

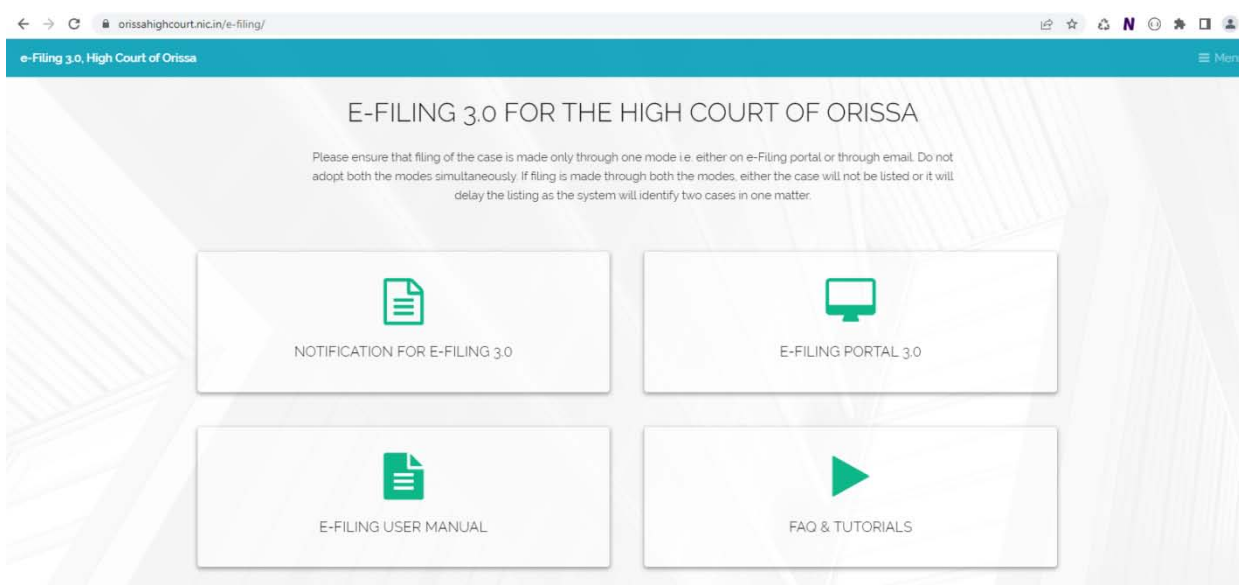
SOP FOR ADVOCATES VIRTUAL COURT

STEP-1

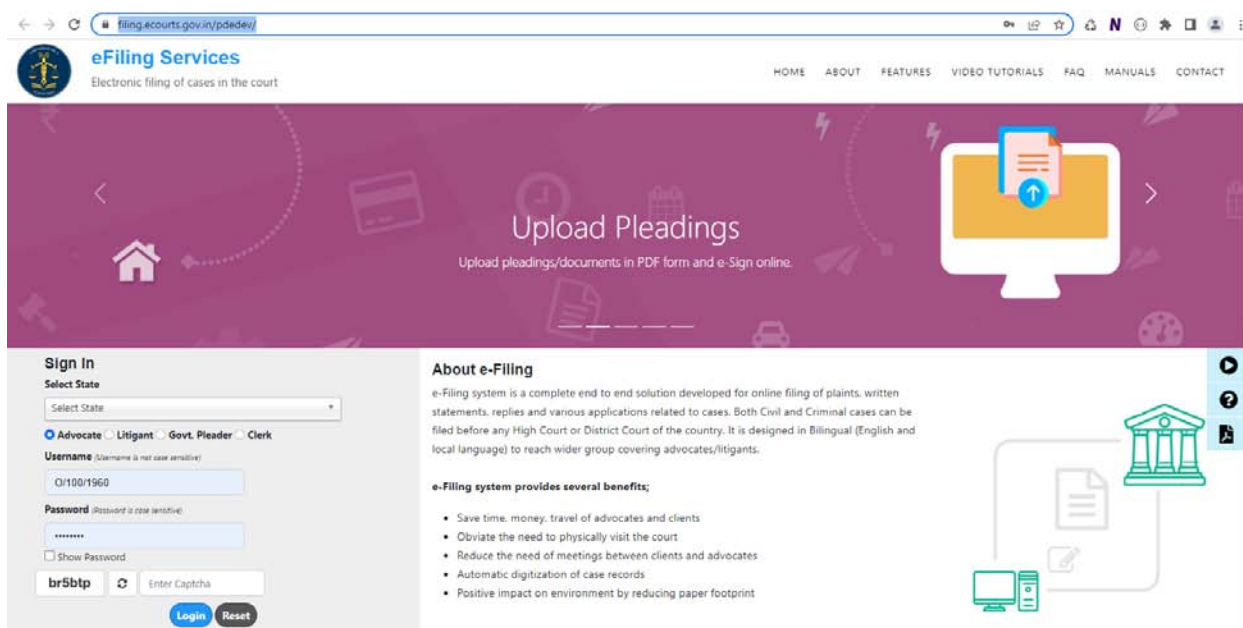
Filing of cases

The advocates desirous of filing their cases before the High Court of Orissa shall file their cases through e-filing portal of High Court of Orissa. They are advised to register themselves in the e-filing 3.0 version and file their case through e-filing facilities of High Court of Orissa. The link is provided in the website and is also given below for reference.

<https://www.orissahighcourt.nic.in/e-filing/>



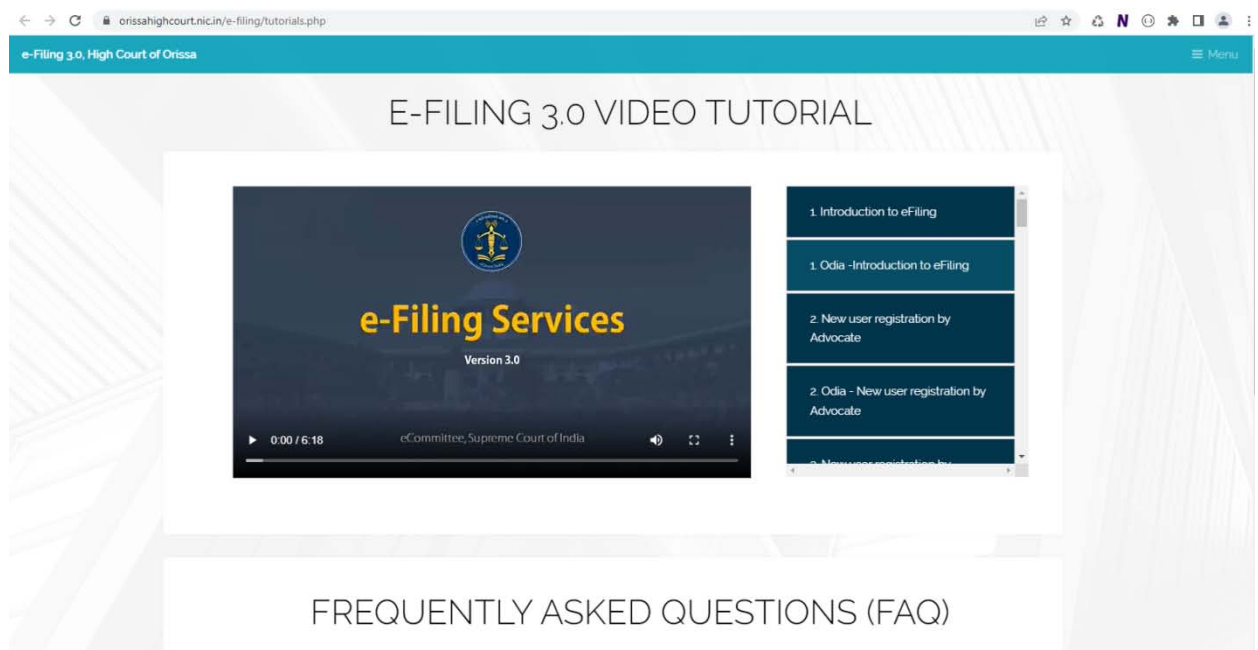
<https://filing.ecourts.gov.in/pdedev/>



In case advocates are facing any difficulties in filing their cases, they may avail the facilities at the e-filing counter of the respective Districts. The staff in-charge of the e-filing centre shall assist the advocates for the purpose of e-filing.

The District Judges of the concerned districts where the facilities of Virtual Court have been established shall conduct hands on training programmes at least twice a month for the first three months for the interested advocates at such time and date as they deem fit depending upon the requirement and after three months as and when required. The training shall be imparted by the Master Trainer/ System officer/System Assistant posted in the respective districts. Advocates are requested to see the videos/FAQs in the website of the High court of Orissa whose link is provided below.

