

HIGH COURT FOR THE STATE OF TELANGANA

Standard Operating Procedure for Learned Advocate/Party-in-person for Online filing of Urgent Matters and Video Conferencing Hearing

In order to curtail the spread of Novel Coronavirus (COVID-19), considering the lockdown declared by the Central Government and the Government of Telangana, Hon'ble the Chief Justice, High Court for the State of Telangana has been pleased to direct constitution of the Hon'ble Benches to hear matters involving extreme urgency, to be decided by the Hon'ble Presiding Judges of such Benches on the basis of prayer made by Advocate-on-record/Party-in-person by way of a signed and verified petition containing a synopsis of extreme urgency not exceeding one page, similar to that of the urgency affidavit filed during Court Vacation periods.

The present circular is being issued in continuation of previous circulars vide ROC.No.394/SO/2020 dated 27th March 2020 and corrigendum issued on 28th March 2020, reiterating and further elaborating *Standard Operating Procedure (SOP)* for e-filing and hearing of urgent matters through video conferencing.

E-FILING OF URGENT MATTERS

1. The Advocates/Parties-in-person shall file extreme urgent matters along with all the relevant documents including the proof of payment of Court Fees duly scanned in PDF format to the e-mail ID of Registrar General, i.e., reg.gen-tshc@ajj.gov.in along with the gist of case and the reason for taking up the matter urgently.
2. The Advocates filing the cases shall necessarily submit the advocate code, Registered Mobile Number and email ID along with the material papers, duly serving the notice to the other side via e-copy through email and informing the proof of such service.
3. All pages of the Petition would be signed by the Party/Authorized agent and also by the lawyer before being scanned. Annexure to the Petition shall also be scanned in PDF format and sent along with the Petition. However, upon restoration of normal functioning of the Court, hard copies of the complete Petition as required under the Rules shall be supplied. Even for the matters filed through online filing during this crisis period and disposed off

during this period, the party and his/her Advocate would supply the hard copy complete in all respects, upon restoration of normal functioning of the Court.

4. The reply/interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for online filing.

5. The Registrar General, after scrutinizing, will place the matters before the Hon'ble the Chief Justice for His Lordship's consideration. After satisfying with the nature and urgency of the matter, the Hon'ble the Chief Justice will direct the Registry to list the same before the concerned Bench. Once the matter is considered for hearing, the Advocate/Parties-in-person will be automatically intimated through SMS about the details of date and time slots allotted for hearing their matter.

6. The Advocates/Parties-in-person are requested to present their arguments through video conferencing from their respective offices/residences only. However, in case the Advocates/Parties-in-person are unable to present their submissions through video conference from their respective home offices/homes, they can present their arguments from the control room established at High Court for the State of Telangana.

7. Upon approval of the urgency by the Hon'ble the Chief Justice, the case(s) would be listed before the Hon'ble Bench in due course;

8. After admission of these extremely urgent matters, the hearing will be conducted through Video conferencing.

9. The Advocate-on-Record/Party-in-person must ensure good internet connectivity and **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 the ongoing video-conference disrupting such video-conferencing.**

INSTRUCTIONS FOR JOINING VIDEO CONFERENCING

The High Court for the State of Telangana issued circular instructions vide ROC.No. 394/SO/2020, dated 27.03.2020, in which the Advocates/Parties-in-person were instructed to install "Zoom Cloud meetings app" for the purpose of video conferencing, however, for security reasons, the High Court has decided to use "**Cisco Webex Meetings**" software instead of Zoom Cloud meetings app. Hence, the Advocates/Parties-in-person are requested to make note of this change and follow

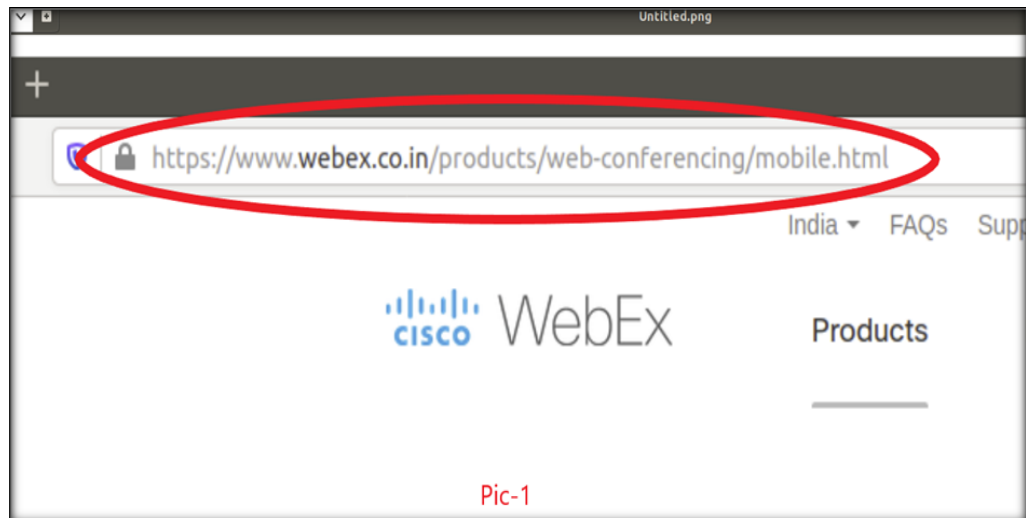
the below mentioned instructions with respect to conduct of Video Conferencing through Cisco Webex meetings app.

