

### **SOP For Verification of The Advocates And Party-In-Person**

- 1.** The concerned officer/official from respective Court will check for any pending verification request by Party in Person on daily basis at regular intervals through the NJDG login of their respective Court.
- 2.** The applicant who has applied as Party in Person at District Courts shall be verified by concerned authority of respective Court as per their existing process of verification, within the timelines as mentioned below-
  - a.** Registration request received till 01:30 PM of a working day; verification will be processed by same day.
  - b.** Registration request received after 01:30 PM of a working day; the verification will be processed by 01:30 PM of next working day.
  - c.** Registration request received on a Holiday; the verification will be processed by 01:30 PM of next working day.
  - d.** Registration request received on a Vacation day; the verification will be processed by 01:30 PM of the next succeeding vacation day, or next working day, whichever falls immediately next after the date of such request.
- 3.** The aforementioned timeline shall be strictly adhered to, unless there exists any circumstance beyond control of designated officer/official. The approval or rejection of the verification request will be immediately communicated to the Party-in-Person/Applicant through email or any other electronic medium, or telephonically, whichever is available on records. In case of rejection of the request, the reason of rejection shall also be invariably communicated.