

*STANDARD OPERATING PROCEDURE FOR PARTY-IN-
PERSON AND THE REGISTRY FOR HEARING OF MATTERS THROUGH VIDEO
CONFERENCING/TELE CONFERENCING BEFORE THE Ld. REGISTRARS*

In compliance with the directions of the competent authority, the Standard Operating Procedure (SOP) for the Party-in-Person and the Registry for hearing of matters through Video Conferencing/Tele Conferencing before the Registrars in Office shall be as follows:

**INSTRUCTIONS FOR JOINING VIDEO-CONFERENCING/TELE-
CONFERENCING FOR INTERACTION WITH REGISTRAR**

1. The Party-in-Person shall specify as to whether he/she would link to the Registrar through own Desktop/Laptop Computer or would prefer to avail the facility for video-conferencing in the Supreme Court premises. The web-link for joining the video-conference shall be provided to the Petitioner-in-Person on the registered email ID and/or mobile number, as provided by the Party. The web link for joining the Party-in-Person shall be provided on the e-mail id and/or mobile number mentioned in the request mailed to the concerned Registrar/Judicial Branch.
2. Hence, it is expected that the request for such links be forwarded on aforementioned email-id at the earliest, latest by 2 PM on the day preceding the hearing of the matter.
3. Parties may kindly note that desktop/laptop/tablet computers provide stable connectivity for a video-conference, whereas signal drop/incoming call on mobile devices can delink such devices from an ongoing video-conference disrupting such video-conferencing.

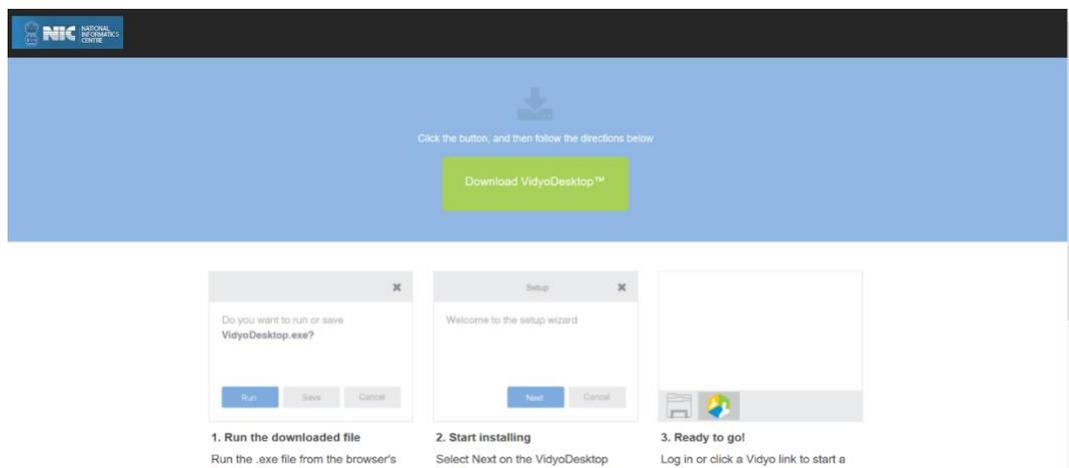
**INSTRUCTIONS FOR JOINING VIDEO CONFERENCING/TELE-
CONFERENCING**

PARTIES may kindly note that, for the present, the Interaction shall be done by the Ld. Registrar through web-based video-conferencing system on the VIDYO platform hosted on the servers of National Data Centre of National Informatics Centre, Govt. of India. 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 shall ensure robust connectivity and that 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 Vidyo-enabled computer.