The matters shall be heard by the Hon'ble Bench through web-based video-conferencing system on the Cisco Webex platform. 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, Advocates/Parties-in-person 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 Webex enabled computer (preferable) or mobile.

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

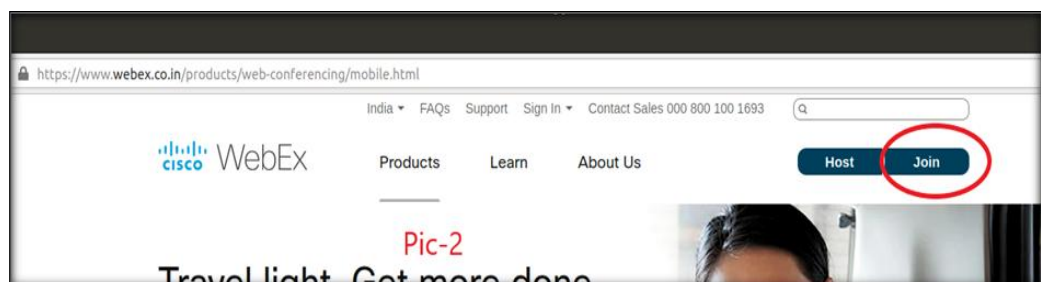
1. Joining the Virtual Court Room through Video Conferencing using Desktop/Laptop/Tablet PC:

- a. The Invitation Link and Meeting ID for appearance and viewing, as the case maybe, will be sent by the Registry to the given mobile no(s)) by SMS at least one hour before the scheduled hearing, and Advocates/Parties-in-person may kindly note that each of the link so sent to any device is required to be unique and hence, Advocates/Parties-in-person may not share or forward such link(s) to any other device nor shall they enable others to join the hearing through video-conference;
- b. To join video conferencing Advocates/Parties-in-person are required to open the website <https://www.Webex.co.in/products/web-conferencing/mobile.html> on their laptop or desktop on any compatible operating system as mentioned in the screenshot below.



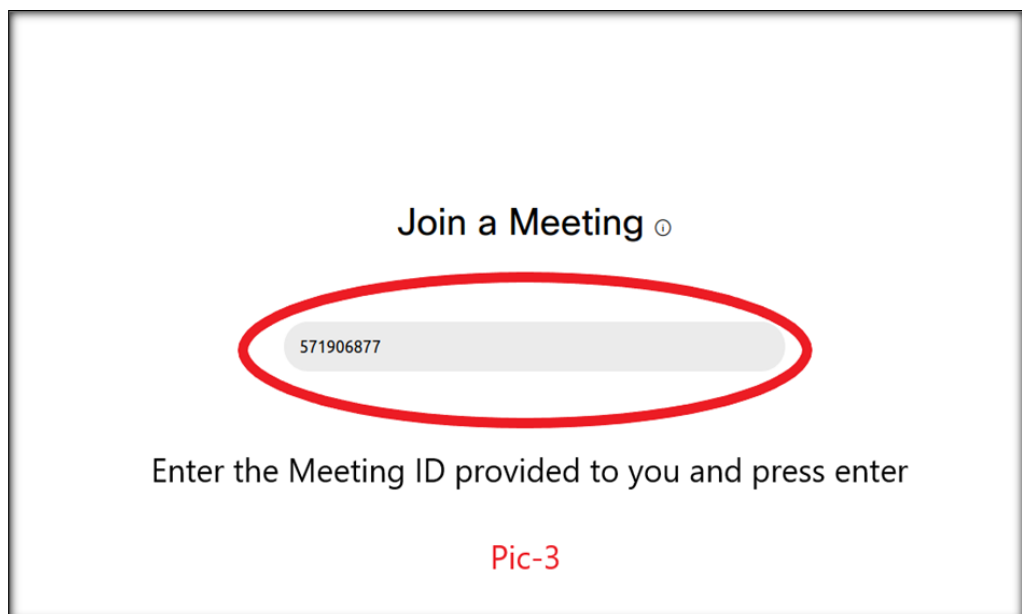
Pic-1

- c. To join the Video Conference please click on the Join button as depicted in the below picture:



