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HIGH COURT OF PUNJAB & HARYANA

STANDARD OPERATING PROCEDURE FOR LD. ADVOCATE/ PARTY- IN PERSON FOR HEARING OF COURT PROCEEDING THROUGH VIDEO CONFERENCING

In order to contain the spread of Coronavirus (COVID-19), considering the lockdown declared by the Government Hon'ble the Chief Justice has been pleased to direct the constitution of the Hon'ble Bench(es) to hear only matters involving urgency, on the basis of prayer made by Advocate / Party-in-person by way of a signed and verified mentioning-application, the details of which are contained in office order no. **14/RG/Spl./Misc. dated 02.05.2020**, the present circular is being issued for elaborating the Standard Operating Procedure (SOP) for hearing of urgent matters through video conferencing.

INSTRUCTIONS FOR JOINING VIDEO CONFERENCING

Parties may kindly note that, for the present, the matters shall be heard by the Hon'ble Bench through web-based video-conferencing system / App namely, **Cisco Webex** at the first instance and in case of difficulty, through **whatsapp group call**.

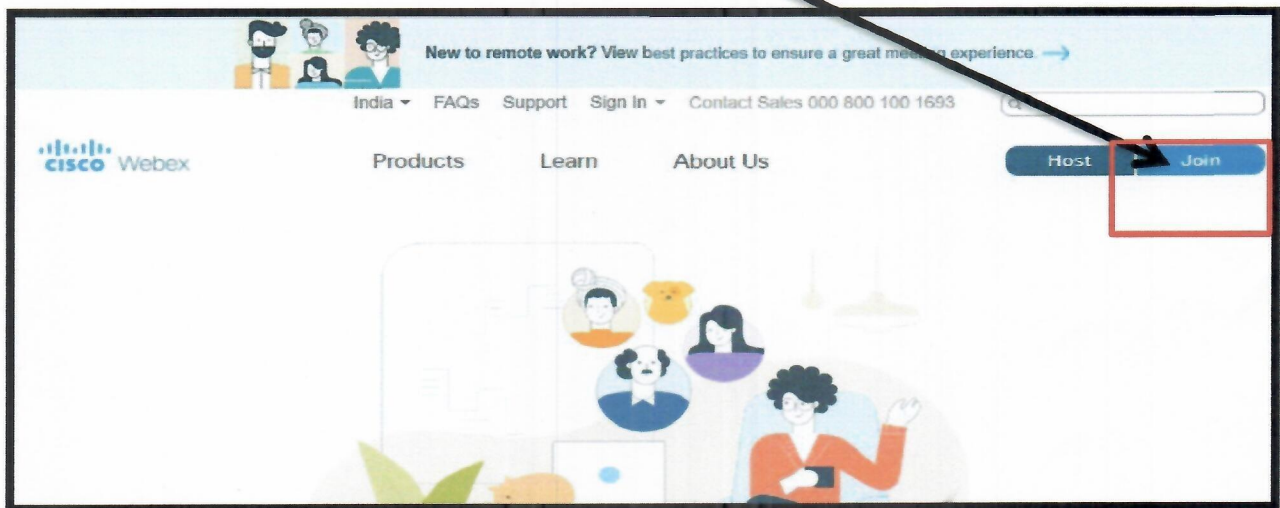
It may be further noted that smooth functioning of the video-conference is squarely dependent upon and subject to the connectivity [signal-strength/bandwidth] available at the end of the remote user(s), and hence, it is expected that any party joining a video-conference hearing shall ensure robust connectivity and bandwidth are available at their end – in this regard, parties may use broadband connection of minimum 2 mbps/dedicated 4G data connection, and may also ensure that no other device or application is connected to or using the bandwidth when the hearing by video-conferencing is progressing on their Webex enabled computer (preferable) or mobile.

For ease-of-use, parties may kindly inform/educate themselves of the following Standard Operating Procedure in respect of hearing of cases through **Webex** video-conferencing mode :

