LIMITED PHYSICAL HEARINGS
IN SUPREME COURT OF INDIA,
IN WAKE OF COVID-19 PANDEMIC

User Guide for –
e-Nomination of Counsel
e-Nomination of Clerk
e-Application for Spl. Hearing Pass
e-Submission for Self-Declaration

SUPREME COURT OF INDIA
PUBLISHED BY AUTHORITY
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1. How to login
Visit Official website of Supreme Court of India and click on link
https://registry.sci.gov.in/court/hearings/limited_physical_hearing/
whereupon login page will open. Login page has two options 1. Nomination 2. Entry Pass. On click on e-Nomination as shown in login page of Limited physical hearing as shown in will open.

Nomination link has two options

a. Nominating counsel and/or registered clerks for limited physical hearing
b. Signing self-declaration for the current day.

Appropriate option may be chosen as per requirement.


2. Nominating of counsel / clerk for limited physical hearing

Enter credentials of Advocate-on-Record (AOR)

First select e-Nominate Counsel/Clerk radio button before beginning to enter credentials.

![Limited Physical Hearing](image)

*Figure 2 Login page of Physical Hearing Module*

Enter AOR Code where this symbol is shown and Enter registered mobile number associated the entered AOR Code where this symbol is used. For quick assistance field names are mentioned where data entry is required to be made. Once AOR Code and Registered mobile number associated with AOR code matches with the database maintained in the Supreme Court Registry, OTP will be sent on the registered mobile number of AOR.
Enter OTP received on AOR Mobile

When incorrect mobile number or any other mobile number which is not associated with AOR code is entered, system will display error message as shown above. In such event if you are not already registered, fill in and sign the form for AOR registration and submit the same on recordroom@sci.nic.in. The same exercise needs to be followed for change in AOR mobile number and you may have to undergo verification of identity.

In event of correct entry of mobile number, system will verify and send OTP on registered mobile number of AOR. The OTP needs to be entered whereafter you will be given access to give e-Nomination or Self declaration e-Submission.
Once AOR successfully logs in, all the cases listed before the Court will be displayed on the screen. AOR has a choice to select date from the calendar and cases listed on the selected date will be displayed on the screen.

As indicated in the Figure No. 5 AOR needs to click the add button to nominate counsel or registered clerk. This add button link is given for each case shown on the screen.
As explained in figure 5 on click **add** button screen shown in figure 6 will be displayed. AOR first will have to choose from the type of attendees. Following types of attendees can be nominated.

1. Senior Counsel
2. Advocate-on-record (Other than the user)
3. Appearing counsel (Any other advocate otherwise eligible)
4. Party to the case represented by concerned AOR
5. Registered Clerk of the concerned AOR or nominee.

Total number of AORs appearing in the selected case will be displayed on the top of screen. The working capacity of the Court Room as per standard social...
distancing norms would also be on display. Limit per AOR is Calculated as per total number of AOR in a given case qua the working capacity of given Court Room. If Limit per AOR is 0 in that case AOR can replace himself/herself with Senior Counsel or Appearing Counsel or Another AOR, as may be the case. If Limit per AOR is 0 in that case AOR can replace himself/herself with Senior Counsel or Appearing Counsel or Another AOR, as may be the case. If Limit per AOR is 2 in such case besides such AOR he or she can permit any two or combination of Senior Counsel or Appearing Counsel or Another AORs.

Entry of registered clerks is permitted to assist AOR or counsel for supplying physical material, as may be required, to argue a case. However, registered clerks are not permitted to enter inside the Court Room. Therefore, registered clerks are not counted as attendee inside the Court Room however his entry is permitted up to the Court Room. Therefore, Registered Clerk is not counted in the Limit of persons to be nominated by AOR in a given case.

If in a given case only AOR is permitted and such AOR replaces and nominates counsel in his place, in such event AOR will not be permitted inside the Court Room for that item number listed before the Court. In the Figure 6 name of AOR shall be at serial No. 1 by default. When AOR desires to replace himself/ herself, he or she can delete his/her entry and make fresh entry with appropriate replacement.

Mobile Number is mandatory field for nominating any person for physical hearing. On the basis of mobile number entry pass mechanism is designed, therefore, ensure that correct mobile number is entered, and it is verified before finally submitting nomination to the Registry.

On the day a given case is listed before the Court, nominated entries can be edited or changed till 09.00 am. Already nominated counsel or persons can be viewed as shown in Figure 5 and 6. In case AOR has to change the counsel for any reason he
or she can do the same by deleting the existing counsel entry. AOR can add new counsel provided such strength is permitted in that case.

Figure 7 Giving or changing nomination as per working capacity of Court Room

Step 5

Generating report of nominated attendees

Figure 8 Generating report of nominated person for the selected date.

