



Sir,
In inviting reference to the captioned subject, I am directed to intimate that Hon'ble Court has been pleased to direct that District and Subordinate Courts shall conduct Court proceedings through use of Video Conferencing. In this regard a an indicative Standard Operating Procedure (SOP) is attached herewith for guidance.

It may also be noted that for the time being only such proceeding may be held through video conferencing which do not involve recording of evidence, rather only such proceedings may be conducted through video conferencing in which Advocates/Parties are required to make only oral submissions. e.g. final arguments in trial etc.

Jitsi open source software is to be used for conducting Video Conferencing either through cloud or by installing the same in a separate (Non CIS) local server as per the attached SOP and if necessary upon consultation with Technical team of Hon'ble Court.

It is requested to create one makeshift Video Conferencing studio at the concerned Bar Association Hall by providing necessary software based video conferencing equipment there. Please take all necessary steps to ensure provision of network connectivity at such locations so as to make the same functional by day end today.

I am directed to request that Video Conferencing Courts may please be started in the manner prescribed, in the concerned Courts of the Headquarters of Your Judgeship immediately.

The VC moderators/operators at Court side as well as Advocates' side (when they appear at Onsite VC hall (please refer to attached SOP)) may be nominated having regard to requirement. Wherever necessary, the Presiding Officers may themselves conduct the Video Conferencing of their respective Courts with troubleshooting assistance of System Officers/System Assistant and DSA/TSA's.

A dedicated Helpline number and email ID(s) may also be provided for the time being (pending creation of official e-mail ID of each Court for which urgent steps are being taken) where Advocates / Parties can intimate their willingness to appear either in VC from their home or at Court based VC studio. So that necessary follow up action can be taken thereafter at Court's end.

If for any reason, proceedings are not able to be held through video conferencing despite best efforts and for reasons beyond Court's control, then suitable orders may be passed in the matter to ensure that no side is prejudiced and no undue hardship is caused to any learned Advocate or litigant and to further ensure that ends of justice are met.

All relevant instructions/advisories/guidelines in force due to COVID-19 may kindly be adhered to while taking steps to conduct Court proceedings through Video Conferencing.

SA
16/12/20

sum
1/10/20

R 3143
07/09/20

I am further directed to intimate that facility of e-filing of cases may please be commenced with immediate effect for enabling learned Advocates / Parties to file all types of applications, petitions, cases etc through e-mail to a dedicated e-mail ID which may be created at your end. It may be noted that expeditious steps are being taken to create Court specific email IDs for all Courts of every Judgeship. Till then the aforementioned dedicated e-mail ID may be put to use for enabling Advocates/Parties to file cases etc (preferably in PDF format) through email. This may require proper notification for information of all concerned. Hence, if felt necessary, copy of the Orissa High Court e-filing and Video Conferencing Scheme, 2020 (attached herewith) may please be referred to for guidance so that a similar notice (with appropriate modification having regard to practice and procedure prevailing in Subordinate Courts) may be issued notifying the commencement of such facility for information of all concerned.

It may kindly be noted that very soon e-filing portal developed by e-Committee of Hon'ble Supreme Court of India is going to made Live for all concerned District and Subordinate Courts for commencing e-filing through such portal. System Officer/System Assistant working in Your Judgeship may please be intimated in this regard.

Due to urgency, in case any assistance or clarification is required for the purpose of effective implementation of the aforementioned directions of the Hon'ble Court, the Central Project Coordinator may kindly be contacted at number 8763332660 for ensuring immediate commencement Court proceedings through video conferencing and e-filing facility as stated above.

This may kindly be treated as **Extremely Urgent**.

Yours faithfully,

Anupam Patra

Central Project Coordinator,
High Court of Orissa, Cuttack




OFFICE OF THE DISTRICT & SESSIONS JUDGE, GAJAPATI,
PARALAKHEMUNDI.

Memo No. 3382(25) / Dtd. 2nd June, 2020.

Copy forwarded to:

01. The Addl. District & Sessions Judge, Paralakhemundi,
 02. The Chief Judicial Magistrate, Gajapati, Paralakhemundi,
 03. The Civil Judge (Sr. Division)-Cum-Asst. Sessions Judge, R.Udayagiri ,
 04. The Civil Judge (Sr.Divn.), Paralakhemundi,
 05. The Asst. Sessions Judge-cum-Registrar-cum-Nodal Officer-Cum-P.M.,JJB, Civil Courts, Gajapati, Paralakhemundi,
 06. The JIC of Nizarat / Accounts, District Court, Paralakhemundi,
 07. The Civil Judge (Jr.Divn.)-cum-S.D.J.M., Paralakhemundi,
 08. The Civil Judge (Jr.Divn.)-cum-J.M.F.C.- cum-Nodal Officer, Mohana,
 09. The Addl. Civil Judge (Jr.Divn.)-cum-J.M.F.C.-cum-Nodal Officer, R.Udayagiri ,
 10. The Gram Nyayadhikari-cum-Nodal Officer at Kasinagar,
 11. The J.M.F.C.(I), Paralakhemundi,
 12. The J.M.F.C.(II), Paralakhemundi ,
 13. The J.M.S.C. on Probation, Paralakhemundi,
- For their kind information and necessary action as desired.
14. The Secretary, District Bar Association Gajapati at Paralakhemundi,
 15. The Secretary, Bar Association R.Udayagiri / Mohana/Kasinagar,
- For their kind information and to circulate among the learned Advocates / Parties for their information and necessary action as desired.
16. The Court Manager/System Assistant, District Court, Paralakhemundi for their information and necessary action and to upload in the District court website ,
 17. Copy to the Notice Board District Court Gajapati at Paralakhemundi.
 18. The Head Clerk, District Court, Paralakhemundi for for his information and to circulate among the staffs for their information and necessary action as desired.
 19. The Sheristadar, District Court, Paralakhemundi for his information and necessary action as desired.
 20. Sri Preeti Ranjan Mohapatro Stenographer, Grade-III attached to District & Sessions Judge, Gajapati, Paralakhemundi for his information with a direction to do e-filing of cases received from the of the e-mail ID: djcourtgajapati@gmail.com with the technical assistance of the Court Manager & System Assistant.
 21. The Stenographer, Grade-II attached to District & Sessions Judge, Gajapati, Paralakhemundi for placing the same before the Hon'ble District & Sessions Judge, Gajapati, Paralakhemundi for kind information.

All the Presiding Officers and Bar members of Gajapati Judgeship for their information and necessary action with a request that for the time being only such proceeding may be held through video conferencing which do not involve recording of evidence, rather only such proceedings may be conducted through video conferencing in which Advocates/Parties are required to make only oral submissions. e.g. final arguments in trial etc. Further they are also requested to avail the facility of e-filing of cases be done by sending scanned copies of application and relevant documents through the e-mail ID: djcourtgajapati@gmail.com as desired by the Hon'ble Court.


A.S.J.-cum-Registrar,
Civil Courts, Gajapati,
Paralakhemundi.

02.06.2020

**STANDARD OPERATING PROCEDURES FOR HOLDING COURT PROCEEDINGS
THROUGH VIDEO CONFERENCING**

1. METHODS OF VIDEO CONFERENCING

- a) **Offsite/Remote Location Video Conferencing** - In this type of Video Conferencing the host Court is connected to the Advocates/Litigants present at a remote location i.e. their respective home or office. Such Video Conferencing is done through internet/cloud.

ILLUSTRATION

In GR Case Number 1/2020 pending before the Court of S.D.J.M. the Prosecution Counsel and the Defence counsel express desire to appear from remote location i.e. say from the office of the Public Prosecutor and private chamber respectively. A web link shall be created for VC with the Court of S.D.J.M. and shall be provided to the said Advocates. When the relevant proceeding commences, the Court and the Advocates mentioned above can remain connected to the Virtual Court Room through internet (by remaining at their respective remote locations) and participate therein by using the aforementioned link.

- b.) **Onsite Video Conferencing** -

In this type of Video Conferencing all the participants are in the same premises (Court building) but in different rooms. We essentially have to provide this type of VC facility to those Advocates and litigants who cannot on their own arrange resources for Video Conferencing. Particular location/locations is/are to be earmarked for this purpose in the concerned Court building. We may call them **Advocates Points** for the sake of reference. There may be as many Advocate Points for the number of Court which shall function through Video Conferencing or there may be lesser number of such points with scheduling done to let more than one Court use the same Advocate Point by scheduling the proceeding time of their respective cases by way of mutual arrangement.

When proceeding commences, the Court (Presiding Officer) and the corresponding Advocates Point can remain connected through video conferencing but this time the connectivity can be through both i.e. LAN based Jitsi or cloud (internet) based Jitsi.

LAN connectivity in Onsite Video Conferencing can be conveniently achieved by installing *Jitsi* Open source Video conferencing software in a separate local server of the Judgeship, so that there would be no requirement of internet to hold Onsite Video Conferencing as *Jitsi* Video Conferencing software would now be available in LAN of that Court Complex.

c.) Mixed Mode Video Conferencing -

If any particular case involves Advocates / Parties some of whom want to appear both, from home as well through Onsite VC facility, then in such case the connection has to be made through Cloud *Jitsi* and even though some Advocates/Parties may be at Advocate Point in the Court building, they as well as the Advocates appearing from home/office have to be connected through cloud *Jitsi* by using internet.