<https://www.orissahighcourt.nic.in/e-filing/tutorials.php>



The screenshot shows a web browser displaying the 'E-FILING 3.0 VIDEO TUTORIAL' page. The page features a video player with the title 'e-Filing Services Version 3.0' and a progress bar at 0:00 / 6:18. To the right of the video is a table of contents with the following items:

1. Introduction to eFiling
1. Odia - Introduction to eFiling
2. New user registration by Advocate
2. Odia - New user registration by Advocate
3. New user registration by

Below the video player, the text 'FREQUENTLY ASKED QUESTIONS (FAQ)' is visible.

STEP-2

Payment of Court Fees

- i. The advocate who have registered themselves in the e-filing portal and have filed the cases are to make the payment through the e payment portal whose link is given below

<https://www.orissahighcourt.nic.in/ecourtfees/>

The screenshot shows the homepage of the e-Court Fees portal for the High Court of Orissa. The main heading is 'E-COURT FEES' with a sub-heading 'Online payment of Court Fees for the High Court of Orissa & District Courts anywhere anytime.' There are three main service cards: 'ePay eCourts Digital Payment', 'Stock Holding Corporation of India Ltd.', and 'NOTIFICATION FOR E-COURT FEES'.

- ii. The payment of court fee through e-filing portal shall be same as applicable for High court provided under Part IV, Chapter XX of the Rules of the High Court of Orissa 1948.

The screenshot displays the 'ePayments' section of the e-filing portal. It includes a navigation menu with options like 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The main interface has a search bar and a 'Court Fee' button. Below this is a form with fields for 'Payee Name', 'Mobile Number', 'Party', and 'Amount'. A 'Terms and Conditions' section is also visible, with a checkbox for 'I agree to above Terms and Conditions'.

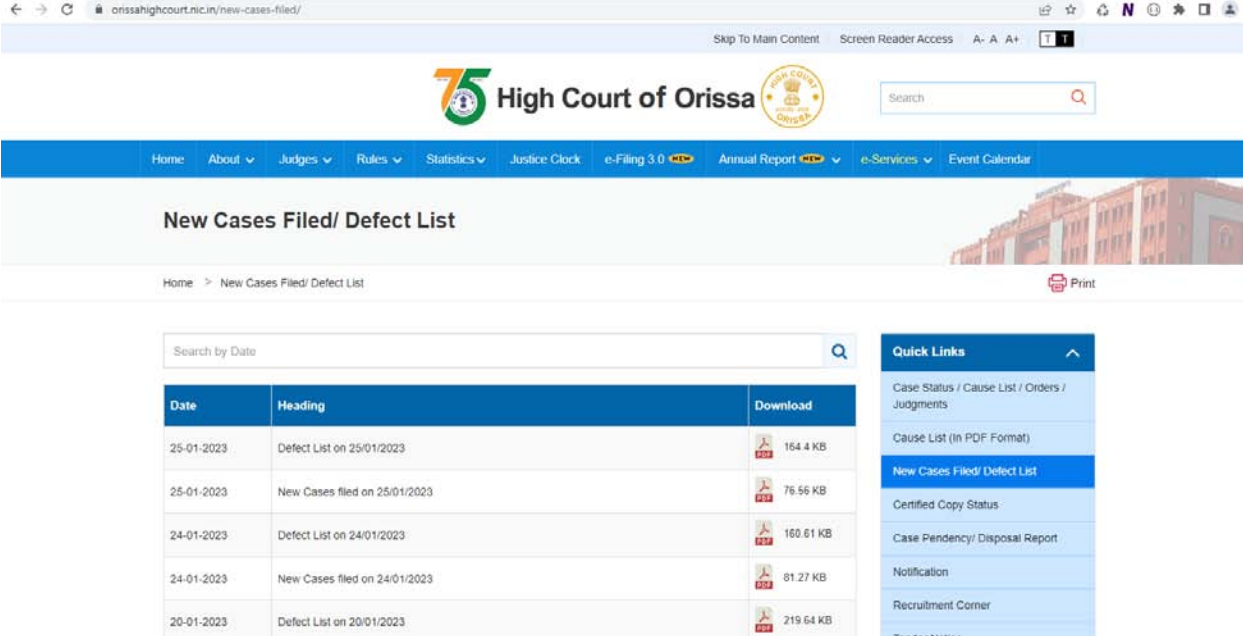
STEP-3

Scrutiny/ Removal of defects

- i. The cases which will be e-filed are to be scrutinized at the High Court of Orissa by the Stamp Reporters and the concerned advocates shall receive a message through their registered mobile number in case any defects have been pointed out in the case.

