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OFFICE OF THE DISTRICT & SESSIONS-CUM-SPECIAL JUDGE • NABARANGPUR •
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THE HIGH COURT OF ORISSA: CUTTACK

Letter No. OHC-COMP-ECP-0027-2022-13542(30)/Dated:18.08.2025

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Falsely

From

Soumya Sourav,
Central Project Coordinator

To

The District Judge ..... (All)

Sub: SOP for allowing Advocates/ Parties to the litigation to appear virtually in Court Proceedings

R-9523
19.08.25

Madam/ Sir,

In inviting reference to the captioned subject, I am directed to intimate that the Hon'ble Court has been pleased to frame a Standard Operating Procedure (SOP) for allowing Advocates/Parties to the litigation to appear virtually in Court proceedings.

A copy of the aforementioned SOP is enclosed herewith for favour of kind perusal and intimation to all Courts of the Judgeship.

This is for favour of kind information and necessary action.

Yours faithfully,

Encl: As above.

18/08/25

Central Project Coordinator

Standard Operating Procedure (SOP) for allowing Advocates/ Parties to the litigation to appear Virtually in Court Proceedings

In order to streamline and standardize the process for requesting appearances and participating in the Court proceedings through Video Conferencing (VC), the following procedure shall be followed by all the District Courts of the State:-

1. Eligibility

All District Courts shall permit Advocates and Parties to the litigation to request for appearance through Video Conferencing for scheduled hearings, subject to the discretion of the Presiding Officer of the concerned Court as per **"The Orissa High Court Video Conferencing for Courts Rules, 2020".** The request for participating in the Court proceedings through VC shall not ordinarily be denied unless the same is prohibited under law.

2. Timeline for Applications

a) VC requests should be submitted well in advance of the scheduled hearing to enable timely processing.

b) In urgent situations, the Presiding Officer may, at his/her discretion, accept applications within a shorter timeframe.

3. Mode of Application

District Courts shall ensure that VC requests can be made through the following modes:

a) ***Court Email ID*:** Each District Court—both at the Headquarter and Taluka levels—shall maintain a dedicated, common email ID for all courts under its jurisdiction. These email IDs shall be used exclusively for receiving video conferencing (VC) requests and for issuing corresponding VC links.

b) ***Website Publication*:** The District Court's official website shall prominently display all relevant VC contact information, including email IDs, helpline numbers (if any), and links to the online request form (if any).

c) ***Online Request Form*:** If available, an online form shall be provided on the official website of the District Court for submission of VC requests.

d) ***Physical Application (Exceptional Cases)*:** Where digital access is limited, physical applications may be accepted by the concerned Court.

4. Information to be provided by Applicant

All applications for VC appearance must include:

a) ***Case Details*:** Case Number, Title, and Date of Hearing.

b) *Applicant Details:*

i. *For Advocates:* Name, Bar Council Enrollment Number, Contact Number, and Email ID.

ii. *For Litigants:* Name, Parentage/Spouse Name, Address, Contact Number, and Email ID.

c) ***Technical Readiness:*** A declaration confirming availability of a stable internet connection, a suitable device with camera and microphone, and that the setup has been tested.

5. Procedure to be followed by District and Taluk Courts

5.1 Receipt and Scrutiny

a) Designated court staff must check the VC request email account **frequently**.

b) Upon receiving a request, the same shall be placed before the Presiding Officer for consideration.

c) The Presiding Officer shall examine the application and decide.

5.2 Communication of Decision

a) The decision (approval or rejection) shall be communicated to the applicant via **email** or **SMS/phone**, using the contact details provided.

b) In case of rejection, the decision shall be conveyed to the applicant.

5.3 Issuance of VC Link

If approved, the VC link (Zoom, Google Meet, Jitsi Meet, or other platform) and the date and time of the hearing shall be sent to the applicant via the email/SMS along with contact details (email/phone) of the designated staff member responsible for providing technical assistance, if any, if required.

* * * * * *

OFFICE OF THE DISTRICT JUDGE, NABARANGPUR.

Memo No.....8156.....(157)/2025. Dated: 20.08.2025.

Copy forwarded to the Judge, Family Court, Nabarangpur/Addl. District & Sessions Judge-cum-Special Court under POCSO Act, Nabarangpur / Addl. District & Sessions Judge, Nabarangpur / Addl. District & Sessions Judge, Umerkote for favour of kind information and necessary action.

Copy forwarded to the Chief Judicial Magistrate, Nabarangpur /Civil Judge (Sr. Divn)-cum-ASJ (Women's Court), Nabarangpur/ Civil Judge (Sr. Division), Nabarangpur / Civil Judge (Sr. Division), Umerkote /S.D.J.M., Nabarangpur/JMFC, Umerkote / N.G.N.-Cum-JMFC, Raighar / JMFC, Chandahandi/ JMFC, Jharigaon/ JMFC (LR & LTV), Nabarangpur for information and necessary action.

Copy to Personal Assistant to District & Sessions Judge, Nabarangpur for information and necessary action.

20.8.25

Registrar,
Civil Courts, Nabarangpur.

Memo No.8157.....(5)/2025. Dated: 20.08.2025.

Copy forwarded to the Secretary, District Bar Association, Nabarangpur/ Secretary, Bar Association, Umerkote/ Raighar/ Chandahandi/ Jharigaon for information and necessary action.

20.8.25

Registrar,
Civil Courts, Nabarangpur.

V.C REQUEST FORM FOR APPEARANCE THROUGH VIDEO CONFERENCING FOR SCHEDULED HEARINGS IN THE CONCERNED COURTS: NABARANGPUR JUDGESHIP.

A) Case Details.

Name of the Court: _____

Case Number: _____

Case Title: _____

Date of Hearing: _____

B) Applicant Details

(i) If Advocate:

Name: _____

Bar Council Enrollment No.: _____

Contact Number: _____

Email ID: _____

(ii) If Litigant:

Name: _____

Parentage/Spouse Name: _____

Address: _____

Contact Number: _____

Email ID: _____

A) Declaration

I, the undersigned, respectfully request the permission to attend the above-mentioned proceedings through Video Conferencing (VC). I undertake to follow all directions of the Hon'ble Court regarding conduct and procedure during the VC hearing as per the Rule.

Place

Date: **Signature of the Applicant**

For Office Use Only.

Application Received on: _____

Verified by: _____

Permission: ☐ Granted ☐ Not Granted

V.C. Link Shared on: _____

V.C. Conducted on: _____

Signature of the Presiding Officer.

Contact Person of the VC Coordinator at District & Sessions Judge Court Complex, Nabarangpur.

Name- Sri Chinmaya Kumar Nayak.

Mobile No- 9337687698

Email ID- dj.nabarangpur-od@od.gov.in

sa.od-nabarangapur@od.gov.in

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