AOR can generate report of nominated attendees for given date.
e-APPLICATION FOR SPECIAL HEARING ENTRY PASS

1. How to Generate pass step by step process using mobile

Click on Special Hearing Entry Pass, enter your mobile No. & OTP

On the official website of the Supreme Court one can easily find link named “Special Hearing Entry Pass”. Entry pass link permits use of mobile devices like smart phones and tablets besides use of regular desktop PCs. AOR, arguing counsel or Registered clerk may, therefore, use mobile devices to generate Special Hearing Entry Pass. Mobile devices are equipped with facility to take snaps through camera on selfie mode whereas, on desktop PCs image needs to be selected and uploaded.

Figure 9 Special hearing Entry Pass login screen on Desktop PC
Figure 10 Special Hearing Entry Pass login screen on mobile
Figure 11 Special Hearing Entry Pass login screen on Tablet (iPad)

Step 1: Check schedule your visits

Step 2: Select date & Item to complete

Step 3: Hearing Date, Court & Item No.
Limited Physical Hearing

Step 4: Details of ID and upload photo ID
Step 5: Click Selfie & personal info
Step 6: Generate & Print Pass
Step 7: Remember Entry Code
Step 8: Generated Pass on mobile
Steps in Tablet Mode

Step 1: Check schedule your visits

Step 2: Hearing Date, Court & Item No.

Step 3: Details of ID and upload photo ID

Step 4: Click Selfie & personal info

Limited Physical Hearing
Limited Physical Hearing

Special Hearing Entry Pass
Supreme Court of India

Visitor Details
NAME: Sudhanshu Deshpande c/o Nishant (Male / 45)
MOBILE: 8810283963
ADDRESS: Adalat Road

Court Visit Details
RECOMMENDING PERSON: Yashwant Anand Goswami (Emp Code-4829) [Addl. Registrar @ OTHERS] (M:9689969618)
RECOMMENDING AUTHORITY: Registry Officer
REGISTERED ON: 31-08-2020
LOCATION: Virtual Court 3 / Item 4
VALIDITY: 01-09-2020 to 01-09-2020
PRINTED ON: 31-08-2020
12:24:28

Special Hearing Entry Pass
Supreme Court of India

Who
NAME: Yashwant A Goswami c/o Sh A Goswami (Male / 41)
MOBILE: 9689969618
ADDRESS: MAHARASHTRA SADAN KASTURBA GANDHI MARG NEW DELHI

When & Where
RECOMMENDING PERSON: Yashwant Anand Goswami (Emp Code-4829) [Addl. Registrar @ OTHERS] (M:9689969618)
RECOMMENDING AUTHORITY: Registry Officer
REGISTERED ON: 29-08-2020
LOCATION: Virtual Court 3 / Item 4
VALIDITY: 01-09-2020 to 01-09-2020
REMARKS: Authorised by AOR 1227
1. AOR or Appearing Counsel or Arguing Counsel or Registered Clerk shall click on Special hearing entry pass link available on the official website Supreme Court of India.

2. Person nominated for special hearing and physical appearance before the Supreme Court of India shall enter his mobile number. If his number is registered by concerned AOR he shall receive OTP. If OTP is not received the concerned may contact respective AOR.

3. Photo ID uploaded while generating entry pass will be physically verified while permitting entry Photo ID is required for identification of the nominated person as Advocate or registered Clerk, as may be the case.

4. If on a particular day, appearance is to be marked in more than one case, multiple passes are required to be generated for that day. For each item number listed before the Court, a separate pass is required. Accordingly, one has to check schedule for the day and generate all passes listed for that day before the various Courts.

5. Before physically entering/ visiting the Supreme Court premises, the entrants have to mandatorily sign self-declaration form about fitness and good health ruling out possibility of self-infection.
1. How to sign Self-Declaration Form

Any person or Advocate seeking to enter / visit the premises of the Supreme Court by generating **Special Hearing Entry Pass**, is mandatorily required to Sign in Self-declaration form. Self-declaration is to be signed in by entering OTP sent on registered mobile number only on the day of visit. Self-declaration link is available under Nomination as described above in the beginning of this document.

Enter your mobile number, if your mobile number is registered for the current day, the link for Self-declaration will open. In any case, provision has been made for physical filling of Self-declaration form in queue at the visitor counter.

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**e-SUBMISSION OF SELF-DECLARATION FORM**

Supreme Court Of India Self Declaration Form (For Entrants In the High Security Zone)

1. Have you travelled to a foreign country or to a notified area affected by COVID-19 the last 15 days. YES | NO
2. Are you suffering from Fever, Cough and Cold or similar symptoms. YES | NO
3. Has any your Family Member or Persons(s) whom you have met recently displayed aforesaid symptoms recently. YES | NO

4. Wheel Chair Required? YES | NO

**Name:**

**Address:**

**Mobile:**

**Category:**

Select Category

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