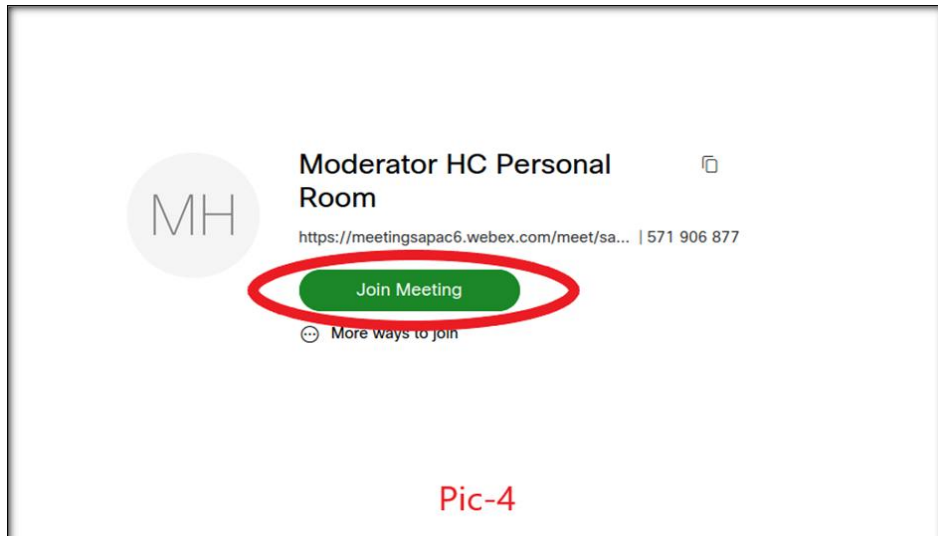
Pic-2

- d. Please enter the **Meeting ID** provided to you via SMS and press 'Enter' button to join the Virtual Court Room, please do not disclose this meeting id to anybody else:

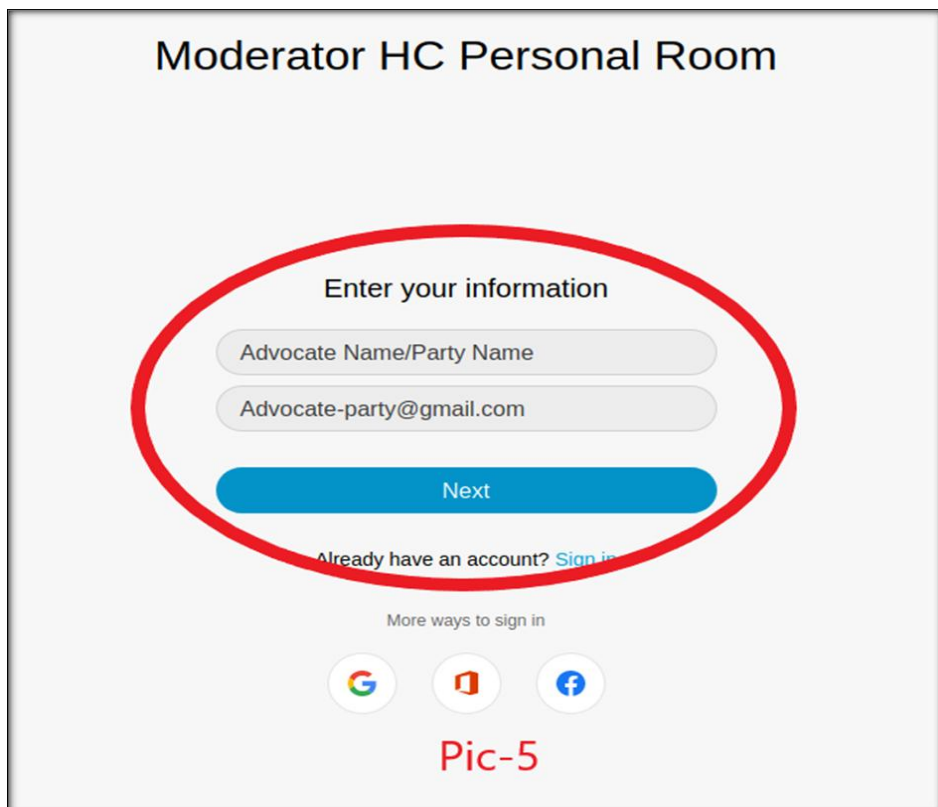


Pic-3

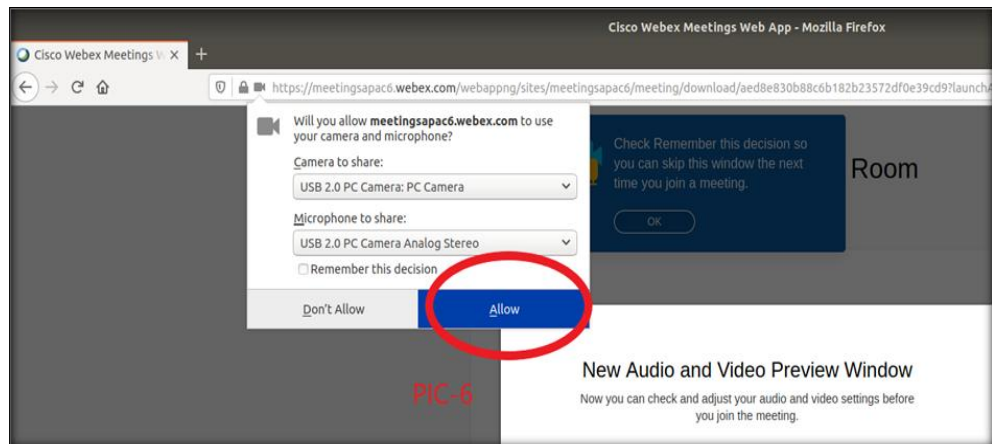
- e. After entering the Meeting ID, please click on the **Join Meeting** button as depicted in the below picture:



