

# **SUPREME COURT OF INDIA**

## ***STANDARD OPERATING PROCEDURE FOR LD. ADVOCATE/ PARTY-IN-PERSON AND THE REGISTRY FOR LISTING AND HEARING OF MATTERS THROUGH VIDEO CONFERENCING/TELE CONFERENCING BEFORE THE HON'BLE JUDGE-IN-CHAMBERS & REGISTRAR'S COURT***

In compliance with the directions of the competent authority, the Standard Operating Procedure (SOP) for the Ld. Advocate/Party-in-Person and the Registry for listing and hearing of matters through Video Conferencing/Tele Conferencing before the Hon'ble Judge-in-Chambers and the Registrar's Court shall be as follows:

### **DAYS & TIMINGS OF SITTING OF THE HON'BLE JUDGE-IN-CHAMBERS & REGISTRAR'S COURT**

1. The Hon'ble Judge-in-Chambers may sit on the days as approved by the competent authority. The day and time of sitting of the Hon'ble Judge-in-Chambers will be reflected in the Cause List.
2. The Registrar's Court shall sit on all working days.
3. Usually, the Registrar's Court shall sit at 2:30 PM. In case of a variation on a particular day, the same shall be notified through the Cause List.

### **LISTING OF MATTERS**

#### **Categories of matters**

- A.** The following categories of matter will be listed before the Hon'ble Judge-in-Chambers:
  1. Matters which are specifically required to be listed before the Hon'ble Judge-in-Chambers in terms of the provisions of the Supreme Court Rules, 2013.
  2. Such other matters which may be directed to be listed before the Hon'ble Judge-in-Chambers by virtue of directions of the competent authority
- B.** The following categories of matter will be listed before the Registrar's Court in chronological order:

1. Matters which are specifically required to be listed before the Registrar's Court in terms of the provisions of the Supreme Court Rules, 2013.
2. Matters which are lying in the pool under "incomplete category" and/or "Not Ready category", i.e., the categories of matters which were listed before Registrar's Courts prior to outbreak of Coronavirus (COVID-19) pandemic.
3. Such other matters which may be directed to be listed before Registrar's Court by virtue of directions of Hon'ble Court and the competent authority.

### **SCHEDULE OF PUBLICATION OF CAUSE LIST**

The cause lists will be published as per the schedule published in the SOP uploaded on 16/05/2020.

### **PROCEDURE FOR HEARING OF MATTERS**

1. The Concerned Judicial Branch shall ensure the uploading of the Office Reports, on the official website of the Supreme Court of India, of each and every matter shown in the Daily Cause List, two days preceding the date of listing of the matter i.e. if matters are listed for Wednesday, the office report must be uploaded by Monday.
2. The Learned Advocates/Party-in-Person, upon perusal of the Office Report, shall indicate as to whether –
  - a) they desire to make oral submissions in a particular matter;
  - b) they intend to pray for more time and the time actually needed for complying with any discrepancy reported in the office report. They may send written submission on e-mail IDs of concerned court of Hon'ble Judge-in-Chambers or Registrar's Court, as the case may be.
  - c) For the aforesaid purpose, they shall send their request/written submission by e-mail at the email address [chamber1.vc@sci.nic.in](mailto:chamber1.vc@sci.nic.in) or [reg1.vc@sci.nic.in](mailto:reg1.vc@sci.nic.in) by 10:00 AM on the previous day to enable the Registry to make necessary arrangements.
3. The said written submission of the Learned Advocates/Party-in-Person will be placed before the Hon'ble Judge-in-Chambers or the Registrar's Court on the notified date.

4. In case the Learned Advocates/Party-in-Person wish to make oral submissions, the matters shall be heard through video conferencing/teleconferencing mode.
5. In case no request/written submission on e-mail, as aforesaid, has been received, or received beyond the scheduled timing, the Hon'ble Judge-in-Chambers or the Registrar's Court may pass such orders as deemed appropriate on the basis of the Office Report or the circumstances of the matter.
6. The orders passed by the Hon'ble Judge-in-Chambers or the Registrar's Court will be uploaded on the website.
7. In order to ensure proper marking of the presence of the Advocate/Party-in-Person, the concerned Advocate/Party-in-Person shall send the appearance slip on the email address of the court, as aforementioned, at least half an hour prior to the commencement of the court proceedings.

### **INSTRUCTIONS FOR JOINING VIDEO-CONFERENCING/TELE-CONFERENCING FOR HEARING OF LISTED MATTERS**

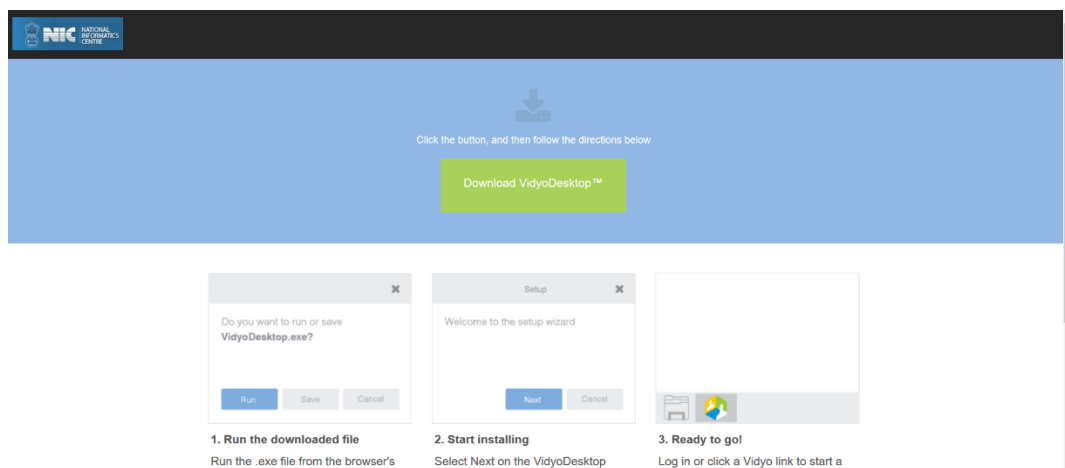
1. The Advocate-on-Record/Party-in-Person shall specify as to whether he/she would link to the Hon'ble Judge-in-Chambers and the Registrar's Court through own Desktop/Laptop Computer or would prefer to avail the facility for video-conferencing in the Supreme Court premises. The web-link for joining the video-conference shall be provided to the Advocate-on-Record on the registered email ID and/or mobile number, as recorded at the time of the AOR Code Generation. For any corrections, the Advocate-on-Record may follow the prescribed procedure. 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 court of Hon'ble Judge-in-Chambers and the Registrar's Court.
2. It may be noted that only one link will be provided per party. 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 matters shall be heard by the Hon'ble Judge-in-Chambers and the Registrar's Court 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 and in case the video conferencing is not functional, through tele-conferencing. 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 hearing shall ensure robust connectivity and 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 around half-an-hour before the scheduled hearing, and parties may kindly note that each of the link so sent to any device is required to be unique and hence, 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 with designation by prefixing item no.(*of the cause list*) in the space given ie: **ITEM NO. 123 - RAVI PRAKASH AOR/PTNR** OR **ITEM NO. 123 - RAVI PRAKASH SR. ADV./PTNR** OR **ITEM NO. 123 - RAVI PRAKASH PARTY-IN-PERSON**, as the case may be, and 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 other parties in a virtual waiting room, and parties would be required to wait patiently for being joined to the virtual Court room for their respective hearing;
7. Upon being joined to the virtual Court room, arguing counsel shall introduce

himself to the Hon'ble Judge-in-Chambers or the Registrar's Court and thereafter, shall wait for the instructions from the Hon'ble Judge-in-Chambers or the Registrar's Court, as the case may be – on being asked, party may make submissions and on completion of the submissions, shall at once '**mute**' the MIC of the respective device, if the Hon'ble Judge-in-Chambers or the Registrar's Court requires the party to make further submission(s), the party may then '**unmute**' the MIC of the device and again, on completion of the submission, put the MIC on '**mute**' mode;

8. It is important for parties to remember to keep their MIC on '**mute**' at all times, except when the Hon'ble Judge-in-Chambers or the Registrar's Court requires them to make submission(s); thus, when one party is making submissions, it is imperative that all other participants shall keep their respective MIC **muted** 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;
9. It may be noted that simultaneous submissions by more than one party at any given time **should be avoided** and each party may indicate requirement to speak/submit by asking for permission from the Hon'ble Judge-in-Chambers or the Registrar's Court, **by raising a hand**. Once permitted by the Hon'ble Judge-in-Chambers or the Registrar's Court, the party shall first '**unmute**' the MIC and thereafter make submissions, as per clause 8 above.
10. During hearing through video-conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and hence it is expected that they would not 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 Hon'ble Judge-in-Chambers or the Registrar's Court concludes** the hearing of their matter, whereafter the parties may disconnect from video-conference;
12. Upon publication of the cause-list, the **Registry may call any party and require to test the device or its connectivity**, and every such party is required to cooperate with such staff/official and abide by the instructions given, so that the hearing by video-conference may be smoothly conducted;
13. After publication of cause list, a WhatsApp group may be created by the Registry before the hearing of the matters where the participants may raise any query related to video conferencing. **That apart, the parties may**

**contact Helpline Telephone Number 1881.**

14. In case of non-availability/technical issue in connecting the video conferencing for hearing, the parties may be joined through teleconferencing through landline/mobile phone.
15. It would be obligatory upon the AOR/Arguing Counsel/Party-in-Person to keep their phone(s) available for incoming calls for joining them in the teleconferencing. **BUT**, the mobile phone should be kept away from the **MIC** of the Video Conferencing device.