Standard Operating Procedure for hearing of matters through Virtual Mode at Principal Seat, Bombay High Court.

(w.e.f. 4th January 2022)

IN SUPERSESSION OF THE SOP dated 31st December 2021 for hearing of matters through Hybrid (virtual / physical) mode, in order to reduce the physical presence of lawyers and litigants due to 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 Standard Operating Procedure for hearing the matters **through Virtual mode** at the **Principal Seat, Bombay High Court with effect from 4th January 2022 till 28th January 2022 :**

1) The hearing of the matters in all Courts will be through **Video Conferencing** only**.**
2) Mentioning for circulation of the matter shall be allowed through virtual mode in extremely urgent cases **only with permission of the concerned Bench**. It is left to each individual Bench to settle it's board considering the priority in hearing to be given to any particular matter.
3) The Advocates shall seek circulation of their matters only by filing Praecipe through e-mail on the designated e-mail ID of the concerned Court, given hereinbelow.
4) In case of fresh matter, the Advocate shall first file the matter, get stamp/lodging number and then move the Praecipe by mentioning said stamp/lodging number on it and setting out the urgency.
5) Filing of fresh matters will be allowed through e-filing only. However, option of filing of fresh matters physically is permitted till 7th January 2022. The Advocates shall file fresh matters through e-filing by visiting **efiling.ecourts.gov.in** portal.
6) E-filing of fresh matters will be allowed for all types of matters.
7) The filing of matters through e-filing is illustrated in the SOP dated 22.12.2021. The Advocates shall follow the instructions as given in the SOP for e-filing dated 22.12.2021.

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8) The Advocates should NOT file their matter through e-mail on the designated e-mail address. Such filing through e-mail will not be taken cognizance of.

9) Filing of Testamentary matters physically will however be allowed notwithstanding clause 5 and 6 above.

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

11) The Advocates shall also serve the Praecipe on the other side in advance.

12) 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. If, the matter is not listed, it is deemed that the Bench has declined circulation of the matter.

13) In the Praecipe itself, Advocates shall mention names of maximum three persons with their email ids who would attend the hearing through virtual mode. Similarly, respondents / defendants seeking to enter appearance shall intimate email ids of maximum three persons who would attend the hearing. Please note that only those persons whose emai-Ids are intimated to the Registry would be allowed to attend the hearing through virtual mode.

14) Advocates shall mention their Bar Council enrolment/registration number and Phone number and email-ID in the Praecipe.

15) If the Hon'ble Judge allows the Praecipe, the Registry shall communicate the date and time slot for hearing through virtual mode and shall share the link and PIN of the Video Conference Room with the Advocates concerned. The link and PIN shall be used only for Video Conference of that particular case at the allotted time.

16) Pre-requisites for joining software VC based meeting :

i) Internet connection of minimum 2 Mbps from any service provider (Broadband/FTTH/4G, etc.)

ii) Laptop/Desktop with camera working in Windows (recommended) or any other Operating System. Use of mobile phones for VC is deprecated for all users.

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iii) The laptop or PC used should ideally be identifiable by the name of the Advocate joining the meeting.

iv) It is recommended to make use of Wired Earphone / Headphones with good quality Microphone. Advocates are discouraged from using inbuilt microphone of PC or Laptop.

17) In order to join the Video Conference, Advocates should install the required Video Conferencing software on their Computer / Laptop or Smartphone. No technical support for installation will be provided in this regard.

18) The Advocates concerned may connect to virtual mode using the link or meeting ID and PIN shared with them. They shall enter the serial number of their matter on the Board as their login Id for their identification.

19) Please ensure that your camera is in a stable position and focused at your eye level and there is sufficient light on you. Please do not sit too far from or too close to the camera. On the screen, the face should not be blurred or dark but must be clearly identifiable.

20) To experience a good conference during multi-party hearing, please maintain discipline by speaking one at a time. Please keep your microphone muted and unmute it only when you speak. Only the speaker's microphone should be unmuted at any given time.

21) Only the Advocate / duly authorized person shall address the Court. The Registry is authorized to mute/unmute any of the participants.

22) A complaint in regard to the quality or audibility of feed, if any shall be communicated on the helpline No. **022-22676751** during the proceeding or immediately after its conclusion failing which no grievance in regard to it shall be entertained thereafter.

23) Persons whose presence is not necessary or those who disturb or otherwise impede the smooth conduct of the proceedings or violate the etiquette will be removed without notice or warning. Persons removed will not be able to re-join. No complaint will be entertained against removal.

24) The litigants who do not have the means or access to Video Conferencing facilities may use the facility of Video Conferencing through the unit installed in Court Room No.**25 Annex**.

25) Recording of the VC court proceeding / hearing in video, audio and / or any other form is strictly prohibited.