2. NETWORK CONNECTIVITY

Steps are being taken to install Jitsi in separate local servers (which are not Live CIS servers) of various Judgeships for ensuring proper Onsite Video Conferencing. (Please refer to Annexure – A below for Manual/Guide for Installing Jitsi in local server)

For ensuring proper Offsite/Remote Location Video Conferencing, steps are also being taken for allowing IPs of all concerned Court Complexes to access *Cloud Jitsi* on MPLS network.

3. INFRASTRUCTURE

- a. Establishing Advocate Points for Onsite Video Conferencing – This may be any Court Room or Bar Association hall depending on availability.

One way of having adequate number of Advocates Points may be to explore using empty courtrooms. Alternatively, if only Advocates Point is available, cases of various Courts can be scheduled one after another so that Advocates can appear for their respective cases in the single Advocates Point in a Court Complex.

- b. Hardware – Desktop, LAN Connectivity, Camera, Microphone, Speaker. If possible power back up may be provided to prevent abrupt termination of Video conferencing in case of power failure.

If most Courtrooms already have hardware, means may be explored to provide hardware to Advocates Point only.

Desktop Computer with Camera (either with inbuilt microphone or separate microphone) and external speaker (if such speaker is not already available in the computer) may be provided to Court points and Advocates point. It may please be remembered that every Presiding Officer is expected to have an official laptop which may have inbuilt camera and microphone as well as speaker. Wherever necessary, these laptops can be conveniently used by concerned Presiding Officer for Video Conferencing at Court side.

4. NATURE OF VIRTUAL PROCEEDINGS

Pending finalization of Rules in this regard, at present only such proceedings may be conducted through video conferencing which do not involve recording of evidence rather which involve making of oral submissions by Advocates/Parties. E.g. bail hearing, misc. applications, final arguments in trial etc. (This list is only suggestive).

5. GENERAL PROCEDURE FOR INFORMING ADVOCATES AND CONDUCTING PROCEEDINGS THROUGH VIDEO CONFERENCING

- i. Advocates and Parties may be intimated about Video Conferencing Courts through a general notice which should contain the location for Advocates Point where they will appear and make their oral submission through video conferencing to the concerned Court.
- ii. A dedicated email ID should be created where Advocates/parties desirous of appearing from home/office etc can submit their willingness in this regard alongwith case details for which they intend to appear. If they intend to appear through Onsite Video Conferencing, then they must also clearly state this fact in their email.
- iii. If request is for appearing through Onsite VC then they must be intimated the location where such Onsite VC facility has been arranged.
- iv. If request is for appearing from home/office then VC link has to be provided to such Advocates by reply e-mail.
- v. System Officers/System Assistants and DSAs/TSAs alongwith concerned Court staff should be involved to regulate VC proceedings (Onsite/Offsite) for the concerned Courts.
- vi. A Helpline Number should be notified to assist Advocates/Parties who intend to appear before Courts through VC.

N.B. For any clarification or guidance, Technical Personnel may be directed to contact Central Project Coordinator at 8763332660 immediately.

ANNEXURE -A SELF HOSTING GUIDE (ON UBUNTU 16.04 SERVER)

This guide helps you host your own Jitsi Server on a separate local servers (which are not Live CIS servers)

Required packages and repository updates. Make sure your system is up-to-date and required packages are installed. Retrieve the latest package versions across all repositories

```
#sudo apt-get update
```

**Ensure support is available for apt repositories served via HTTPS*

```
#sudo apt install apt-transport-https
```

GNU privacy guard - a free PGP replacement (new v2.x).GnuPG is GNU's tool for secure communication and data storage. It can be used to encrypt data and to create digital signatures.

```
#sudo apt-get update -y
```

```
#sudo apt-get install -y gnupg2
```

On Ubuntu systems, Jitsi requires dependencies from Ubuntu's universe package repository. To ensure this is enabled, run this command:

```
#sudo apt-add-repository universe
```

**Retrieve the latest package versions across all repositories*

```
#sudo apt-get update
```

Enable Curl in Ubuntu System

```
#sudo apt-get install libssl-dev
```

```
#sudo apt-get install curl
```

Add the Jitsi package repository and update the list of available packages.This will modify your Debian or Ubuntu system package sources to make available the Jitsi Meet packages.

```
#curl https://download.jitsi.org/jitsi-key.gpg.key | sudo sh -c 'gpg --dearmor > /usr/share/keyrings/jitsi-keyring.gpg'
```

```
#echo 'deb [signed-by=/usr/share/keyrings/jitsi-keyring.gpg] https://download.jitsi.org stable/' | sudo tee /etc/apt/sources.list.d/jitsi-stable.list > /dev/null
```

