

**Request Form for Video Conference**

1. Name of the Applicant :- \_\_\_\_\_
2. Contact Details of the applicant :-
  - a. Mobile Number:- \_\_\_\_\_
  - b. Email Address :- \_\_\_\_\_
  - c. Other details :- \_\_\_\_\_
3. Case Number / CNR Number (if any): \_\_\_\_\_
4. Cause Title :- \_\_\_\_\_
5. Proposed Date of conference (DD/MM/YYYY):- \_\_\_\_\_
6. Location of the Court Point(s): \_\_\_\_\_
7. Location of the Remote Point(s): \_\_\_\_\_
8. Names & Designation of the Participants at the Remote Point: \_\_\_\_\_
9. Reasons for Video Conferencing: \_\_\_\_\_  
*In the matter of:* \_\_\_\_\_
10. Nature of Proceedings:  
☐ Hearing      ☐ Evidence      ☐ Recording      ☐ Others

I have read and understood the provisions of **Rules for Video Conferencing for Courts** (hyperlink). I undertake to remain bound by the same to the extent applicable to me. I agree to pay video conferencing charges if so, directed by the Court.

Signature of the applicant/authorized Signatory:

Date:

**:: For use of the Registry / Court Point Coordinator ::**

**A) Bench assigned:**

**B) Hearing:-**

Held on (DD/MM/YYYY):

Commencement Time:

End time:-

Number of hours :-

**C) Costs:-**

Overseas transmission charges if any:-

To be Incurred by Applicant /Respondent: To be shared equally:-

Waived; as ordered by the Court:-

Signature of the authorized officer:-

Date: