SOP for Virtual Hybrid Hearing at Patna Judgeship

1) Microsoft Teams would be the dedicated platform used for virtual hybrid hearing in the courts of Patna Judgeship.
2) Ld. Advocate would be entitled to appear without restriction through a video conferencing facility. However, the Concerned court may regulate the participation of a litigant [or any other person] as per rules and Practice Directions.
3) The links for each Court shall be provided on the official website of the District Court, Patna.
4) Ld. Advocates/litigants may, if they so desire, use the facility of E-Sewa Kendra, available at Patna Judgeship including sub divisional courts for joining the virtual hearing.
5) While accessing the virtual platform, a Ld. Advocate will be required to enter details like name, item number, party for which she/he/they are appearing or such other information as required by the High Court. If the Ld. Advocate appears in more than one matter, case numbers of all matters will be required to be provided.
6) Participants should avoid using multiple devices at remote location to eliminate the chance of echo/ disturbance.
7) The Ld. Advocate must be dressed in professional attire. If the Ld. Advocate is not dressed in professional attire, the right of audience may be withdrawn by the Court. Similarly, a party in person must be appropriately dressed.
8) Court proceedings conducted through video conferencing are judicial proceedings for all purposes, and all protocols applicable to physical courts shall apply to virtual proceedings.
9) Cell phones of all participants shall be switched off or kept in aeroplane mode/mute during the proceedings.

   Ld. 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 Ld. Advocate/Party should have the camera switched on during Court proceedings. All participants should endeavour to look into the camera, remain attentive and not engage in any other activity during the proceedings.
10) Only the Ld. Advocate/duly authorized person in the matter would be entitled to address the Court. The Court coordinator may mute/ unmute any other participant(s).
11) Ld. Advocates/ participants shall regulate their microphones to avoid disturbing the court proceedings. At the time of joining, the microphone should be kept muted. The

microphone may be unmuted only when the matter is called out. The Court may direct the court coordinator to mute the microphone of Ld. Advocate/participant if there is a disturbance in the court proceedings.

12) 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.

13) No recording of the court proceedings is allowed.

14) Ld. Advocates/participants can seek assistance through the chat facility wherever available. The chat facility should be used only for seeking help from the court coordinator regarding technical assistance concerning VC hearing and/or inquiring about the item number of the case being heard. The Court coordinator would respond to such queries on a best-effort basis.

15) Ld. Advocates can give a Memo of appearance in such manner as notified by the concerned Court.

16) Patna Judgeship may lay down a procedure for mentioning matters through online mode and place the same on the website.

(i) VC system/Hybrid Systems shall be operational in all court-rooms on all court working days during Court hours.

(ii) Ld. Advocates can mention their listed case/cases via Video Conference or Physically for hybrid hearing before the concerned court during 10:15 A.M. to 10:30 A.M. in day court schedule and 07:15 A.M. to 07:30 A.M. in morning courts schdule.

(iii) Upon mentioning, The Concerned Court may assign appropriate time for virtual hybrid hearing of the cases. Ld. Counsels can join the link of the respective court proceedings through the link available on the Official website of Patna District Court.

17) If the number of participants who have joined the virtual proceedings exceeds or is likely to exceed the maximum log-ins permitted by the software, the court coordinator, in the first instance, may remove viewers not participating in the court proceedings. Ld. Advocates/litigants appearing in later items may also be requested to log out.

18) In cases where in-camera proceedings are required to be held, virtual hearings may be restricted to the parties and/or their Ld. Advocates.

19) Bench Clerks should specifically mark in CIS the cases which are heard through hybrid mode for future reference.

20) All the System Officer/System Assistants of the respective court establishment shall create the permanent VC link for Hybrid Courts and post it on the official website of

district court Patna. The Bench Clerks of concerned courts should keep the virtual hybrid system operational in the respective court rooms on every court working day before 10:15 A.M. in day courts and before 07:15 A.M. in morning court schedule.

21) Respective Bench Clerks should ensure the compliance with respect to point number 19 and 20 as above.

22) The present Standard Operating Procedure shall be in addition to the Video Conferencing Rules notified by the Hon'ble Patna High Court and not in derogation thereof.

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