- ii. Thereafter, the advocates are requested to visit the website of the High Court of Orissa to know the exact defect pointed out by the Stamp Reporter and shall take steps for removal of such defects. The link for the same is provided below

<https://www.orissahighcourt.nic.in/new-cases-filed/>



The screenshot displays the website of the High Court of Orissa. The main heading is "New Cases Filed/ Defect List". Below the heading, there is a search bar labeled "Search by Date". A table lists the following data:

Date	Heading	Download
25-01-2023	Defect List on 25/01/2023	164.4 KB
25-01-2023	New Cases filed on 25/01/2023	76.56 KB
24-01-2023	Defect List on 24/01/2023	160.61 KB
24-01-2023	New Cases filed on 24/01/2023	81.27 KB
20-01-2023	Defect List on 20/01/2023	219.64 KB

On the right side, there is a "Quick Links" sidebar with the following items:

- Case Status / Cause List / Orders / Judgments
- Cause List (in PDF Format)
- New Cases Filed/ Defect List**
- Certified Copy Status
- Case Pendency/ Disposal Report
- Notification
- Recruitment Corner

- iii. Advocate shall remove the defects through e-filing facilities and only if the court requires original documents then they shall submit such document at the office of the Virtual Court in the respective districts who shall forward it to the High Court through post for removal of defects.
- iv. The Staff in charge at the Virtual Court centre shall receive such document and shall send the same to the High court of Orissa through post/ e-mail which shall form part of the record and shall be considered as compliance for removal of such defect. After removal of defects, the cases shall be taken up for listing before the appropriate bench.

STEP-4

Filing of interim applications and additional documents in pending cases

The interim applications and additional documents, if any, in an e-filed case can also be done through e-filing.

STEP-5**Mentioning for urgent Listing**

The concerned advocates can file urgent mention memo through the online Mentioning portal of the High court of Orissa between 8 AM to 12 Noon in each working day in the link provided in the website of the High Court Orissa. The urgent mentioning may be made through the portal for urgent listing of cases by specifying the date on which such listing is sought for. The advocates are required to submit the online mention memo by filling up the required information sheet in the portal. The urgent memo application portal is self explanatory and user friendly. After submission of the urgent memo, an auto generated acknowledgement will be generated in the said portal. The online mention memo so filed shall be processed and examined at the High court and shall be taken up for listing on the basis of the urgency.

The Link of the Portal will be provided in the Website.

The screenshot shows the 'ONLINE MENTIONING PORTAL FOR URGENT LISTING' for the 'HIGH COURT OF ORISSA'. The form is organized into three main sections:

- Case Details:** Includes fields for 'Virtual High Court Districts' (Please Select), 'Case Type' (Please Select), 'IA Number', 'Case Number', 'IA Year', 'Case Year' (Please Select), and 'Date of Mentioning' (27/01/2023).
- Details of Party/Advocate:** Includes fields for 'Name of Petitioner', 'Name of Opposite Party/Parties', 'Party Seeking Listing' (Please Select), 'Name of the Advocate of the Party Seeking Listing', 'Advocate Mobile Number', 'Bar Enrolment Number', 'Name of the Advocate/Advocates appearing for the Opp. Parties', 'Nature of the Urgency', and 'Date on which Listing is sought'.
- Additional Details:** Includes a field for 'Apply to the Office' (HIGH COURT OF ORISSA) and a 'Word verification' section with the number 743869.

STEP-6**Listing of Cases**

An automated message will be sent to the registered mobile number of the advocate concerned in the event of listing of the case.

STEP-7**Virtual hearing**

Learned Counsel/Parties in person are requested to follow the instructions given below carefully while joining V.C. through the respective link which are published every day in the notice whose link is give below

<https://www.orissahighcourt.nic.in/cause-list/>

Cause List	View/Download	Uploaded On
Notice	2.36 MB	25-01-2023 07:40 PM
Weekly List	5.66 MB	20-01-2023 08:10 PM
Supplementary List	4.09 MB	25-01-2023 07:11 PM
Lawazima	40.19 KB	25-01-2023 07:11 PM
Lokadalat	2.37 MB	20-01-2023 08:11 PM
Bench Composition	706.21 KB	30-12-2022 08:17 PM

In case of any difficulty, the Court Master may be contacted through the helpline numbers assigned to a particular Bench published in the Cause List.