- f. In the next screen, provide Advocate Name/Party-in-person name along with email ID in the text boxes provided, as depicted below and press **Next** button:

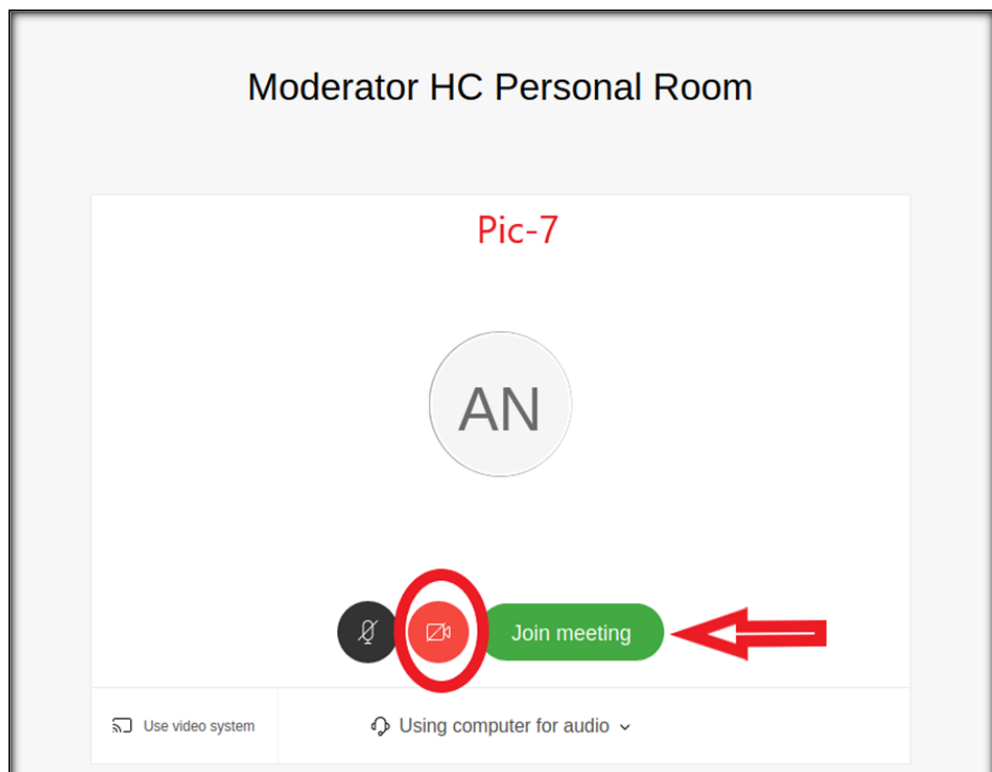


- g. After providing the details, if the user is logged on to the Webex meetings for the first time, the software will prompt for Camera permissions, please press on the **Allow** button, as depicted below:

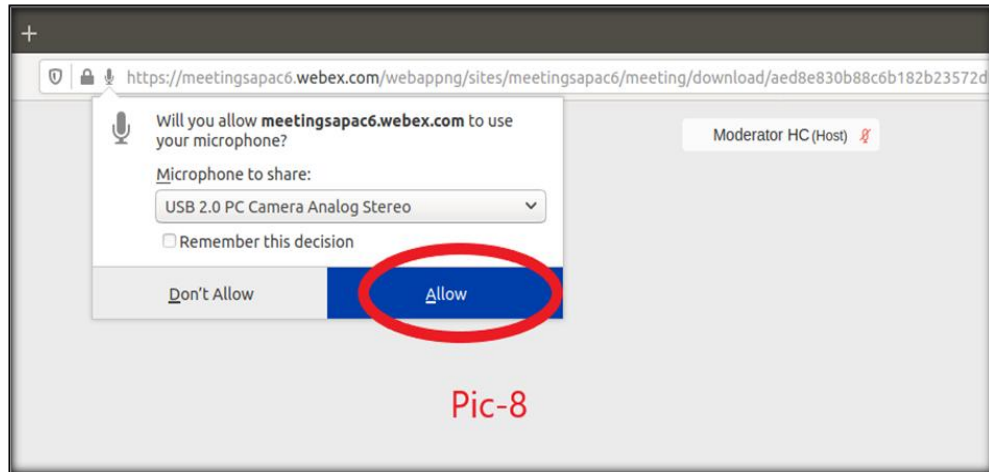


PIC-6

- h. In the next screen, please **enable the Camera** by pressing on the Camera button and click on the **Join meeting** button as depicted below:

