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.

* * * * * *

Form I

[see rule 6 (2)]

Request Form for Video Conference

1. Case Number / CNR Number (if any)
2. Cause Title
3. Proposed Date of conference (DD/MM/YYYY):_____
4. Location of the Court Point(s):_____
5. Location of the Remote Point(s):_____
6. Names & Designation of the Participants at the Remote Point: _____
7. Reasons for Video Conferencing:

   In the matter of:
8. Nature of Proceedings: Final Hearing ☐ Motion Hearing ☐ 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/authorised 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 authorised officer:
Date:

VC contact information :-

Sri. Ganesh Sahoo, Jr. Typist
Contact No.- 9124360149
Email- vc.dcpuri@gmail.com