

HIGH COURT FOR THE STATE OF TELANGANA

ROC No.394/SO/2020

DATED : 17.01.2022

Standard Operating Procedure (SOP) – District Judiciary

Considering the present situation of spike in Covid-19 on account of new variant of Omicron, on the strength of information received from various stake holders including Unit Heads of the State, the following SOP is issued regarding the functioning of the District Judiciary from 17/01/2022 in the entire State of Telangana until 04.02.2022 including functioning of tribunals, TSLSA, HCLSC, Mediation and Arbitration Centre and State Judicial Academy.

- 1) All the Judicial Officers in the State are directed to conduct the Court proceedings virtually from their respective court halls during the regular court timings i.e. from 10.30 AM to 5.00 PM as per video conferencing guidelines and by following covid norms issued by the High Court, State/Central Governments. The Unit Heads are directed to ensure strict adherence of the court timings.
- 2) The Presiding Officer shall organize the work in such a way that court is engaged for whole day.
- 3) For physical filing, adequate numbers of counters shall be set up so that Advocates/Police can file the cases by maintaining social distancing.
- 4) The Judicial Officers shall make all possible efforts to deliver judgments in cases where judgments are reserved.
- 5) The Unit Heads are directed to create a control room with video conferencing facility for the benefit of learned Advocates to address the Court virtually.
- 6) Whenever Notice/Summons are served on the respondents/defendant or their counsel, and remained absent without representation, the Presiding Officer of the Court shall proceed in accordance with Law and pass consequential orders in Civil matters. In Criminal cases the presence of accused shall not be insisted upon.
- 7) The Courts shall give priority to 5+ year old cases and time bound cases as ordered by the Higher Courts. The Family Courts shall give priority for petitions like interim maintenance, visiting right petitions and other urgent petitions in addition to the hearing of old matters.
- 8) If the accused are in judicial custody, the examination under Section 313 Cr.P.C. may be conducted through video conferencing.

- 9) Every day the entire Court premises/complex shall be disinfected.
- 10) All the Judicial officers, staff members, Advocates, Officers entering the court premises must,
 - a) Get themselves tested with Infrared guns.
 - b) Wear Mask
 - c) Use of Sanitizers kept at the strategic points/places.
 - d) Maintain physical distance.
- 11) No one with the symptoms of cough, fever, running nose and people with less immunity etc., be allowed to enter into the court complex. Persons with such symptoms be informed immediately to visit nearest Govt. Hospital, and their contact details be obtained, and informed to the nearest Civil Administration through the Unit Head.
- 12) Display Boards – To keep display boards, sensitizing the stake holders about COVID-19 precautions such as maintaining Physical distance, Use of Masks/Sanitizers, prohibition of Spitting and congregation in the Court premises.
- 13) The Unit Heads may constitute a Committee with the Secretary DLSA, Court Manager, and System Assistant to educate and assist all the stake holders including the Advocates in the Unit regarding Video Conference.
- 14) The Unit Heads in the district headquarters, the Senior Judicial Officer in multiple court complex, and the Presiding Officers in Single Stations shall convene periodical meetings with the learned Advocates/ Office bearers of the Bar Association, and solicit their cooperation in implementation of these guidelines.
- 15) The Unit Heads shall also convene regular meetings with the District Civil and Police Administration, District Medical & Health Officer, and the Bar Association in the Unit, and review the situation from time to time and submit periodical reports to the High Court.
- 16) The Unit Heads are directed to see that the Judicial Officers/staff members who are affected with Covid are provided with immediate required medical assistance in consultation with District Medical and Health Department.
- 17) The Unit Heads are further directed to permit the Judicial Officers/staff members who are affected with Covid-19 to avail applicable leave as per the procedure.
- 18) **Bar Association Hall:** Bar Association Hall is the place where Advocates will assemble the most. It is very difficult to maintain social distancing in the Advocate

Association Hall. As less number of cases will be posted, the advocates are required to spend very little time in the court premises. Hence, the Bar Association Hall will be closed. The canteens if any, attached to Bar Association shall also stands closed.

19) The Unit Heads may contact High Court for further instructions/clarifications in case of any emergent situation.


REGISTRAR GENERAL