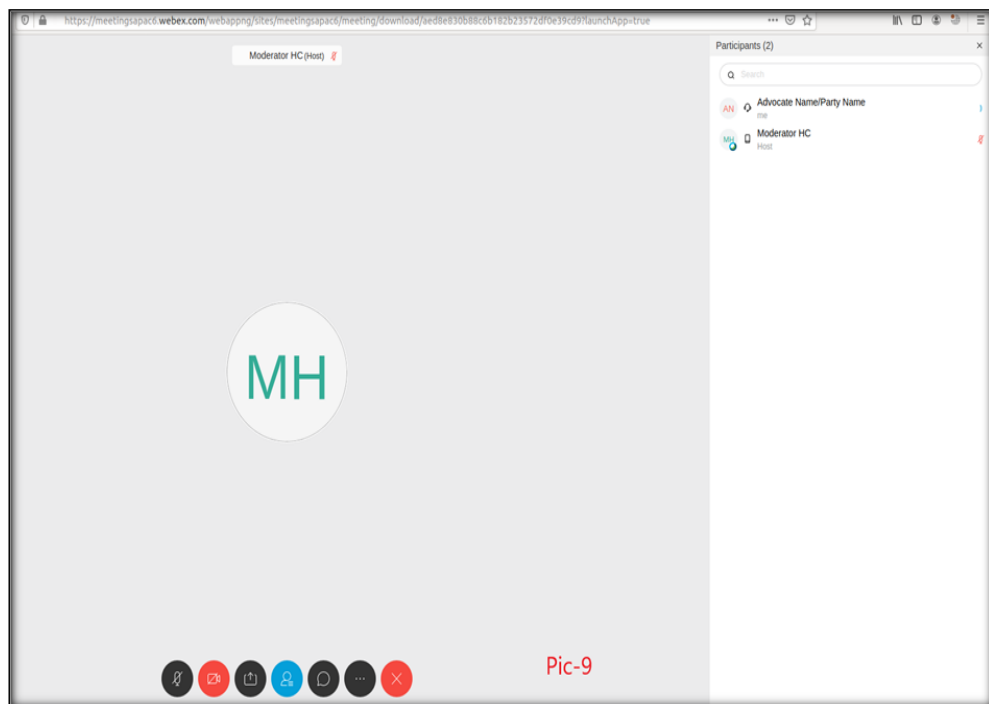


- i. If the user is logged on to the Webex meetings for the first time, the software will prompt for Microphone permissions, please press on the **Allow** button, as depicted below:



Pic-8

j. The user now has successfully joined the **Virtual Court Room**;



Pic-9

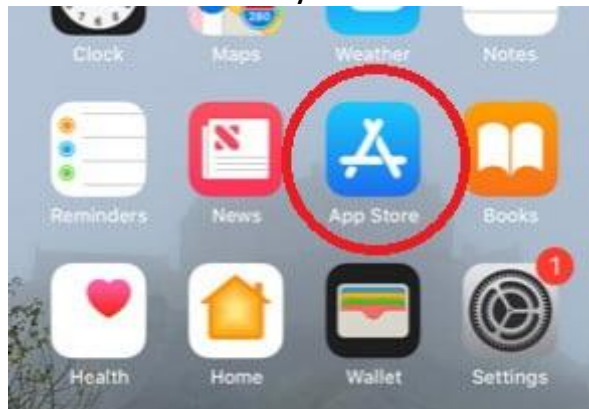
2. Joining the Virtual Court Room through Video Conferencing using Smartphones (Android/iOS):

a. Advocates/Parties-in-person may join the video conferencing by downloading the Cisco Webex Meetings application in a compatible mobile device (phone or tablet) either from <https://play.google.com/store/apps/details?id=com.cisco.Webex.meetings&hl=en> GooglePlay Store (Android device) or from <https://apps.apple.com/us/app/cisco-Webex-meetings/id298844386> for AppleAPP Store (iOS device), on the same mobile number as mentioned in their contact-details in petition;

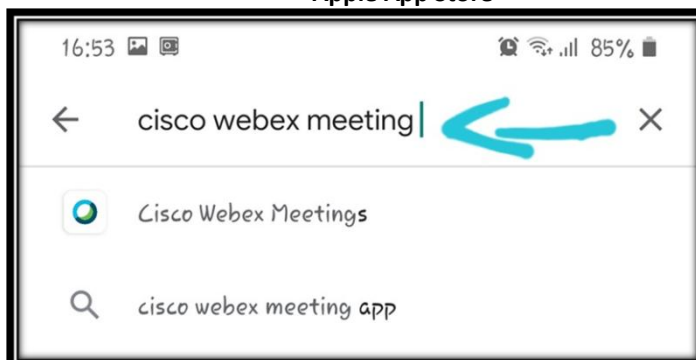
b. Open Google Play Store for Android devices or Apple AppStore for iOS devices (iPhones/iPads), search for '**Cisco Webex Meetings**' in the Play Store/AppStore.



