Standard Operating Procedure for hearing of matters at High Court of Judicature at Bombay, Nagpur Bench, Nagpur.

(w.e.f. Monday, 10th January 2022)

In order to check over crowding in Court Halls / Court Premises in view of the prevailing situation of COVID-19 particularly with the emergence of the Omicron variant and since precautionary measures need to be taken, IT IS HEREBY NOTIFIED for the information of the Advocates and the parties appearing in-person that the Hon'ble the Chief Justice has been pleased to issue the following guidelines for hearing the matters through Physical mode at the High Court of Judicature at Bombay, **Nagpur Bench**, Nagpur, with effect from Monday, 10th January 2022 until further Orders:

1) The hearing of the matters in all Courts will continue by physical mode for the present at the High Court of Judicature at Bombay, Nagpur Bench until further orders.

2) The entry of the litigants in the Court Hall / Court Premises is prohibited, unless directed by the Hon'ble Court or is with prior written permission.

3) Mentioning for circulation of the matters shall not be allowed physically in the Court.

4) The Advocates / Parties-in-person shall seek circulation of their matters only by filing Praecipe through e-mail on the designated e-mail ID of the concerned Court, as per **Annexure A.**

5) In case of fresh matter, the Advocate / Party-in-person shall first file the matter with filing department, get stamp / lodging number and then move the Praecipe by mentioning said stamp / lodging number on it and setting out the urgency.

6) No Praecipe without mentioning number of the matter will be entertained.

7) The Advocate / Party-in-person shall also serve the Praecipe on the other side in advance.

8) All Praecipes should be sent **48 hours** (excluding holidays) in advance before proposed listing of the matter. Praecipes received after stipulated time will not be responded to or will not be placed before the Hon'ble Judge.

9) Office shall publish list of matters in which circulation is granted. If the matter is not listed it shall mean that circulation is refused.

10) All filing shall be at Drop Box/ facilitation centre at central hall on ground floor by obtaining e-pass by email to hcnagepass@gmail.com and to visit with drop-box receipt in duplicate as per Annexure-B. The staff shall handle these files after 24 hours.

11) The Advocates should not file their matters through email on the designated email address. Such filing through email will not be taken cognizance.

12) The following mandatory norms to be followed by all, who are permitted to enter the Court Premises for filing at Drop Box:

i) Wearing of mask at all times.

ii) Adherence to all the directions / guidelines / SOPs / advisories issued by the Government of India and the State Government in respect of COVID-19 protocol.

13) For entry in Court Halls there shall be following guidelines:

a) Only Advocates will be allowed in Court Halls and that too only Advocates whose matter is called out. One Junior / one Clerk of the Advocate will be allowed.

b) The other Advocates may wait in the corridor ensuring that there is no over crowding at corridors also.

c) The Display Boards are on as also the facility is available for being made use of in the smart phones.

d) All are requested to frequently sanitize their hands and wear face mask as prescribed in the guidelines issued by the Health Ministry as also maintain social distancing.

14) Parties-in-person, Advocates, their Clerks and Peons and Court staff are requested to exercise extreme caution.

Dated 6th day of January 2022.

By Order,

High Court Appellate Side,)
Bombay.)
)

Sd/-
(V. R. Kachare)
Registrar (Judicial-I)

Annexure-A

EMAIL - IDs OF THE HON'BLE COURTS

w.e.f. Monday, 10th January 2022

Sr. No.	Court Sitting	Email Address
1	The Hon'ble Shri Justice SUNIL B. SHUKRE AND The Hon'ble Shri Justice ANIL L. PANSARE	dbcourt1ngp@gmail.com
2	The Hon'ble Shri Justice A. S. CHANDURKAR AND The Hon'ble Mrs. Justice PUSHPA V. GANEDIWALA	dbcourt2ngp@gmail.com
3	The Hon'ble Shri Justice V. M. DESHPANDE AND The Hon'ble Shri Justice G.A. SANAP	dbcourt3ngp@gmail.com
4	The Hon'ble Smt. Justice ANUJA PRABHUDESSAI	sbcourt1ngp@gmail.com
5	The Hon'ble Shri Justice ROHIT B. DEO	sbcourt2ngp@gmail.com
6	The Hon'ble Shri. Justice A. G. GHAROTE	sbcourt3ngp@gmail.com
7	The Hon'ble Smt. Justice M. S. JAWALKAR	sbcourt4ngp@gmail.com
8	The Hon'ble Shri Justice S.P. TAVADE	sbcourt5ngp@gmail.com

Annexure-B

Download, fill in and give print command for relevant page number or download print and fill in by hand

Drop-box Receipt

1) Name of Advocate or party-in-person filing the matter with - _____

   a) email address : _____

   b) mobile number : _____

2) Name of parties in brief in the matter _____

3) Whether Civil or Criminal _____

4) Whether it is Writ Petition, Appeal, Application, Misc. Civil Application, etc. _____

5) Tick (√) the nature of filing :

   a) fresh filing _____

   b) hard copy of filing by email during lock-down with – LD-VC No. _____

6) Whether affidavit is to be sworn-in before the Section Officer Yes / No

Place : Nagpur

x

Date : Signature of the Advocate/Clerk/

Time : Party appearing in person.

Fill in the following information for issuance of temporary pass :

This temporary pass is issued to permit the entry of following two persons :

1) Name of the person swearing an affidavit (with identity card) _____

2) Name of the Advocate/Clerk accompanying the aforesaid person _____

3) Date on which the affidavit is to be sworn-in (to be filled in by Office) _____

4) Time during which entry shall be permitted (to be filled in by Office) _____ to _____

Seal and signature of the authority