

RAJASTHAN HIGH COURT, JODHPUR

Date : 04.01.2022

NOTIFICATION

Considering the instant surge in Covid-19 cases and spread of its highly infectious Omicron variant during last couple of weeks and the preventive measures adopted by the State Government vide orders dated 29.12.2021 and 02.01.2022, for safety and security of all concerned, it is hereby notified that in partial modification to this office previous Notification No. PA/RG/Misc./2021/1377 dated 01.07.2021 (copy enclosed), for safety and security of all concerned, it is hereby notified that from 05.01.2022 to 14.01.2022, Rajasthan High Court shall function only through virtual mode.

During this period, as far as possible only 75% of the court staff will be called to attend the office on rotational basis. Remaining staff shall work from home and shall not leave the headquarter without prior permission of concerned Authority.

In Habeas Corpus Writ Petitions, Corpus may be produced as per the orders of Hon'ble Court.

All other conditions of above Notification dated 01.07.2021, as far as applicable during virtual hearing shall remain in force. SOP for virtual hearing is enclosed.

By Order

Encl: As above


REGISTRAR GENERAL

No. Actts(Estt.)/HC/Misc./Corona/2022/12

Date – 04.01.2022

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. Sr. Technical Director/ Technical Director, NIC, Rajasthan High Court, Jodhpur/ Jaipur Bench for uploading on the website of Rajasthan High Court.


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. In the Cause List of each Hon'ble Court, a numeric **Meeting Number** will be published which may be used to join the VC as per the process given below.
4. 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:-

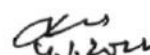
12- Rajendra Kumar

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.


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

5. 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.

6. 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.**

7. 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.

8. 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.

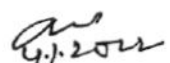
9. Please use Head Phone or Ear plugs for clear sound quality at both the ends.

10. Oral mentioning only for cases listed in cause list may be made before concerned Hon'ble Court at 10.30 am on a separate **Meeting Number** which will also be published in the cause list of each Hon'ble Court.

11. Request for early listing of any case may be made on Urgent Liting portal available on the home page of the website of Rajasthan High Court (www.hcraj.nic.in) in e-Services tab. Such applications may also be physically dropped in Drop Boxes.

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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