**Retrieve the latest package versions across all repositories*

```
#sudo apt-get update
```


Setup and configure firewall. The following ports need to be open in your firewall, to allow traffic to the Jitsi Meet server:

- 80 TCP - for SSL certificate verification / renewal with Let's Encrypt
- 443 TCP - for general access to Jitsi Meet
- 4443 TCP - for fallback network video/audio communications (when UDP is blocked for example)
- 10000 UDP - for general network video/audio communications
- 22 TCP - if you access you server using SSH (change the port accordingly if it's not 22)

If you are using ufw, you can use the following commands:

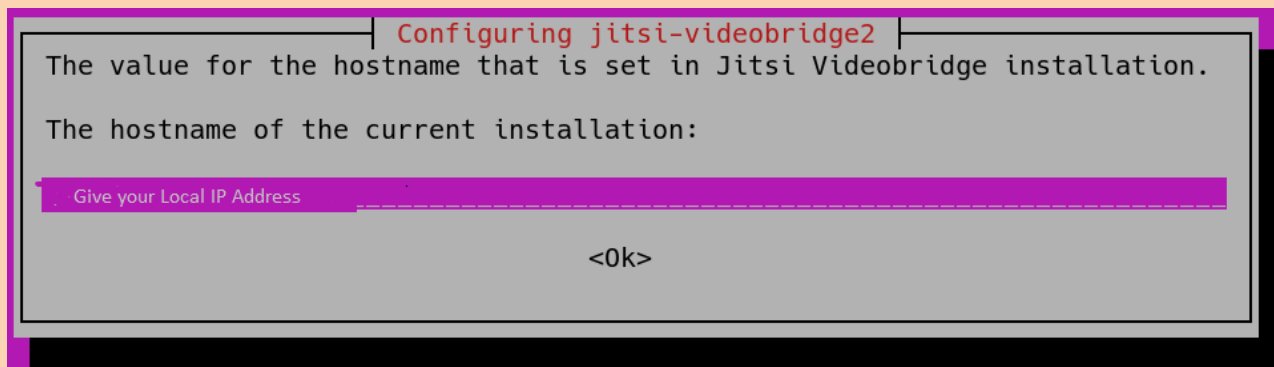
```
#sudo ufw allow 80/tcp
#sudo ufw allow 443/tcp
#sudo ufw allow 4443/tcp
#sudo ufw allow 10000/udp
#sudo ufw allow 22/tcp
#sudo ufw enable
```

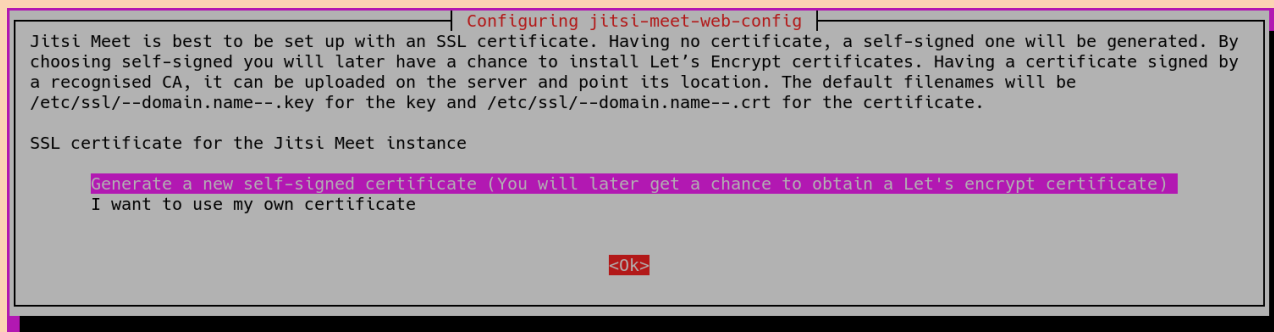
Make sure the firewall status with:

```
#sudo ufw status verbose
```

INSTALL Jitsi Meet

```
#apt-get -y install jitsi-meet
```





Generate a new self-signed certificate option

Generate a Let's Encrypt certificate (optional, recommended)

#sudo /usr/share/jitsi-meet/scripts/install-letsencrypt-cert.sh

While asking for email address press enter

UNINSTALL

#sudo apt purge jigasi jitsi-meet jitsi-meet-web-config jitsi-meet-prosody jitsi-meet-turnserver jitsi-meet-web jicofo jitsi-videobridge2

Sometimes the following packages will fail to uninstall properly:

- jigasi
- jitsi-videobridge

When this happens, just run the uninstall command a second time and it should be ok. The reason for the failure is that sometimes the uninstall script is faster than the process that stops the daemons. The second run of the uninstall command fixes this, as by then the jigasi or jitsi-videobridge daemons are already stopped.