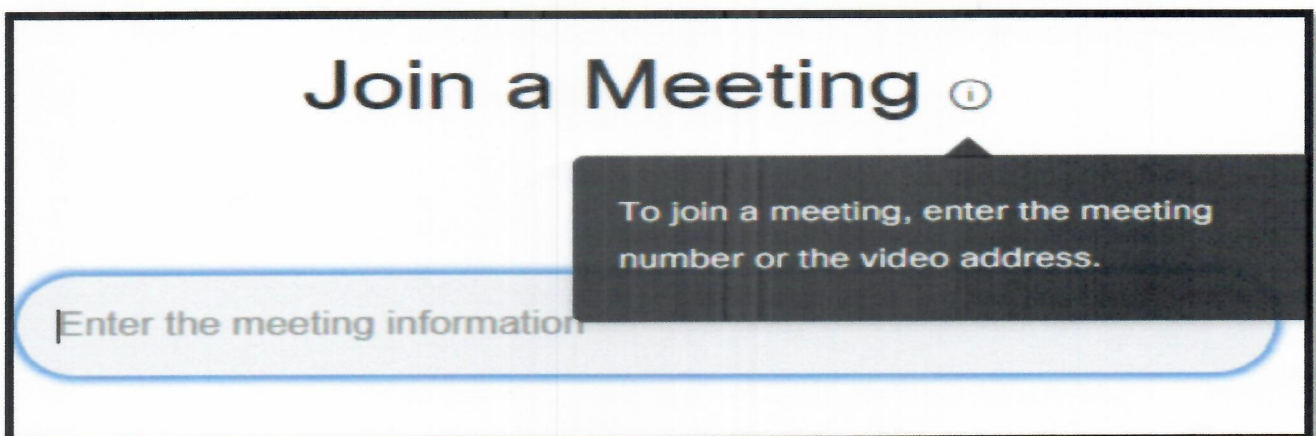
1. To join video conferencing on Webex platform, parties are required to go to <https://www.webex.co.in> on their web browser or they can download Cisco Webex application from the play store/ app store of their mobile phone.



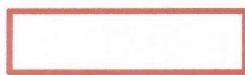
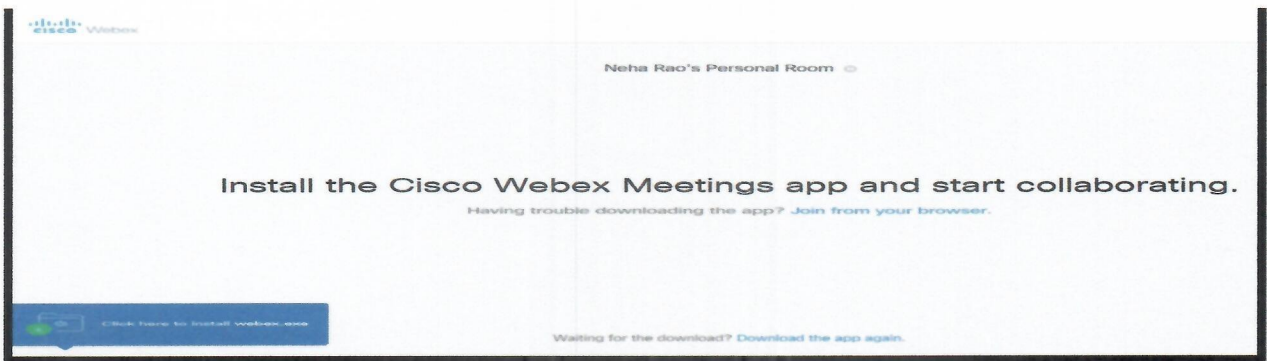
2. Click on **Join meeting** option as shown below:



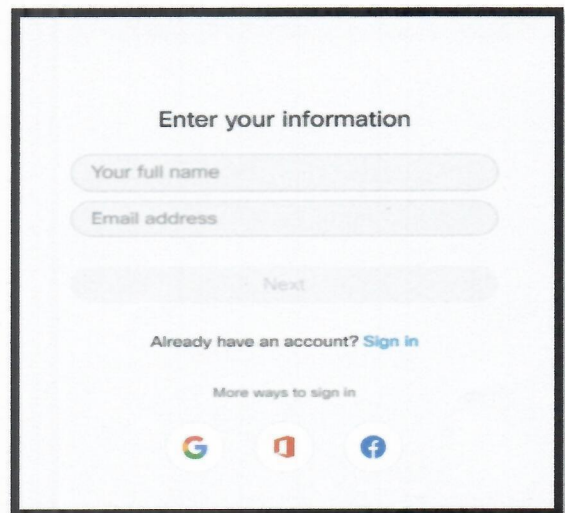
3. Enter **Meeting no. or the video address**, the information of which will be sent by High court team through email or SMS, before the hearing of application/ case.



4. Now, CISCO will ask you either to download it's application or in alternative one can join the meeting directly from browse, as shown below. You click on 'join from your browser'.

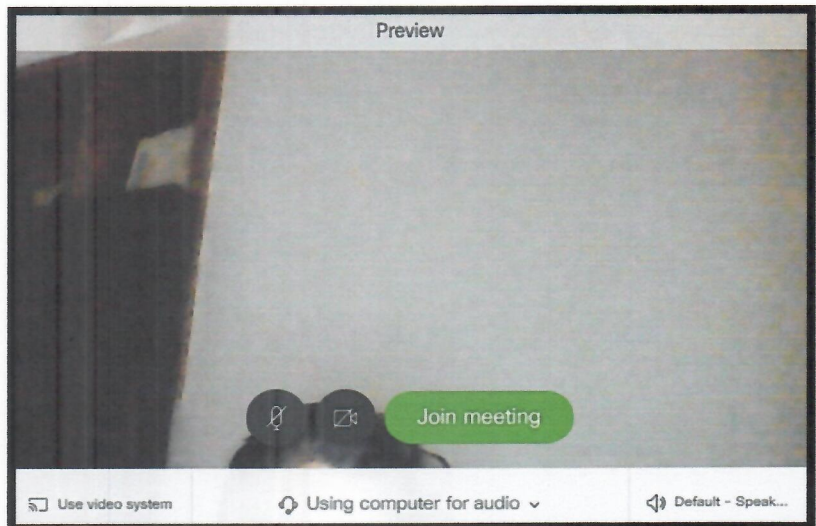


5. It will ask you to fill in your name and email id.



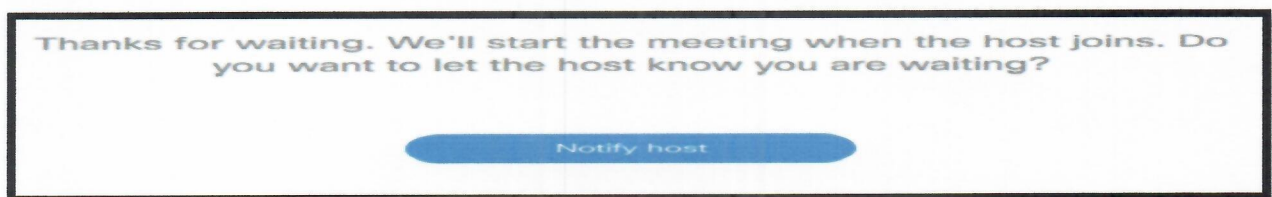
6. After fillig the details, click 'NEXT'.

7. you will enter meeting room. Click on 'Join meeting'.



8. Now, either you link will

be established with Hon'ble Bench or following message will display:



which means, host will connect you, once free. Kindly wait on this page, in case Court is busy on another call.

9. Upon being joined to the virtual Court room, arguing counsel shall introduce himself to the Hon'ble Bench and thereafter, shall wait for the instructions from Hon'ble Bench – on being asked, party may make submissions and on completion of the submissions, shall at once 'mute' the MIC of the respective device, if the Hon'ble Bench requires the party to make further submission(s), the party may then 'unmute' the MIC of the device and again, on completion of the submission, put the MIC on 'mute' mode;

10. It is important for parties to remember to keep their MIC on 'mute' at all times, except when the Hon'ble Bench requires them to make submission(s); thus, when one party is making submissions, it is imperative that all other participants shall keep their respective MIC muted failing which the possibility of MIC catching audio feed from the speakers and creating 'echo/noise disturbance' would become very high and may disturb the videoconference;

11. It may be noted that simultaneous submissions by more than one party at any given time should be avoided and each party may indicate requirement to speak/submit by asking for permission from Hon'ble Bench, by raising a hand. Once permitted by the Hon'ble Bench, the party shall first 'unmute' the MIC and thereafter make submissions, as per clause 8 above.

12. During hearing through video-conferencing, the parties may kindly keep in mind that they are participating in COURT PROCEEDINGS, and hence it is expected that they would not resort to any indecorous conduct or dress or comment; further, parties are required to ensure that the proceedings by videoconference are neither recorded/stored nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before the Court are expressly prohibited;

13. Parties are required to stay online till Hon'ble Bench concludes the hearing of their matter, whereafter the parties may disconnect from video-conference;

14. Upon publication of the cause-list, the Registry may call any party and require to test the device or its connectivity, and every such party is required to cooperate with such staff/official and abide by the instructions given, so that the hearing by videoconference may be smoothly conducted;

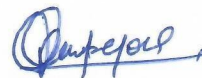
15. When you receive a WhatsApp group video call, the incoming **WhatsApp Video** call screen will show the participants currently on the call, and the first contact listed will be the participant that added you on that particular call. When someone video calls you, you'll see an incoming WhatsApp video call screen, you just have to Swipe up to accept the call.



15. After publication of cause list, a WhatsApp group may be created by the Registry before the hearing of the matters where the participants may raise any query related to video conferencing. That apart, the parties may contact mentioning Helpline Telephone Numbers already published and notified for technical help .

Note: If somehow, Video conference could not be connected through any

mode, then to avoid inconvenience, audio conference/call will be connected by high court team with the permission of Hon'ble Bench.



**(Sudeep Goel)
Registrar (Computerization)**