12.00 noon for next day through Urgent Listing option which is available on home page of the web site of Rajasthan High Court (www.hcraj.nic.in). The request may also be made by dropping a copy in drop box. The login credentials for E-Gate Pass may also be used for Urgent Listing. Learned Advocates who have not yet registered themselves, may use the option 'New User Registration'.
4. The above request for listing of urgent cases shall be placed before concerned Hon'ble roster Bench and the matters will be listed accordingly as per directions.
5. Fresh filing of extremely urgent matters may be made through e-filing on e-filing portal in terms of Notification No. PA/RG/Misc./2020 dated 08.04.2020 (Copy enclosed). Hard copy of e-filed cases will be submitted at filing counters within 7 days of resuming regular work. The link of E-filing portal is available on Home Page of web site of Rajasthan High Court in eServices Menu.
6. For filing of petition/applications/pleadings/papers etc., only one advocate or his clerk or litigant in person shall be permitted at filing counters.
7. Payment of Court Fees may be made through E-Pay facility, the link of which is available on Home Page of web site of Rajasthan High Court in eServices Menu.
8. Video conferencing shall be done through 'Jitsi Meet Application' as per the enclosed Standard Operating Procedure (SOP). Learned Counsels are requested to ensure all preparations well in advance as per the SOP.


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9. The Links for video conferencing shall be sent for all the cases listed in cause list to all the advocates whose enrolment number or name is available in details of the case in High Court data base. Link will be sent through SMS and email to concerned learned Advocates on their Mobile Number and email address registered in High Court data base.
10. Learned Advocates may check their mobile number and email address registered in High Court data base by using the option 'Advocate details' in e-Services Menu on Home Page of web site of Rajasthan High Court. If they require any change, addition or updation, they may sent email on dedicated email addresses as shown on the web site.
11. 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
12. Before filing of petitions in criminal matters, the petitioner or his counsel shall serve an advance copy of the petition to the office of the Government Advocate through email or whatsapp.
13. The Lawyers shall be at liberty to submit written arguments in Document section of E-filing after exchanging its copy with other side(s). In addition, the arguments may be advanced through video conference on 'Jitsi Meet' Application as per the Standard Operating Procedure enclosed with this Notification.
14. It is made clear that on consideration of written mentioning and written submissions, if any, the relief as prayed for in extremely urgent matters will be considered and/or the matter shall be suitably adjourned without passing any adverse orders. This clause shall not be applicable if effective hearing has been made.
15. The cases in which dates of 21.09.2020 to 01.10.2020 are given, shall stand adjourned to following dates:-

Date already fixed	Next date of hearing
21.09.2020	19.10.2020
22.09.2020	20.10.2020
23.09.2020	21.10.2020
24.09.2020	22.10.2020
25.09.2020	23.10.2020
28.09.2020	02.11.2020
29.9.2020	03.11.2020
30.09.2020	04.11.2020
01.10.2020	05.11.2020

16. In all matters where interim orders are lapsing, they shall be deemed to have been extended till the date to which matter has been adjourned.
17. Scanned copy of 'certified copy' of the orders passed by Hon'ble Court in urgent matters including bail applications shall be sent for compliance to concerned District Judge/Chief Judicial Magistrate/Jail authorities through their official email and also telephonically informed by the Registry.
18. Only bare essential staff of courts, judicial sections, administrative sections and computer cell required to manage the urgent work would be called on a rotational basis. Sitting arrangement of the staff shall be in such a manner so as to maintain required physical distance between them. Only such staff members are required to come to office who have been specifically directed to do so till 01.10.2020. Remaining staff would not be required to attend the office but remain available at home during office timings and would not leave headquarter without permission.
19. The Court staff is directed to ensure that all the orders passed by Hon'ble Court are uploaded on CIS immediately after signing by Hon'ble Judge(s).
20. Entry in the court premises is restricted only to the Advocates/Party-in-Person, who have some urgent work like obtaining certified copy and filing.
21. Concerned Bar Associations shall be requested to make the advocates aware to advise and persuade the litigants not to visit the court premises unless it is very essential and unavoidable.
22. Personal presence of accused persons in Appeals/Revisions shall stand exempted till 03.10.2020.
23. Entry of Law Students and Interns would remain prohibited in court premises.
24. To avoid public gatherings and crowding, no function or other event of mass gathering shall be permitted in the court premises.
25. Adverse orders would be avoided for non presence of the counsel of parties.
26. Mediation proceedings shall be held only in urgent matters.