Android Play Store icon

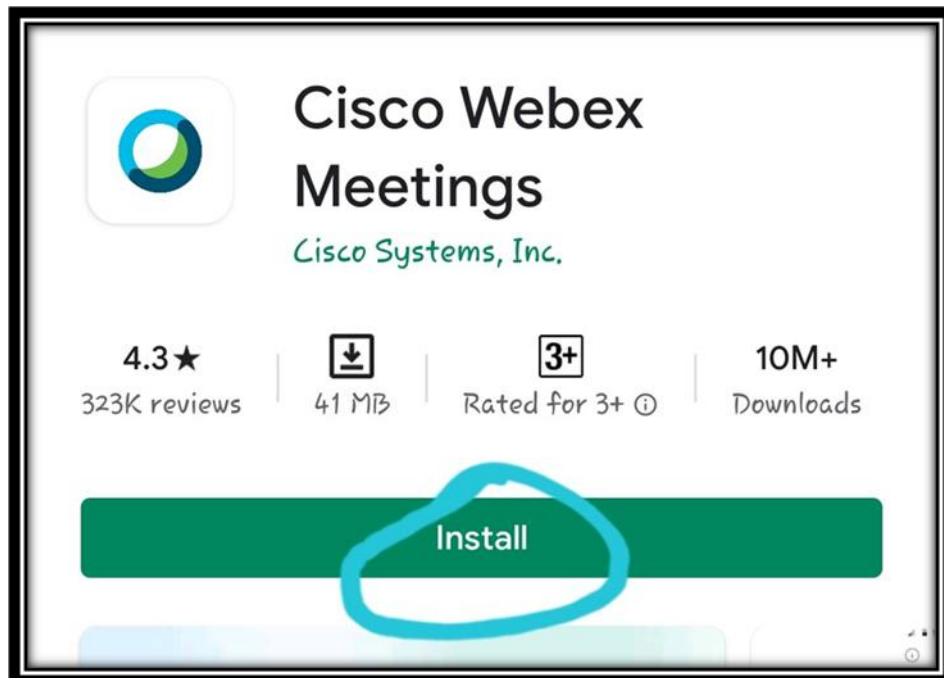


Apple App Store

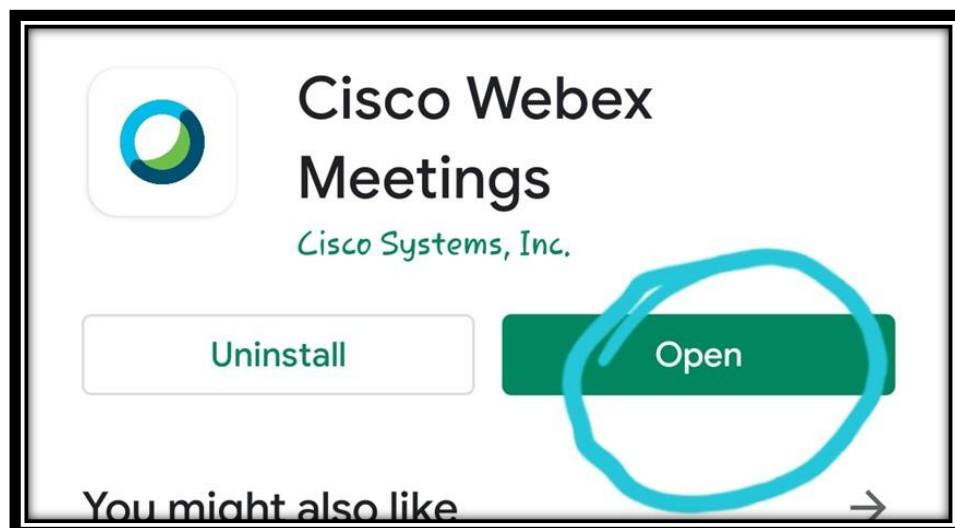


Searching on the Play Store/App Store

- c. Select the 'Cisco Webex Meetings' from the list and click on the **Install** button as depicted below, the procedure is similar for iOS devices (iPhone/iPad):



