DISTRICT COURT KIPHIRE

Google Meeting Video Conference Case Hearing Link of Court at CJM

Sl.No.	Court Room No.	Name of the Judicial Officer	Designation	Mobile No. for Correspondence	E-mail ID for Correspondence
1	1	Smti. Somet Chumden Chang NJS	D&SJ	9863123482	districtcourtkiphire@gmail.com
2	2	Smti. Holika Sukhalu NJS	CJM	9863123482	districtcourtkiphire@gmail.com

Important Notes:

1. Application to be made at least two (2) days prior to the date of listing and strictly during office hours.
2. Request to submit in the prescribed format (Annexure) to the concerned email id districtcourtkiphire@gmail.com
3. Subject of email request must contain all required details as per the Information Form for VC.
   "Request for Video Conferencing for Court No." ____
4. Link will be sent to the E-mail ID provided by the person requesting for Video Conference.

SCHEDULE -I

1. All participants shall wear sober attire consistent with the dignity of the proceedings. Advocates shall be appropriately dressed in professional attire prescribed under the Advocates Act, 1961. Police officials shall appear in the uniform prescribed for police officials under the relevant statute or orders. The attire for judicial officers and Court staff will be as specified in the relevant Rules prescribed in that behalf by the High Court. The decision of the Presiding Judge or officer as to the dress code will be final.

2. Proceedings shall be conducted at the appointed date and time. Punctuality shall be scrupulously observed.

3. The case will be called out and appearances shall be recorded on the direction of the Court.

4. Every participant shall adhere to the Courtesies and protocol that are followed in a physical Court. Judges will be addressed as "Madam/Sir" or "Your Honour". Officers will be addressed by their designation such as "Bench Officer/Court Master". Advocates will be addressed as "Learned Counsel/Senior Counsel."

5. Advocates, Required Persons, parties in person and other participants shall keep their microphones muted till they are called upon to make submissions.

6. Remote Users shall ensure that their devices are free from malware.

7. Remote Users and the Coordinator at the Remote Point shall ensure that the Remote Point is situated in a quiet location, is properly secured and has sufficient internet coverage. Any unwarranted disturbance caused during video conferencing may if the Presiding Judge so directs render entire proceedings *non-est.*

8. All participants' cell phones shall remain switched off or in airplane mode during the proceedings.

9. All participants should endeavor to look into the camera, remain attentive and not engage in any other activity during the proceedings.

10. Background noise, unnecessary movements, and interruptions must be minimized to maintain the decorum of judicial proceedings.

11. The use of offensive language, disrespectful behavior, or non-compliance with judicial instructions may lead to immediate removal from the session and potential legal

consequences.

12. Only Court have the discretion to mute or remove any participant violating these conduct Rules.

SCHEDULE -II

General guidelines

1. **The video conferencing link shall be shared only with an Advocate who:**
   - Is a member of the Bar Council of Assam, Nagaland, Mizoram, and Arunachal Pradesh, and
   - Is registered with the Gauhati High Court Bar Association(s), the Gauhati High Court Advocates' Association(s), or the concerned District Court Bar Association.
2. **Procedure for Advocates Requesting Video Conferencing:**
   - In case of Principal Seat, Learned Advocate must send an email request for video conferencing to the designated official email ID of the concerned Hon'ble Court where the case is listed with a copy (CC) to the Registrar (Judicial) at ghcvideoconferencing@gmail.com
   - For the Outlying Benches, District Courts and Tribunals, Learned Advocate must send an email request for video conferencing to the designated official email ID(s) as notified by the respective Courts and Tribunals.
   - Any person other than an Advocate (e.g., a litigant appearing in person, a witness, a government official, or any other authorized party) must also make a similar request for video conferencing via email to the official email ID of the concerned Hon'ble Court as mentioned above.
   - The request must be made at least two (2) days prior to the date of listing and strictly during office hours.
   - The subject of the email should follow this format:

     Request for Video Conferencing for Court No. _____
   - The request must contain all required details as per the Information Form for VC.
3. **Sharing and Admission to Video Conference:**
   - Upon verification, the Court Master/Bench Clerk (or designated official) shall share the VC link with the eligible Advocate(s)/other participants.
   - Only those who have submitted proper requests and complete information will be admitted to the Court proceedings via video conferencing.
   - Unauthorized forwarding of the video conferencing link is strictly prohibited and may result in disciplinary/legal action.

Information Form for Video Conference

1. Cause Title: _____

2. Court No. / Item No. /Case Number / CNR Number (if any) /:- _____

3. Petitioner(P)/ Respondent(R)Name:- _____

4. Proposed date of conference (DD/MM/YYYY):- _____

5. Location of the Remote Point(s):- _____

6. Location of Court Point(s):- _____

7. Name & Designation of the Participants at the Remote Point:- _____

8. Appearing for (Petitioner/Respondent) :- _____

9. Bar Enrolment No.(only for Advocates) :- _____

10. Mobile No. And Email Id of the participant:- _____