Note: It is also pertinent to mention here that it is not mandatory to attend the dedicated Virtual Court Centre for hearing of the matter. The virtual hearing can be done from anywhere as per the rules specified hereinafter.

- i. Learned Counsel/ Party-in-Person shall join the V.C. two items prior to his/her matter in order to prevent undue load in the V.C. session which may lead to disconnection and disruption in Court proceeding e.g. Learned Counsel whose case is listed at item no.11 shall join the V.C. only when item no. 09 is taken up by the Court and not before that.
- ii. Learned Counsel/Party-in-person shall keep their microphone muted except while interacting with the Bench.

- iii. Learned Counsel/Party-in-person whose cases are listed as item nos.1 & 2 shall join the V.C. sufficiently prior to start of Court time.
- iv. Learned Counsel/Parties are requested to regularly watch the Display Board website of the Hon'ble Court which is available at www.ohcdb.in and also displayed on the Screen outside the Virtual Court room to ascertain which Item Number is being taken up by the Bench. It is advised to keep the browser refreshed frequently while viewing this website through mobile/personal laptop to avoid lag in reflection of updated data in said website.
- v. If any person wants to test his/her proper VC connectivity, it shall be done sufficiently prior to start of Court proceedings. Once the Court proceeding begins, no attempt shall be made by anyone to test or join the V.C. except for the hearing purpose in the manner stated above.
- vi. Learned Counsels are requested to write their respective item numbers, name of the advocate appearing and the name of the place from which appearing, while joining the V.C. Session through Zoom Meetings.
- vii. Advocates who are interested to conduct their cases through the Virtual Court shall intimate the item no. and the Bench to the concerned staff in charge of the Virtual Court centre in the district immediately after the publication of the cause list preferably in between 8 PM to 10 PM in the preceding day of the hearing on the mobile number of the staff in charge of Virtual Court or from 9.30 AM to 10.15 AM on the day of hearing at the Virtual Court Centre. A worksheet shall be prepared by the staff in charge before commencement of Court proceedings i.e., 10.30 AM to coordinate the Virtual hearings in different Benches.
- viii. Upon receipt of such information, the concerned staff in-charge of the centre shall allocate the Cabin and shall intimate the concerned court master regarding the appearance of the concerned advocate through the Virtual court room of the concerned District.
- ix. In the event more than one case is to be conducted at the same time in different Benches, the concerned staff in charge shall take steps well in advance to allocate VC Cabins/Virtual Court Room/VWDC of the District Court for the said purpose as far as practicable and subject to availability without causing hindrance to the regular and scheduled functioning of the District Court.

- x. In case any of the above VC facilities is not available, the concerned staff in charge of the centre shall use the computer provided in the office of the Virtual court to take a pass over through the webcam as and when the matter comes up in the particular Bench. The same matter shall be taken up when the Cabin in the Virtual Court is available subject to the permission of the Hon'ble Court.
- xi. During pendency of the case, if any additional document, requisite, etc are required to be filed in the case, the same shall be submitted in the office of the Virtual Court in PDF format. The concerned staff in-charge shall forward the same to the High Court of Orissa through the dedicated e-mail created for the purpose.

(Guidelines for appearing through Video Conferencing from Remote Locations)

If the learned counsel/party in person intend to appear through Video Conferencing from their respective Homes/ Offices / Any other Remote Location, they may please follow the procedure laid down below :-

- i. Learned counsel/Litigants/party in person may appear through Video Conferencing before a Bench by following the Zoom VC Manual at **Annexure-II** published regularly with the Notice of High Court of Orissa.
- ii. The VC link for every Bench is mentioned in the Cause List Notice. While accessing this notice/document in soft format in website of Hon'ble Court, the concerned Advocates may please click such link for appearing before their concerned Bench. Please ensure that the link is not shared with anyone unconnected with the case. The Bench may direct for removal of any participant during Virtual Hearing for any reason deemed fit and proper. In case of any difficulty, the helpline numbers assigned to a particular Bench may please be contacted.
- iii. The concerned Bench may direct as to which and how many number of participants may be joined in VC session at a time keeping in view the functionality of VC software and various related factors.
- iv. Sometimes to avoid disturbance or overlapping of sound or upon direction of the Bench, the operator may restrict the un-muting facility. In such a case, advocates are requested to wait till their item number is called. Please do not un-mute the microphone until item number reaches. Microphone should again be muted once the interaction with the Bench is over.

