



ANNEXURE-A

**DISTRICT & SESSIONS JUDGE, CHURACHANDPUR.**

**STANDARD OPERATING PROCEDURE FOR HYBRID HEARING OF CASES**

1. Lawyers/Litigants -in-person desirous of appearing through Video Conferencing may appear through the WebEx platform, through the Unique URL provided in the website of the Court <https://churachandpur.dcourts.gov.in/> by following the SISCO Webx Manual (Annexure-I may be referred).
2. Lawyers/Litigants-in-person desirous of participating in Virtual Court proceedings are expected to ensure broadband connection of minimum 2 mbps/dedicated 4G data connection.
3. They may also ensure that other than their own, NO OTHER DEVICE is connected through that data connection during the Virtual Court proceedings.
4. The name of the staff designated to coordinate on behalf of the district Court, along with their contact number, is displayed on the District Court website for technical support or enquiries related to hybrid hearing.
5. The Advocate/party in person may log in from his office, residence, conference room etc., but not from a vehicle like a car. The remote location should be quiet and have sufficient internet coverage. The Advocate/Party should have the camera switched on during Court proceedings. All participants should endeavor to look into the camera, remain attentive and not engage in any other activity during the proceedings.
6. If any participant indulges in an act which is considered inappropriate, she/he/they may be excluded from the VC proceedings, and action as directed by the Court may be taken in the matter.
7. In case where in-camera proceedings are required to be held, virtual hearings may be restricted to the parties and/or their advocates.

  
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8. The case may be heard in any other manner as directed by the Court in the event that VC cannot be held through the Cisco WebEx application.
9. In the event that the connection is disconnected before the hearing of the case has concluded, the Advocates/Parties must follow the same procedure as stated above in order to rejoin the VC.
10. Only one person may speak at a time, or else there will be an overlapping of voices and echo will be caused, thereby it may disturb the proceeding. The participant of the VC who is not interacting with the Court shall mute the microphone to avoid disturbance/overlapping of sounds.
11. In the event that a participant of the VC performs any act that is either unrelated to the hearing or done without the Court permission, he/she may get disconnected from the VC and action as directed by the Court may be taken in the matter.

i/c District & Sessions Judge,  
Churachandpur.

**District & Sessions Judge  
Churachandpur**