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

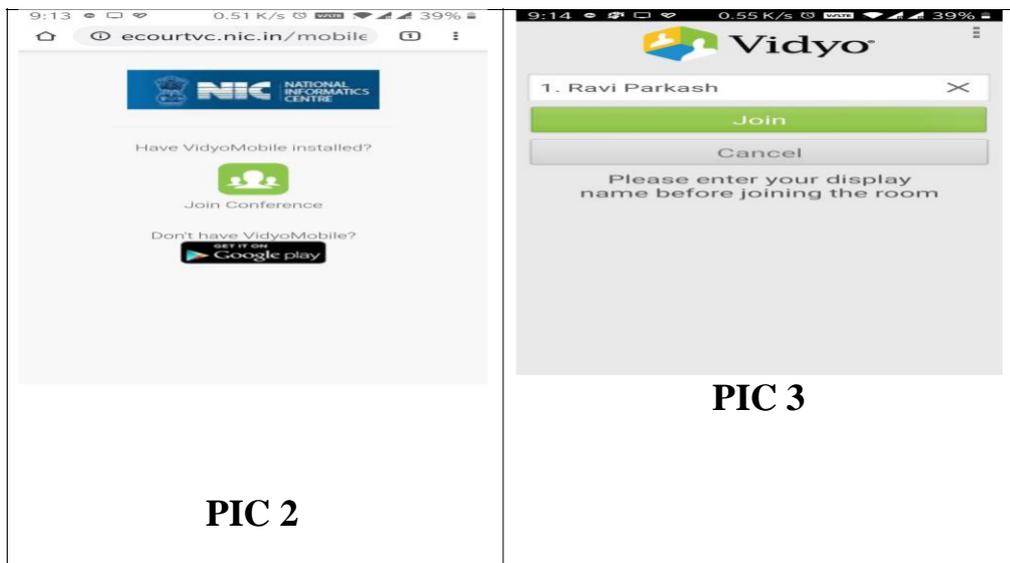
1. To join video conferencing on VIDYO platform, parties are required to download VIDYO DESKTOP application from the site <https://nofnvc.nic.in> on their laptop or desktop on any compatible operating system.



PIC 1: Download Link

2. Similarly, parties may join the video conferencing on VIDYO platform by downloading the VIDYO MOBILE application in a compatible mobile device (phone or tablet) either from <https://play.google.com/store/apps/details?id=com.vidyo.VidyoClient> Google Play Store (Android device) or from <https://apps.apple.com/us/app/vidyomobile/id444062464> Apple APP Store (iOS device), on the same mobile number as mentioned in their contact-details in mentioning-application;
3. The Invitation Link for appearance and viewing, as the case may be, will be sent by the Registry to the given mobile no(s)/e-mail id(s) by SMS/e-mail/WhatsApp one day before the scheduled hearing and the parties may not share or forward such link(s) to any other device nor shall they enable others to join the hearing through video-conference;

4. The party concerned will be advised to click on the link provided, as received on their computer (preferable) or mobile device, upon which a window as depicted below in **PIC 2** shall open; thereafter, the party is required to click on the **“Join Conference”** button;
5. Upon clicking the **“Join Conference”** button, a **‘VIDYO’** display window as depicted in PIC 3 below shall open, prompting the party to enter the display name before clicking **“Join”** button; the party is required to write his/her name, i.e. **RAVI PRAKASH PARTY-IN-PERSON**, thereafter the party is required to click on the **‘JOIN’** button;



6. After having clicked on the **‘JOIN’** button, as in PIC 3 above, the party would join the Registrar for his/her interaction.
7. Thereafter the Party shall display his/her I.D. like Aadhar Card/Passport/Ration Card etc. by placing the same in front of the camera so that the same is clearly visible to the Registrars.
8. Upon being joined to the virtual Court room, Party shall introduce himself to the Registrar and thereafter, shall wait for the instructions from the Registrar, on being asked, party may give reply and on completion of interaction, shall at once **‘mute’** the MIC of the respective device, if the Registrar requires the party to make further submission(s), the party may then **‘unmute’** the MIC of the device and again, on completion of the reply, put the MIC on **‘mute’** mode;
9. It is important for parties to remember to keep their MIC on **‘mute’** at all times, except when the Registrar requires them to make submission(s);

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 video-conference;

10. During Interaction through video-conferencing, the parties are directed not to resort to any indecorous conduct or dress or comment; further, parties are required to ensure that the proceedings by video-conference 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 Supreme Court of India are **expressly prohibited**;
11. Parties are required to stay online till the Registrar concludes the Interaction, whereafter the parties may disconnect from video-conference;
12. After receiving the notice of Interaction, the parties may contact the Branch Officer of the concerned Section at 011-2311..... (Sections to give their PABX number)
13. In case of non-availability/technical issue in connecting the video conferencing for Interaction, the parties shall be given further notice regarding Interaction through their registered e-mails or SMS.
14. It would be obligatory upon the Party-in-Person to keep his/her phone(s) available for incoming calls for joining them in the tele-conferencing. **BUT**, the mobile phone should be kept away from the **MIC** of the Video Conferencing device.