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27. The Advocate General is requested to depute only one Additional Advocate General /Govt. Advocate for each court.
28. In Rajasthan High Court, Jodhpur, bio-metric access control system shall not be used, instead RFID cards shall be used for entry through access points.
29. At Jaipur Bench, Gate No. 5 shall remain closed till further orders.
30. In all the court rooms and offices, toilets, door handles, chairs, tables, gates, railings and other things shall be disinfected regularly at least twice a day by mopping through 1% Hypochlorite and Benzoic acid.
31. Bare essential Canteens/shops selling food articles/photocopy shops in the court premises shall remain open till 01.10.2020 on rotational basis to be decided by the High Court Bar Association at Jaipur Bench and Registrar Classification cum Nodal Officer at Jodhpur. All preventive measures shall be strictly observed while maintaining social distancing on these shops.
32. Court staff suffering from cold/cough or sneezing are advised to take leave and follow the medical advise.
33. Hand sanitizers would be provided in all court rooms and offices for use of Advocates, litigants and court staff.
34. Court staff who deal with files and come in frequent contact with advocates, litigants and visitors shall be provided with masks and gloves for regular use during working hours.
35. No person without mask shall be allowed to enter and move around in High Court premises. The social distancing as per the guidelines of Central and State Government shall be followed in strict manner in the entire premises.
36. The consumption of liquor, pan, gutka, tobacco and spitting inside High Court premises shall be strictly prohibited and attract prosecution/punishment as per the guidelines of Central/State Government.
37. Awareness Signage mentioning Do's, Don'ts and Precautions be placed at appropriate places in the court premises. Regular cleaning and sanitization with sodium hypochlorite may be done in the entire premises. All the Public Toilets in court premises should be cleaned at regular intervals with

chemicals.

38. The existing Committees of Registrar (Admn.), Registrar Classification, representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur would continue to supervise and monitor the situation on daily basis, to ensure strict compliance of these directions and to take appropriate remedial steps.
39. All concerned shall strictly ensure the preventive and remedial measures as instructed or advised from time to time by the Central/State Governments and other competent authorities.

By Order


REGISTRAR GENERAL

No. PA/RG/Misc./2020/1569

Date : 19.09.2020

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/Asstt. 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 Joint Registrars/Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.


REGISTRAR GENERAL

RAJASTHAN HIGH COURT

No. PA/RG/Misc./2020

Date 08.04.2020

NOTIFICATION

It is notified that the facility of e-filing of urgent cases in Rajasthan High Court has been started on e-filing portal developed by E-Committee of Supreme Court of India. This portal is also being used by various other High Courts for e-filing. Link of e-filing portal is available on the web site of Rajasthan High Court in top bar on home page.

E-filing of urgent cases shall be made in accordance with the Guidelines already issued for the purpose along with this office Order No. 01/SO/2020 dated 09.01.2020. However, in view of prevailing situation amid outbreak of corona virus, the condition of filing of hard copy of e-filed cases within 7 days of e-filing shall remain relaxed till normal work resumes. Hard copy of such e-filed cases shall be filed along with requisite court fees on filing counters within 7 days after the normal work resumes. In future, e-filing portal will be directly integrated with online payment facility of court fees.

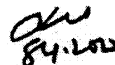
Before e-filing, the Advocates or Party in person shall be required to create his/her user account on the e-filing portal. Detailed guidelines for user creation are available on the web site of Rajasthan High Court.

