

HIGH COURT OF UTTARAKHAND AT NAINITAL

NOTIFICATION

No. 358/UHC/Admin.-B/VC/SOP/2026

Dated: 07.10.2026

In compliance of order dated 02.09.2026 of the Hon'ble High Court, passed in Criminal Jail Appeal (CRJA) No. 11 of 2026 titled as Mohammad Haneef *versus* State of Uttarakhand, Hon'ble the Chief Justice has been pleased to formulate following Standard Operating Procedure (SOP) for streamlining VC Interaction of Legal Aid Counsel/*Amicus Curiae* with persons, having pending matters in High Court of Uttarakhand, and are confined in any prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc:-*

Standard Operating Procedure for Facilitating Video Conference Interaction between Legal Aid Counsels/*Amicus Curiae* and Prisoners, 2026

1. This Standard Operating Procedure (SOP) to be known as '*Standard Operating Procedure for Facilitating Video Conference Interaction between Legal Aid Counsels/*Amicus Curiae* and Prisoners, 2026*', shall apply to all persons, having pending matters in High Court of Uttarakhand, and are confined in any prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*
2. This Standard Operating Procedure (SOP) shall be read in conjunction with the Legal Services Authority Act, 1987, applicable directions of the Hon'ble Supreme Court and High Court, NALSA guidelines, the High Court of Uttarakhand Electronic Communication and Audio/Video Electronic Means (*Nyay Shruti*) Rules, 2025 as well as the applicable Prison Manual/Rules.
3. For VC interaction with a person, having a matter pending in High Court, the Legal Aid Counsel/*Amicus Curiae*,

representing such person, may move an application in the prescribed format (Annexure No. 1 to this SOP).

4. *Amicus Curiae* will give the application in office of the Registrar (Judicial) on any working day of the High Court. Registrar (Judicial), on receipt of such an application, will forward the same to the concerned Judicial Section for their report to be furnished on the basis of records held in the Section as to if the person is confined in a prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*, details of *Amicus Curiae* nominated to represent the person *etc.*
5. The Judicial Section shall furnish its report without any delay to the Registrar (Judicial), and within the time, as instructed by him.
6. If as per the report furnished as above, the person having a matter pending in the High Court is confined in a prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*, and the *Amicus Curiae*, who has given the application, is the advocate representing the person, Registrar (Judicial) shall forward the application to Deputy Registrar (IT) of the Court for facilitating VC interaction of the person with his *Amicus Curiae* at *e-Sewa Kendra* of the Court.
7. If the application is from a Legal Aid Counsel, nominated by the High Court Legal Service Committee, he/she shall directly give the application in office of Secretary to said Committee. Thereupon, the Secretary after satisfying with details given in the application, will immediately forward the application to Deputy Registrar (IT) of the Court for facilitating VC interaction of the person with the Legal Aid Counsel at *e-Sewa Kendra* of the Court.
8. The staff of IT Branch of the Court, as designated by Registrar (IT)/CPC, shall co-ordinate with the concerned Legal Aid Counsel/*Amicus Curiae*, officer-in-charge of the concerned prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*, or the Nodal Officer designated therein for facilitating video conferencing, and shall set up VC interaction of the person with his Legal Aid Counsel/*Amicus Curiae*.

