

HIGH COURT AT CALCUTTA

NOTIFICATION NO. 10215-RG

DATED: 17.10.2023

It is hereby notified that in compliance with the direction of the Hon'ble Supreme Court of India the VC links for accessing video conferencing/hybrid hearing of the Hon'ble High Court at Calcutta will be displayed in the daily cause-lists published through Case Information System with effect from 18.10.2023. Persons concerned are requested to follow the Standard Operating Procedure (SOP), appended below for availing of access to hybrid/Video Conferencing hearing.

It is to be mentioned further that henceforth the V-Court Entry module presently available in the website of this Hon'ble Court for the purpose of submitting application for VC link for accessing virtual/hybrid hearing will no longer be available.

By Order

Sd/-

**REGISTRAR GENERAL
High Court, Calcutta**

STANDARD OPERATING PROCEDURE (SOP)

Pursuant to the direction of the Hon'ble Supreme Court of India vide Order dated 06.10.2023 passed in Writ Petition(s) (Criminal) No.(s). 351/2023 [Sarvesh Mathur Vs. The Registrar General, High Court of Punjab and Haryana] and also in compliance with the direction of the Hon'ble The Chief Justice, High Court at Calcutta **the links for accessing video conferencing/hybrid hearing is made available in the daily cause-list of this Hon'ble High Court.**

Learned Advocates/Litigants intending to join the Court proceedings virtually THROUGH THE VC LINK available in the Daily Cause List are required to follow the undernoted instructions for smooth management of Court proceedings :-

- 1) Learned Advocate/litigant at the time of his/her joining through VC link must prefix the **item number in Cause list and the party**, for whom he/she appears, at each time of their appearance in each Court.

For example, the Advocate/litigant "X" appearing for **item No. 5** of the **Appellate Side Daily Cause List** on behalf of or as **respondent No.2** through VC, shall write his/her identity as : **"AD5/Res2/X"**.

N.B.

For Appellate Side Monthly List, use " A " For Appellate Side Daily List, use " AD " For Original Side Monthly List, use " O " For Original Side Daily List, use " OD " For Daily list of Circuit Bench, Jalpaiguri, use " JPD " For Daily list of Circuit Bench, Andaman, use " PB "	For Petitioner use " Pet " For opposite party use " OP " For Appellant use " App " For Respondent use " Res "
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- 2) In case of appearing in more than one matter and more than one litigant, it requires to indicate all such case numbers in descending order, separating with a comma ",".

For example, Advocate/litigant "X" appearing in Serial Nos. 1, 15 and 20 of Original Side Daily Cause List for Appellant Nos. 2,5,7, may enter the following particulars :- "OD1,15,20/App 2,5,7/X".

- 3) Post joining the meeting room by clicking the link, the incumbent will remain at the waiting room till the Bench Coordinator allows entry in the Court Room according to the serial number of the items in the Cause list, as mentioned by the incumbent at the time of joining.

- 4) ZOOM account holder being signed in with certain name, not according to the guidelines mentioned in point no. 1 and 2 above, must **rename** himself/ herself **immediately after joining** in any proceedings, as per the instant guidelines to facilitate to admit in the virtual Court Room from the waiting room, to participate in the proceeding.
- 5) For hearing of any matter pertaining to the Circuit Bench before the Principal Bench through video-conferencing and vice-versa, the Advocate(s)/litigant(s) shall have to join through the VC link of the concerned Hon'ble Bench where the matter will be pressed for hearing.
- 6) Beside mentioning the serial number of the item(s) and the party on whose behalf The Advocate(s) is/are appearing, he/she/they have to mention his/her/their name(s) in the **CHAT SECTION** available in ZOOM meeting software for inclusion of the name(s) in the order sheet by the Court Officer.
- 7) To know the Running Serial Number of the item(s) taken up by the Hon'ble Court, follow the **Display Board** of the concerned Bench of the Calcutta High Court at <https://www.calcuttahighcourt.gov.in/Display-Board-New>
- 8) Send joining request one/two items prior to the matter for which request is made, to avoid prolonged stay in waiting room and also to prevent any kind of disruption in the Court proceedings.
- 9) At the time of joining, the microphone should be kept muted till the time of making submission and unmute only when it is required.
- 10) Avoid use of more than one device in one place to eliminate chance of echoing.
- 11) Leave the meeting room immediately after completion of the hearing of the matter.

By Order of the Hon'ble The Chief Justice