

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.
