

RAJASTHAN HIGH COURT

PA/RG/Misc./2020

Date - 22.11.2020

NOTIFICATION

Taking into consideration the exponential rise in Covid-19 cases at Jodhpur and Jaipur, it is hereby notified that for safety of all stakeholders, the functioning of Rajasthan High Court at Jodhpur and Jaipur Bench from 23.11.2020 to 05.12.2020 shall be **only through video conferencing**.

Though physical filing counters shall remain open, it is advised to prefer E-filing for safety of all concerned. The link of E-filing portal 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.

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.

Video conferencing shall be through 'Cisco Webex Application' as per the enclosed Standard Operating Procedure (SOP). Learned Counsels are requested to ensure all preparations well in advance as per the SOP.

The Meeting Number for video conferencing shall be sent to all the learned Advocates whose cases are listed in Cause List. The Meeting Numbers will be sent through SMS and email to concerned learned Advocates on their Mobile Number and email address registered in High Court data base.

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). If they require any change, addition or updation, they may send email on dedicated email addresses as shown on the web site.

If any Advocate does not get Meeting Number, they may contact concerned Court Master whose numbers shall be displayed on the Cause List.

If any Advocate does not turn up in first round, the case may be passed over for second round.

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

Ans
22.11.2020

The request for listing of urgent cases may be made upto 12.30 pm 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 the application 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'.

The above request for listing of urgent cases shall be placed before Hon'ble the concerned roster Bench and the matters will be listed accordingly as per directions.

Personal presence of accused persons in Appeals/Revisions shall stand exempted till 05.12.2020.

All preventive measures for containment of spread of Covid-19 as enumerated in this office Notification No. PA/RG/Misc./2020 1753 dated 23.10.2020 and all the relevant directions/guidelines issued by Central/State Government as applicable shall be strictly followed by all concerned.

By Order

Encl: As above

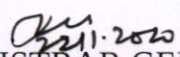

REGISTRAR GENERAL

No. PA/RG/Misc./2020/1936

Date 22.11.2020

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. Additional 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/Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. 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 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:-

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.**
