

HIGH COURT OF MEGHALAYA AT SHILLONG.

HCM.II/03/2013/Estt/1602

Dated the 30th June, 2020.

GUIDELINES FOR PHYSICAL AND VIRTUAL FUNCTIONING OF THE SUBORDINATE COURTS IN THE STATE OF MEGHALAYA.

In view of the guidelines issued by the Central Government contemplating phased re-opening of all activities also and considering the requests received from the Bar Associations, it is considered necessary to commence physical Court proceedings in a phased manner so as to provide easier access to justice for litigants and for redressal of their grievances. As such, as directed by the Hon'ble, the Chief Justice, the following arrangements are made with regard to the functioning of the subordinate Courts, w.e.f. 1st July, 2020, strictly on an experimental basis:

1. In order to ensure compliance of all social distancing norms and health procedures, the functioning in the subordinate Courts shall be through video conferencing as well as by physical Court hearing in the following manner:-
 - (i) There shall be a division in the sitting and functioning of each Court. Each Judgeship shall function physically at one-third of its strength each day, strictly on a rotational basis.
 - (ii) The rotation shall be worked out by the District Judge of the respective districts.
 - (iii) In a district like Shillong, where there are altogether 8(eight) Courts. The District Judge shall ensure operation of 2(two) or 3(three) Courts every day, to be followed by another 2(two) or 3(three) Courts on the subsequent day, so on and so forth.



(iv) So far as the Sub-Divisional Courts are concerned, these Courts are to function on alternate day basis.

2. All cases are to be filed at the filing counters to be identified by the District Judge(s) of the respective districts, keeping in view the social distancing norms issued by the Government.
3. On receipt of filing by the advocate(s), the files will be sent from the respective sections after proper sanitization.
4. Only those advocates whose cases are listed in Court shall be permitted to enter the precincts of the Court.
5. Advocates, aged 65 years or more, can appear and argue the cases through Video Conferencing(VC) only, as they will not be allowed to enter the Court premises as per guidelines issued by the Government.
6. The advocates appearing in the Court must wear face cover/ mask and shall adhere to all necessary conditions prescribed for social and physical distancing.
7. Not more than 6 (six) persons including the Presiding Officer of the Court shall be permitted to remain in the Court room at any given point of time.
8. The advocates shall leave the Court premises immediately after hearing of their cases are complete. No advocate shall be permitted to roam/linger around within the precincts of the Court.
9. (i) All order(s) /judgement(s) passed by the Court(s) shall be uploaded in the CIS.
(ii) In Court complexes where CIS has not been implemented, the Bench Assistant of the concerned Court(s) shall intimate the advocate(s) over

phone or Whatsapp. The Court shall also upload the order(s) / judgement(s) on their website in pdf format.

- (iii) The advocate(s) can check the status of their case(s) using the eCourts services or from the Court website so as to avoid further entry of any advocate(s) to the Court(s) after the case has been heard.

The sitting arrangements inside the Court(s) shall be inclusive of 6(six) persons only inclusive of the Presiding Officer. However, in case of Court rooms which are smaller in size, only 1(one) advocate from each side actually engaged in the litigation shall be allowed to enter such Court, that too, when the case is called.

A designated senior advocate will be allowed to appear with one junior counsel only.


10. The advocates residing in hot spot/ containment zones shall not be allowed to enter the precincts of the Court and no document from them - except through electronic mode - shall be accepted.
11. All persons entering the Court premises shall observe all applicable health protocols and maintain social distancing norms as specified by the Government.
12. Provision for thermal scanning and sanitizer will be made available at the entrance of the Court premises.
13. The District Medical & Health Officer of the respective districts shall arrange all necessary medical assistance in the subordinate Courts to meet any urgent medical eventuality.



14. Frequent sanitization of the Court premises, common facilities and all points which come into human contact, viz. door knobs, chairs, tables etc., will be ensured.

15. All guidelines issued by the Central Government and the State Government regarding COVID 19 shall be strictly adhered to.

By Order,



Registrar General

Memo No.HCM.II/03/2013/Estt/1602A

Dated the 30th June, 2020.

Copy for information to:-

1. The Registrar-Cum-Principal Private Secretary to the Hon'ble, the Chief Justice.
2. The Private Secretary to Hon'ble Mr Justice R.V.More.
3. The Private Secretary to Hon'ble Mr Justice H.S.Thangkhiew.
4. The Private Secretary to Hon'ble Mr Justice W.Diengdoh.
5. The Advocate General to the Government of Meghalaya, Shillong.
6. All District & Sessions Judges.
7. The Member Secretary, Meghalaya State Legal Services Authority, Shillong.
8. The Assistant Solicitor, Central Government.
9. The President/Secretary High Court Bar Association.
10. The President/ Secretary of Shillong / Nongpoh / Jowai / Nongstoin / Tura / Williamnagar / Mawkyrwat/ Ampati Bar Associations.
11. The Registrar Administration, High Court of Meghalaya, Shillong.
12. The Central Project Co-ordinator, High Court of Meghalaya for uploading the guidelines in the Official website.
13. Office file.


Registrar General