



**THE HIGH COURT OF KERALA**

Kochi : 682031

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0484-2562553,2513

Date: 19-12-2023

**HCKL/386/2022-ECC3**

**OFFICIAL MEMORANDUM**

Sub:- Guidelines for Hybrid Mode Sitting via Video Conferencing- Reg.

In light of recent unauthorized intrusions into Google Meet video conferencing sessions during hybrid court proceedings, the High Court hereby issues the following guidelines to ensure the security and integrity of hybrid court proceedings.

1. Enable Host Management in Google Meet so as to enable the host to have more control over the meeting environment and participant behavior.
2. Disable the screen share option for all participants during court proceedings to prevent unauthorized content sharing.
3. The Host shall manually admit the participants to ensure that only authorized individuals are permitted to join the meeting. The advocates shall be permitted only when their names are displayed with the prefix 'Advocate' or abbreviation, 'Adv'. In the case of a party, with full name followed by the case number.
4. The practice of keeping permanent links for video conferencing shall be discontinued forthwith.
5. A new, unique meeting link will be created and used for 14 Days(2 weeks) of court proceedings.
6. The meeting link for the upcoming 14 Days(2 weeks) will be created only on the last working day of the 2nd week.

7. Meeting links shall not be published on public websites, including District Court websites or other non-secure forums until further orders.
8. Every Court on creating a meeting link as provided in Guideline no.6 shall share the same with the Bar Association/s and Clerks' Association/s of the respective court center on the last working day of the 2nd week
9. A public notice in Malayalam and English will be published on the court website stating that a party to the proceedings/lawyer who are desirous of participating in the proceedings through VC and who are not having the link may request for the meeting link sufficiently early before the commencement of such proceedings, through phone/email and the court on ascertaining the identity, etc, the link will be shared through the email ID or phone of the party/lawyer. Phone number/s and email IDs of the court shall also be shared on the website for such purpose and a staff may be entrusted to deal with such requests. The information regarding the requirement of display of names as per guideline no.3 shall also be published on the website and it shall be communicated to the Bar Association and Clerks' Associations.

(By Order)

**Signed by P J Vincent**  
**Date: 19-12-2023 13:14:48**

P J Vincent  
REGISTRAR (DISTRICT JUDICIARY)

To:- All the District Judges (District Judges are requested to bring the content of this OM to the notice of all the Judicial officers in their respective Districts)

Copy to:-

1. All the Nodal Officers
2. All the DSA & ZO