

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

NOTIFICATION

No. 1523 – RG.

Date: 17.04.2020.

In furtherance of this Hon'ble Court's Notifications issued in connection with the **Practice and Procedure for E-filing**, it is hereby notified for information of all concerned that **the Hon'ble the Chief Justice, High Court, Calcutta has been pleased to further** notify the following, for E-filing and smooth functioning of the Hon'ble Court through Video Conferencing:

1. Learned Advocates will appear in Robes for the Video Conference. It is clarified that wearing the gown is not mandatory.
2. Advocate on Record/Party in person filing any application/petition/affidavit shall have to provide his/her E-mail address and Mobile Number for any communication.
3. The application, including the annexure/s, shall preferably be of 15 pages. Annexure/s beyond 15 pages if any, should be comprised within a separate file.
4. Any document including Memorandum of Evidence submitted by any non-applicant till 12 noon on the preceding day of the sitting of Hon'ble Benches shall only be entertained. This should preferably be of 15 pages maximum. Any page in excess of 15, should be made in a separate file.
5. Advocate on Record/Party in person shall download and install 'Microsoft Teams' in his/her Laptop/Android Phones/IOS device. An invitation will be sent to the Advocate on Record/Party in person concerned in his/her E-mail address communicated to the High Court by him/her at the time of filing of cases/objections, if any.
6. Advocate on Record/Party in person shall join the Video Conference as a Guest by clicking the link supplied by the High Court and once he/she is connected, he/she should activate the Video and Audio appearing in his/her screen.
7. If any matter is called on but the learned Advocate/party in person could not join the proceeding, he/she shall wait for his/her turn till the list is exhausted.
8. The matters listed on a particular day before a particular Bench may be distributed for the same day amongst other existing Benches or Benches to be constituted by the Hon'ble Chief Justice.
9. Mails filed in the E-mail address other than chcfiling@gmail.com shall not be entertained.
10. All the documents including petitions filed by any party shall be dated. Undated petition/documents shall not be entertained.

By Order,

Sd/-

[Rai Chattopadhyay]

Registrar General.