

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

1. The process of using 'Cisco Webex' is same as learned Advocates or Parties-in-Person are already following for 'Jitsi Meet' i.e. joining through the Link.
2. 'Cisco Webex Meetings' Application may be used both on Mobile (Android/iPhone) and Laptops/Desktops.
3. Learned Advocates/Parties-in-person are requested to install 'Cisco Webex Meetings' Application in their Mobile Phones from Android Play Store or Apple Store. If someone wants to use the application from Laptop/Desktop, the link may be directly opened in the web browser. Preferably Chrome browser should be used. The users are not required to make any account in this application.
4. 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.
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. Advocate or Parties-in-person who would opt for virtual hearing, will be sent a link 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 this link with any other person.
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 Web Site of High Court. When their case is about to come i.e. before 2-3 case, they will tap or click on the link sent to them. Mobile Users will get option to open it with Webex App which they will choose. In Laptop/Desktop the link will automatically open Webex portal in web browser.
8. After coming in the Cisco Webex Application or on Webex Portal as the case may be for Mobile or Laptop/Desktop, please enter your name and

email address. Give necessary permissions for Mike, Speaker and Camera if so promoted by Webex or browser.

9. If you join the room before Hon'ble Court, you will not be able to start camera or mike. Please wait for Hon'ble Court to join. 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. 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.