The Advocate account creation process shall be verified by 'One Time Password' which will be sent on Mobile Number and email address of concerned Advocate registered in the data base of Rajasthan High Court. Some advocates may have changed their mobile number or the registered email address may not be in use. To meet such situation, an option 'Advocate Details' is made available on the web site of Rajasthan High Court where the advocates can see their registered email address and mobile number. If any change in mobile number or email address is required, the advocates may send email for the same along with a copy of their Bar Council Enrollment Certificate or Bar Association Identity Card having Bar Council enrollment number. These requests may be sent on following email addresses:-

For Jodhpur - advocatejodh.update@hcraj.nic.in

For Jaipur Bench - advocatejpr.update@hcraj.nic.in

Please note that above request will be processed only if copy of Bar Council Enrollment Certificate or Bar Association Identity Card having Bar Council enrollment number is attached with the email.


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A detailed user manual prepared by E-Committee, Supreme Court of India along with the steps required to be taken as per the practice prevailing in Rajasthan High Court is available on the web site of Rajasthan High Court.

The present facility of filing of urgent cases through email shall be simultaneously continued for few days so that the advocates/party in person may create their user accounts and start e-filing in the meantime. **It is to be ensured that filing is made only through one mode i.e. either through email or on the e-filing portal. If filing is made through both the modes, either the case will not be listed or it will delay the listing as the system will identify two cases in one matter.**

E-filing is only a mode of filing. Mentioning for urgent listing shall continue to be made as per prevailing practice.

All relevant details are available in e-filing option on home page of web site of Rajasthan High Court.

By Order


REGISTRAR GENERAL

No. PA/RG/Misc./2020/678

Date 08.04.2020

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. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar hq. At New Delhi.
11. Member Secretary, Rajasthan State Legal Services Authority.
12. The Director, Rajasthan State Judicial Academy, Jodhpur.
13. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
14. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur. A.O.J., Classification Section (Website), Rajasthan High Court, Jodhpur/Bench, Jaipur.


REGISTRAR GENERAL

**Standard Operating Procedure for participating in the court
proceedings through Jitsi-Meet**

1. Court proceedings in Rajasthan High Court through video conferencing will be conducted by 'Jitsi Meet' Application. 'Jitsi Meet' works both on Mobile (Android/iPhone) and Laptops/Desktops.
 2. Learned Advocates, Parties-in-person are requested to install 'Jitsi Meet' Application in their Mobile Phones from Android Play Store or Apple Store. If they want to use 'Jitsi Meet' application from Laptop/Desktop, URL-<https://meet.jit.si/> may be opened in the web browser. It is suggested to use updated Chrome browser. The users are not required to make any account in this application. Mobile users should ensure that in the settings of Jitsi Meet App, their name is entered in display name box.
 3. The Advocates or Parties-in-person who would opt for video conferencing, will intimate the Court Master of concerned Hon'ble Court at least a day before for the cases listed in Daily Cause List and before 8.00 am on the day of listing for the cases of Supplementary Cause list. No request for video conferencing after the stipulated time will be entertained. They will also provide their whatsapp number to the Court Master so that if required and directed by Hon'ble Court, they may be connected through whatsapp call.
 4. Advocate or Parties-in-person who would opt for video conferencing, will be sent a link through SMS or email on their mobile number/email address registered in the CIS of High Court.
 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 or email of all the Advocates whose names are shown in the Cause List.
 6. Mobile Phone users may join the VC by clicking on the link provided to them. After clicking the link, please select the option of Jitsi Meet. Desktop/Laptop users will open the link in web browser and on being prompted, will enter their name and will join. Give necessary permissions for camera and mike, if required by Mobile App or Browser.
 7. 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 Website of High Court.
 8. The Advocates/Parties-in-person will join the VC through the Link as stated above, well in advance, atleast 2-3 cases prior to their case, and will wait for
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their turn and when the case will be taken up by the Hon'ble Court, they will be joined with the Hon'ble Court, if required or directed by Hon'ble Court.

9. After the Hon'ble Court joins and VC begins, start your camera but keep your mike muted all the times unless asked by Hon'ble Court to speak. Please also keep the mike muted when other person is speaking.
10. Advocates or Parties-in-person are requested not to share their VC link with any other person.
11. 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 remains still.
12. Please use Head Phone or Ear plugs for clear sound quality at both the ends.
13. During video conferencing, please observe the same dress code and decorum as is required and applicable for physical appearance in court room.
