

HIGH COURT OF CHHATTISGARH, BILASPUR

GUIDELINES FOR E-MAIL FILING AND VIRTUAL HEARING DURING LOCKDOWN PERIOD

Advocates are requested to note the following Notice and its accompanying working procedure/protocol :

1. This is meant to afford an opportunity to those who wish to present (1) VERY URGENT APPLICATIONS, for civil, criminal as well as writ AND (2) seek to do so ONLY by Video Conferencing/Virtual Courts, i.e. without attending a court hall in person and accessing the proceeding from remote locations by a video link alone. This facility is available ONLY by the procedure and using the software / applications mentioned further.
2. This facility is available ONLY for NEW CASES THAT ARE FILED USING THE SPECIAL PROTOCOL. Existing cases, i.e. those already filed and which require scanning of existing paper records, CANNOT currently be taken up under this facility.
3. The Advocates shall file only extreme urgent matters to the e-mail id of Registrar Judicial /Addl. Registrar (Judicial) i.e. arj.hc-cg@gov.in along with the praecipe/brief of the case and the reason for taking up the matter urgently.
4. The complete petition in soft copy along with all relevant documents duly scanned in PDF format filed through advocate, should be sent from email address of the advocate to Registrar(Judicial). Further, soft copies of the same should be sent to the Office of Advocate General at the following email address agcgbspnc@gmail.com . A brief note explaining the extreme urgency should also accompany with the petition. The Registrar Judicial/ Addl. Registrar Judicial after scrutinizing , will place the matters before the Hon'ble the Chief Justice for His Lordship's consideration. After satisfying with the nature and urgency of the matter, Hon'ble the Chief Justice will direct the Registry to list the same before the Bench as decided by Hon'ble the Chief Justice . Once the matter is considered for hearing, the Advocate/Parties-in-person will be intimated through SMS about the details of the date and time slot allocated for hearing their matter through VC/Virtual Court.

5. **E-mail shall be open only on working hours and days as per the calendar of this High Court.**
6. The advocates filing the cases shall necessarily submit the advocate unique ID, Registered Mobile Number and eMail ID along with material papers. The Advocates shall mention their Chhattisgarh High Court Bar enrollment / registration number in the praecipe and shall also attach a soft copy of their Photo ID.
7. All pages of the petition would be signed by the party/authorized agent and also by the lawyer before being scanned. Annexure to the Petition shall also be scanned in PDF format and sent along with petition. However, upon restoration of normal functioning of the Court, hard copies of the complete Petition as required under the Rules shall be supplied.
8. The Hon'ble Judge nominated by the Hon'ble the Chief Justice will take up mentioning of extremely urgent matters through Video Conferencing between provided time slot on Court working days.
9. Payment of court fee and filing of affidavit by petitioner, as of now are optional but the same will have to be furnished once the normal working of the High Court is restored, subject to the orders of the court. An application shall be submitted with a prayer for exemption from filing duly affirmed affidavit(s) along with an undertaking to pay the court fee/deficit court fees which shall be deposited and submitted preferably within 72 hours from the date of resumption of the regular functioning of this court.
10. The Advocate shall email the praecipe to Registrar Judicial / Additional Registrar Judicial ALONG WITH a duly signed softcopy in PDF format of the matter. The application/petition/pleading should be in one volume of reasonable size (without images). Annexures will be in additional volumes and care should be taken to ensure that the additional volume digital files are not so large as cannot be transmitted efficiently.

11. In addition, there must be a written undertaking that (a) the Advocate will submit a hard copy of the proceedings with the Registry immediately after the lockdown period; preferably within 72 hours, and (b) that if the VC court refuses petition or does not grant relief, the applicant will not move the other extant benches by physical filing and that the extant benches has not refused circulation or declined relief.
12. If the Hon'ble Judge allows the praecipe, the Registry shall communicate the date and time slot for hearing through Video Conferencing and shall share the link of the Video Conference Room with the Advocates concerned/ both parties. This link shall be used only for video conference of that particular case at the allotted time. The advocates concerned shall ensure that the link is not shared/forwarded EXCEPT for notice to the opposite party's advocate. The applicant's advocate is required to give notice of the listing, serve a soft copy of the application and share the provided link with Respondents.
13. In order to join the Video Conferencing, Advocates should install **“Zoom Cloud Meeting App”** software on their Computer or Smartphone. **For Smartphone / Tablet :** “Zoom Cloud Meeting App” can be download from *Google Play Store or Apple App Store* **For Laptop / Desktop:** Download from <https://zoom.us/download> for appropriate operating system. **For Linux Ubuntu OS :** right click on .deb (debian file) open with software install or GDebi package manager. Using this procedure **“Zoom Cloud Meeting App”** software can be install. **For Windows OS :** Double click on .exe file for installation and follow the steps.
14. After installation you should enter your name in proper manner while sign up with **“Zoom Cloud Meeting App”**.
15. Once the **“Zoom Cloud Meeting App”** is installed, the Advocates concerned shall click on the link provided by the host of meeting to join the video conferencing.
16. **Recording of the VC Court proceeding / hearing is strictly prohibited.**