9. The staff of the *e-Sewa Kendra*, while setting up the VC interaction, shall make every endeavour that the interaction is set up within the two working days from receipt of the application in *e-Sewa Kendra*, and where it is not so possible for the reasons like technical issues, pending time slot from the concerned prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*, or for any other reason, he shall bring the fact before Deputy Registrar (IT) of the Court, who shall take action for early VC interaction within the next two days.
10. The Deputy Registrar (IT), shall bring the facts before Registrar (IT)/CPC of the Court, if the VC interaction is not set up in the aforesaid next two working days.
11. The designated staff of *e-Sewa Kendra* shall maintain an e-Register of all VC interactions, set up under this SOP. The details furnished in the Register shall include following details for the future reference:-
 - (i) Details of the person
 - (ii) Details of the Legal Aid Counsel/*Amicus Curiae*
 - (iii) Details of the prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.*
 - (iv) Date and time of the VC Interaction
 - (v) Duration of the VC interaction
 - (vi) Any other relevant detail
12. The link of aforesaid e-Register shall be provided to the Registrar (Judicial), Registrar (IT), CPC and Deputy Registrar (IT) of the Court for their perusal from time to time.
13. Where a Legal Aid Counsel/*Amicus Curiae* requests for VC interaction from a district, the application of such Legal Aid Counsel/*Amicus Curiae* shall be forwarded to the concerned Secretary to DLSA, who shall get the VC interaction set up in light of the provisions contained in Para 17.1 read with 17.2 of the '*NALSA Standard Operating Procedures on Access to Legal Aid Services to*

Prisoners and Functioning of the Prison Legal Aid Clinics, 2022’.

14. Subject to lawful security requirements, VC interaction with the Legal Aid Counsel/*Amicus Curiae* shall be conducted in a manner, which preserves confidentiality of lawyer-client interaction, and where cubicles for VC are installed in the jail, the VC shall be done using the said cubicles.
15. No officer/staff of the prison, jail or correctional/observation home shall participate in VC interaction, except where required by law or for a legitimate security purpose. Further, in no case, VC interaction between the Legal Aid Counsel/*Amicus Curiae* and the person shall be recorded in any manner whatsoever.
16. Legal Aid Counsel/*Amicus Curiae* may report to Office of Registrar (IT)/CPC if VC interaction was restricted, monitored, or unreasonably delayed.

By orders of Hon’ble the Chief Justice

Sd/-

(Yogesh Kumar Gupta)
Registrar General

No. 6384 UHC/Admin.-B/VC/SOP/2026 Dated: 07.10.2026.
Copy to the followings for information and needful:

1. P.P.S. to Hon’ble the Chief Justice for placing a copy before His Lordship.
2. All the Private Secretaries to Hon’ble Judges for placing a copy before Their Lordships.
3. All the concerned Secretaries to the State Government having portfolio of departments relating to prison, jail, correctional/observation home, Child Care Institution, Protection Home, *Nari Niketan etc.* for information and needful.
4. IG (Prison) and all concerned Directors for circulations amongst prisons, jails, correctional/observation homes, Child Care Institutions, Protection Homes, *Nari Niketan etc.*
5. P.S. to Registrar General of the Hon’ble Court.

6. All the Registrars/OSDs/Secretary, HCLSC/CPC of the Hon'ble Court.
7. All the Joint Registrars/Deputy Registrars/Assistant Registrars/Section Officers of the Hon'ble Court.
8. Head Private Secretary with the request to circulate this SOP amongst all the Private Secretaries/Personal Assistants.
9. Head Bench Secretary with the request to circulate this SOP amongst all the Bench Secretaries.
10. All the Judicial Sections of the Hon'ble Court.
11. Office of the CSC/GA, Nainital.
12. Secretary General to the High Court Bar Association for information of all the members of the Bar.
13. Office of Deputy Solicitor General for Union of India at Nainital.
14. Standing Counsel for State of Uttar Pradesh at Nainital.
15. Computer Section with the request to upload this S.O.P. on official website of the Hon'ble Court.
16. Notice Board.
17. Guard file.

Sd/-
Registrar (Judicial)

Annexure No. 1

Format of Application Form for VC Interaction

- 1. Date of Desired VC Interaction:
- 2. Details of Inmate-Client:
 - i. Name of prisoner-
 - ii. Father’s Name-
 - iii. Case No.-
 - iv. Crime No.-
 - iv. Name of Parties of the case-
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 - v. Detail of prison/jail-
- 3. Details of Appointed Counsel:
 - i. Name-
 - ii. Enrollment No.
 - iii. Appointed as (*Amicus Curiae*/Legal Aid Counsel/
Panel Lawyer)-
 - iv. Mobile No.
- 4. Any other information

Date:-

Name, Seal and Signature of the Advocate