26) The word 'Advocate' wherever occurs in this SOP, unless the context otherwise requires, shall also include a Party-in-Person.

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27) Advocates and parties should avoid visiting the Court premises, unless their presence is absolutely required.

28) The Bar Associations should discourage the presence of the Advocates in Bar Rooms and of the Advocate Clerks within the Court premises.

29) The following mandatory norms to be followed by all the concerned who are permitted to enter the Court premises :

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.

Dated 3rd day of January 2022

By Order,

Sd/-

(Sachin B. Bhansali)
Prothonotary & Sr. Master,
High Court, O.S. Bombay.

Sd/-

(V. R. Kachare)
Registrar (Judl-I),
High Court, A.S., Bombay.

EMAIL – IDs OF THE HON'BLE COURTS

w.e.f. 3rd January 2022

Sr. No.	Court sitting	Email address
1	The Hon'ble Shri Justice **A. A. SAYED** **AND** The Hon'ble Shri Justice **ABHAY AHUJA**	For Appellate Side dbcourt02@gmail.com For Original Side dbcourt02.os@gmail.com
2	The Hon'ble Shri Justice **S. S. SHINDE** **AND** The Hon'ble Shri Justice **N. R. BORKAR**	For Appellate Side and Original Side dbcourt3@gmail.com
3	The Hon'ble Shri Justice **P. B. VARALE** **AND** The Hon'ble Shri Justice **A. S. KILOR**	For Appellate Side and Original Side dbcourt05@gmail.com
4	The Hon'ble Shri Justice **S. J. KATHAWALLA** **AND** The Hon'ble Shri Justice **MILIND N. JADHAV**	For Appellate Side dbcourt6@gmail.com For Original Side dbcourt6.os@gmail.com
5	The Hon'ble Shri. Justice **R.D. DHANUKA** **AND** The Hon'ble Shri. Justice **S. M. MODAK**	For Appellate Side dbcourt08@gmail.com For Original Side dbcourt08.os@gmail.com
6	The Hon'ble Shri Justice **NITIN JAMDAR** **AND** The Hon'ble Shri Justice **AMIT B. BORKAR**	For Appellate Side dbcourt11.as@gmail.com For Original Side dbcourt11.os@gmail.com
7	The Hon'ble Shri Justice **K. R. SHRIRAM** **AND** The Hon'ble Shri. Justice **R. N. LADDHA**	For Appellate Side dbcourt7@gmail.com For Original Side dbcourt7.os@gmail.com
8	The Hon'ble Shri Justice **G. S. PATEL** **AND** The Hon'ble Shri. Justice **MADHAV JAMDAR**	For Original Side dbcourt13.os@gmail.com For Appellate side dbcourt13.as@gmail.com
9	The Hon'ble Smt. Justice **REVATI MOHITE-DERE**	For Appellate Side sbcourt14.as@gmail.com

10	The Hon'ble Shri Justice **R.V. GHUGE**	For Appellate Side sbcourt20.as@gmail.com For Original Side sbcourt20.os@gmail.com
11	The Hon'ble Shri. Justice **NITIN W. SAMBRE**	For Appellate Side and Original Side sbcourt16.as@gmail.com
12	The Hon'ble Shri. Justice **G. S. KULKARNI**	For Original side sbcourt31.os@gmail.com
13	The Hon'ble Shri. Justice **B.P. COLABAWALLA**	For Original side sbcourt17.os@gmail.com
14	The Hon'ble Shri Justice **A. K. MENON**	For Original Side sbcourt18.os@gmail.com
15	The Hon'ble Shri. Justice **C. V. BHADANG**	For Appellate Side sbcourt15.as@gmail.com
16	The Hon'ble Shri. Justice **P. D. NAIK**	For Appellate Side sbcourt21.as@gmail.com
17	The Hon'ble Shri. Justice **M. S. KARNIK**	For Appellate Side sbcourt34.as@gmail.com
18	The Hon'ble Shri Justice **SANDEEP K. SHINDE**	For Appellate Side sbcourt23.as@gmail.com
19	The Hon'ble Shri Justice **SARANG V. KOTWAL**	For Appellate Side sbcourt24.as@gmail.com
20	The Hon’ble Shri Justice **RIYAZ I. CHAGLA**	For Appellate Side and Original Side sbcourt32.as@gmail.com
21	The Hon’ble Shri Justice **PRITHVIRAJ K. CHAVAN**	For Appellate Side sbcourt25.as@gmail.com
22	The Hon’ble Shri Justice **N. J. JAMADAR**	For Original Side sbcourt27.os@gmail.com
23	The Hon'ble Shri. Justice **V. G. BISHT**	For Appellate Side sbcourt22.as@gmail.com For Original Side sbcourt25.os@gmail.com