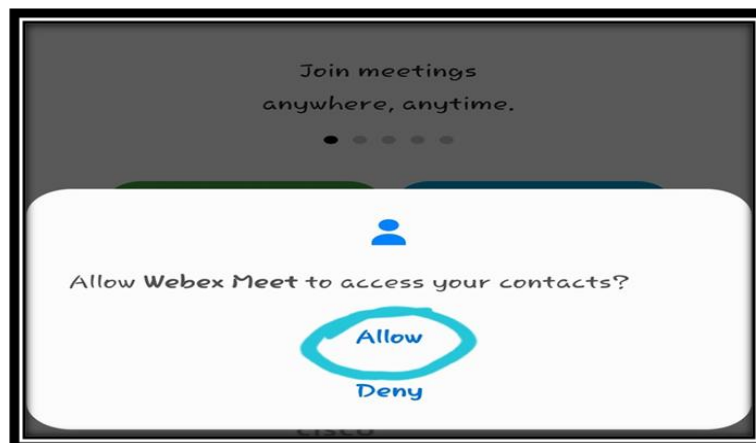
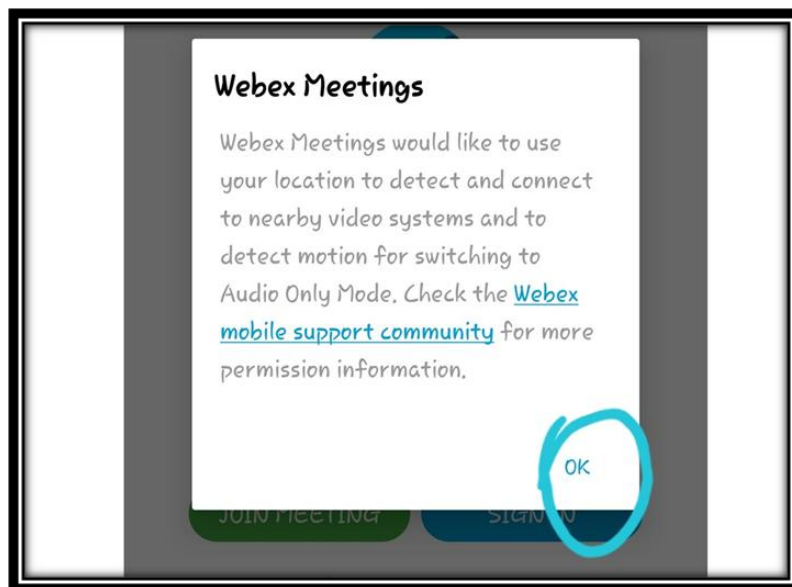
- d. Once the app is installed, click on the **Open** button as depicted below, once the app is installed the app can be found in the Menu (for Android devices) and on Home Screen (for iOS devices)

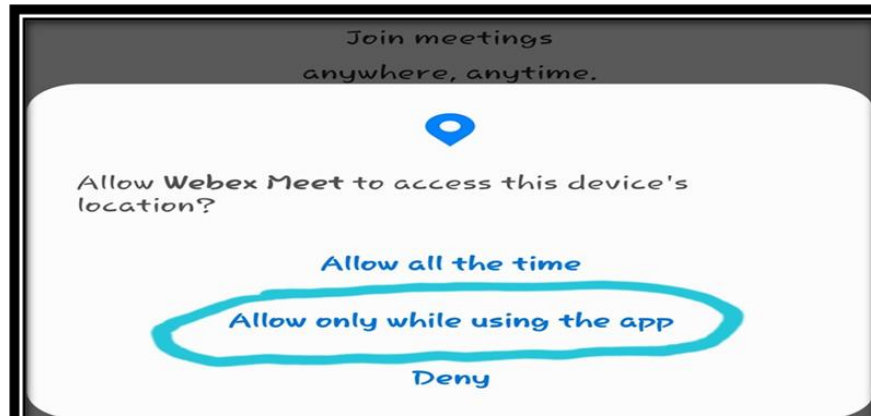


- e. Please press on **Accept** button accepting the terms of service as depicted below, the procedure is similar for iOS devices (iPhone/iPad):



- f. For proper functioning of the app, it requires permissions for location and contacts access., please grant the permissions as mentioned below, the procedure is similar for iOS devices:

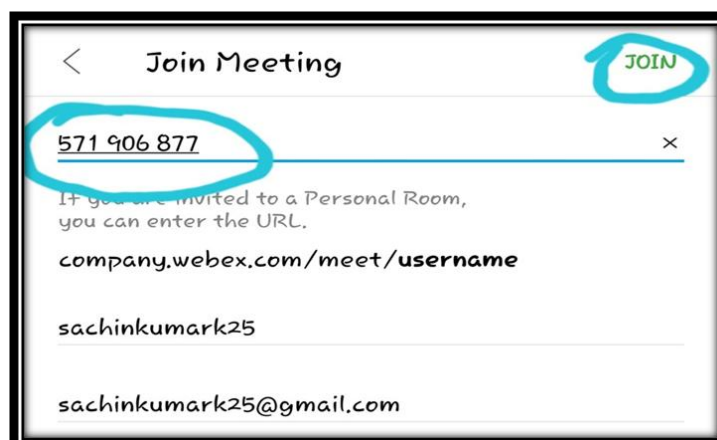




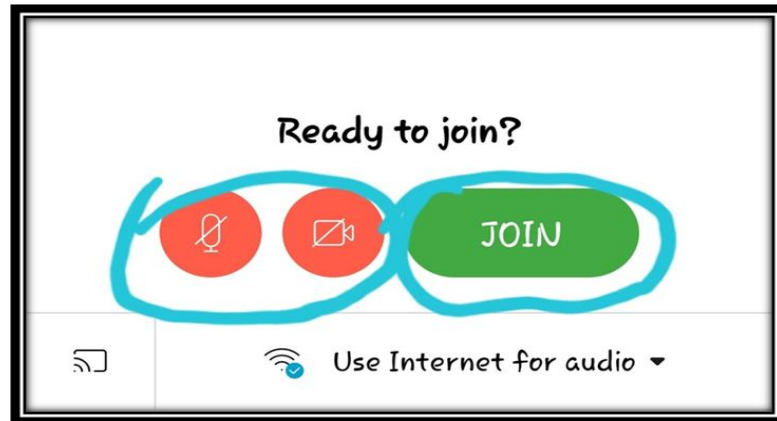
g. In the next Screen select **Join Meeting** button as depicted below:



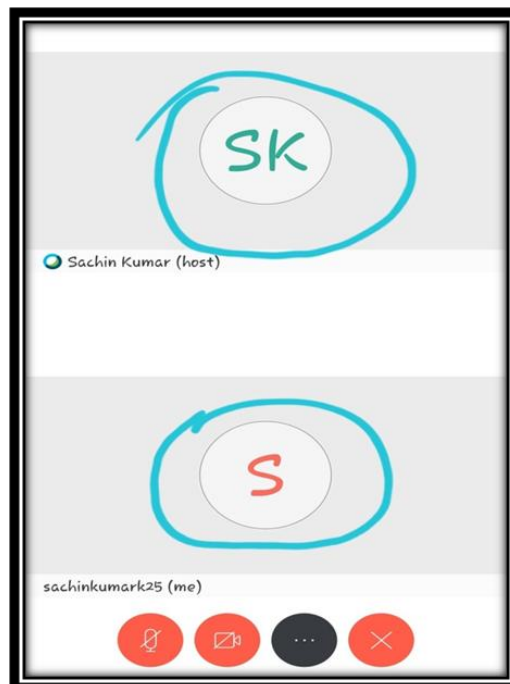
h. In the next Screen please enter the Meeting ID communicated to you via SMS and press the **Join** button as depicted below:



i. In the next Screen please click on both the **Mic button** and **Camera button** enabling both:



j. You are now successfully joined the Virtual Court Room:



3. Upon being joined to the Virtual Court room, arguing counsel shall introduce himself/herself to the Hon'ble Bench and thereafter, shall wait for the instructions from the Hon'ble Bench – on being asked, party may make submissions and on completion of the submissions, shall at one '**mute**' the MIC of the respective device, if the Hon'ble Bench 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;

4. It is important for Advocates/Parties-in-person to remember to keep their MIC on '**mute**' at all times, except when the Hon'ble Bench 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. It is to inform that Advocates/Parties-in-person shall join the virtual court room only from one device as joining the virtual court room from two or more devices from one location will cause echo and create disturbance in the room.

5. 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 Hon'ble Bench, **by raising a hand**. Once permitted by the Hon'ble Bench, the party may first **'unmute'** the MIC and thereafter make submissions, as per clause 8 above;

6. During hearing through video-conferencing, the Advocates/Parties-in-person 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 comment; The Advocates/Parties-in-person are requested to be in formal dress code.

7. Advocates/Parties-in-person are required to ensure that the proceedings by video-conference are neither recorded/stored nor broadcast, in any manner whatsoever, as **recordings/copying/storing and/or broadcasting, by any means**, of the hearings and proceedings before the High Court for the State of Telangana are **expressly prohibited**;

8. Advocates/Parties-in-person are required to **stay online till Hon'ble Bench concludes** the hearing of their matter, thereafter the Advocates/Parties-in-person may disconnect from video-conference;

9. 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 hearing by video-conference may be smoothly conducted;

10. In case of any technical issues, the Advocates/Parties-in-person may contact the Helpline Number 14637.

NOTE: FOR SMOOTH FUNCTIONING OF VIRTUAL COURT SYSTEM

Audio echoing/ resound/ noise is being experienced at the computer/laptop at Judges' end, during Court proceedings by Video

Conferencing. To avoid echo / noise during Video Conferencing, learned Advocates are requested to ensure the following:

1. When the advocates login into Video Conference, they shall initially 'Mute' their Microphone/mike symbol appearing on their computers/laptops. Upon muting the mike symbol, the colour on the Mike symbol would change to RED.
2. Thereafter, the advocates shall Un-Mute their Mike symbol **only when their matter is being called**.
3. Advocates using Headphones with attached Mike system should ensure that their Headphone cable is properly plugged into their computer / laptop audio output device to avoid audio leakage from the Computer audio system due to improper plugging in / connection. This will help the voice transfer through only one channel and would avoid echo.
4. The advocates shall also ensure that there are no electronic gadgets / noise emanating gadgets or instruments near them during the Video Conference so as to avoid noise and audio interference from other sources.
5. Further, the advocate arguing the matter should ensure that their video camera is properly positioned and the camera is switched ON just before their case is being taken up, to avoid confusion at the judges' end with respect to the advocate representing the matter.
6. Advocates can find more instructions on audio / video clarity and troubleshooting on CISCO WEBEX Website (<https://help.webex.com>).

All the Advocates are requested to cooperate with the High Court for smooth functioning of the Virtual Courts.