- v. If for any reason, Video conferencing cannot be held through Zoom Application, the case may be heard in any other method as the Bench directs.
- vi. Robust bandwidth/network connectivity has to be ensured by the Advocate/Party in such device through which it is intended to join the Video Conferencing. It shall also be the responsibility of the Advocate/Party to arrange camera, microphone etc which are required for joining Video Conferencing.
- vii. It is highly important that if VC is being joined through a mobile phone then its network signal should be steady and no call should be made to / from such phone during VC session or else the connection shall get disrupted.
- viii. In case for any reason connection gets disconnected before the hearing of the matter is over, Advocates/Parties shall again follow the same method as stated above to rejoin the Video Conferencing.
- ix. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing and they should be properly dressed.
- x. Only one person may speak at a time or else there will be overlapping of voices and echo shall be caused thereby disturbing the proceeding. The participant of the VC who is not interacting with the Bench should mute the microphone to avoid disturbance/overlapping of sounds.
- xi. If any participant of the VC shall perform any act which is either not related to the hearing or is done without the permission of the Bench then he/she may get disconnected from VC and action as directed by the Bench may be taken in the matter.
- xii. Recording and/or publishing or sharing of the VC proceeding is strictly prohibited.

STEP-8

Grant of certified copy

- i. Copy applications shall be filed at the copying section of the District Court/ outlying station by 3 PM every working day;
- ii. Copy applications so received shall be scanned at the e-Filing Station after 3 P.M.

- iii. There shall be dedicated email ids of the Copying Section of the High Court and the Copying Sections of district receiving copy application on behalf of the respective Virtual Court Centre. The Copying Section of the District Court shall send the scanned copies in PDF format along with an excel sheet with the details of the copy applications from the dedicated email id of the copying section to the dedicated email id of the Copying Section of the High Court. It is made clear that all the copy applications received in a day shall be scanned and attached in a single mail to be forwarded to dedicated e-mail ID of the copying section of the High Court of Orissa by the respective Centre.
- iv. Upon receipt of the said application, it shall be downloaded and the normal process of requisition of records, assessment of amount of Court fee to be deposited shall be made and the same shall be prepared in another PDF format which shall be notified in the website of High Court of Orissa.
- v. The Advocate shall visit the website of High Court of Orissa for payment of requisite fees and after depositing the requisite fees through the Link which shall be published in the website, furnish the said receipt to the Staff in-Charge at the Virtual Court centre;
- vi. The dedicated Section of the High Court of Orissa upon receipt of payment for the certified copy shall send it through post for which no extra payment shall be borne by the Advocate/party in person.
- vii. The Advocate concerned who shall apply for the certified copy shall receive 3 messages which shall be sent by the certified copy application system of the High Court of Orissa i.e.
- viii. It is hereby notified that your application for the certified copy has been received by the High Court of Orissa;
- ix. It is hereby notified that the total amount for the certified copy has been notified in the website of the High Court of Orissa. Kindly visit the website for the total amount and pay it online through the link provided;
- x. It is hereby notified that the certified copy applied by you has been prepared and has been dispatched to Virtual Court at your respective District.
- xi. The copying section of the respective Districts shall supply the certified copy and take a signature of the concerned Advocate/Party in person on the said register as proof of supply of the certified copy.
- xii. The rules of the Copying applicable to the High Court of Orissa shall also be applicable to the certified copies filed through above procedure.
- xiii. The payment for the certified copy shall be made by the Advocate holding the power /Party in person for the case through e-payment gateway of SBI.

The link for the e-payment gateway shall be published in the website of the High Court of Orissa.

- xiv. The advocate should be cautious in making the payment through the payment gateway and should fill up the correct details, information and amount as there shall be no refund of excess/wrong payment and the same shall be forfeited.
 - xv. The reports shall be generated at 6 PM on each working day of High Court of Orissa and the certified copy shall be processed only after successful payment.
 - xvi. The payment shall only be possible through internet banking, SBI cards, Rupay Cards and UPI. Payment through Master Cards and VISA Cards will not be available at initial stage.
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