

Office of Principal District & Sessions Judge, Koderma.

Order No.....⁸⁰...../2026

dated 18.05.2026.

Vide Letter No. 79/R.G. dated 16.05.2026 issued by the Hon'ble High Court of Jharkhand, Ranchi, the Hon'ble Court has been pleased to direct that all courts within Koderma Judgeship shall actively operate in hybrid mode in order to facilitate seamless access to justice in view of the ongoing energy crisis.

The Hon'ble High Court has further been pleased to direct that Advocates, Parties-in-Person and witnesses be encouraged to appear and take up their matters virtually through video conferencing and the **Standard Operating Procedures (SOPs)** framed under the High Court of Jharkhand Rules for Video Conferencing for Courts, 2020 and the High Court of Jharkhand (Video Conferencing for Courts) Regulations, 2020, notified by the Hon'ble High Court, Ranchi vide Notification No. 01/2021/R&S dated 14.01.2021 and Notification No. 03/2021/R&S dated 14.01.2021 respectively, for appearance and examination of witnesses/persons/accused through the video conferencing system, shall be strictly adhered to.

✓ In order to ensuring seamless video conferencing, following arrangements have been made with respect to Court Points and Confirmed Remote Points.

Court Points

(1) The Court Rooms of all Courts shall be used as Court Points at all stages of judicial proceedings under these Rules. All proceedings conducted by a Court through video conferencing shall be deemed to be judicial proceedings, and all protocols and courtesies applicable to physical Court proceedings shall equally apply to such virtual proceedings.

(2) The **Bench Clerk** of each Court is hereby nominated to perform the duties of the Court Point Coordinator in respect of the Court to which he is attached, in addition to his own duties. In the event of absence of the Bench Clerk, the Office Clerk/Deposition Writer shall perform the duties of the Court Point Coordinator. The mobile numbers of

the respective Court Point Coordinators (Bench Clerk) shall also serve as **HELP LINE** numbers in relation to the concerned Courts.

Upon completion of the video conferencing proceedings, the Court shall mention in the order sheet the time and duration of the proceedings, the software used i.e JITSI MEET (<https://meet.jit.si/>) or GOOGLE MEET (<https://meet.google.com/>) , and the documents, if any, produced and transmitted online.

The Bench Clerk/Office Clerk/Deposition Writer of each Court shall ensure that the video conferencing proceedings are conducted seamlessly. Any difficulty experienced in connectivity shall be brought to the notice of **Shri Bipin Prasad Kushwaha, deputed as IT and Hardware Technician under the Paperless/Online Courts project, at Mobile No. 7260057708.**

The Coordinator at the Court Point shall remain in contact with the concerned Advocate or the required person and provide necessary guidance for conducting successful hearings through video conferencing

(A) List of Court Point Coordinators (Court-wise)

Sl No.	Name of the virtual Court	Conference ID Jitsi meet App	Mobile No. of Bench Clerk.
01	Shri Rama Kant Mishra Principal District & Sessions Judge, Koderma	JH00415	9905357516
02	Shri Amitesh Lal, Principal Judge, Family Court, Koderma	JH00423	7667817139
03	Shri Sachindra Nath Sinha, District & Additional Sessions Judge- I, Koderma	JH00536	8298059806
04	Shri Rakesh Chandra, District & Additional Sessions Judge- III, Koderma	JH01158	7004683339
05	Shri Amit Kumar Vaish, CJM, Koderma	JH00574	9572299533
06	Mrs. Pragya Bajpai, ACJM, Koderma	JH00622	7991161636
07	Mrs. Satyabhama Kumari, JM 1 st Class. Koderma	JH00687	7992255158
08	Shri Sandhya Prasad, SDJM, Koderma	JH01145	8789127100
09	Shri Mithilesh Kumar Civil Judge (Jr. Div.)-Munsif)	JH01166	8252699722

10	Miss Jyotsna Pandey, J.M 1 st Class, Koderma	JH02031	7903221502
11	Shri Vikash Kumar Bhagat J.M 1 st Class, Koderma	JH02063	7717786532
12	Mrs. Namita Minz, J.M 1 st Class, Koderma	JH02070	7004035966

(B) Confirmed Remote Point

Chamber/Office of following Advocates (Master Trainer) will be used as Confirmed Remote Points under Rule 12(2) of High Court of Jharkhand (Video Conferencing for Courts) Regulation, 2020.

Sr. No.	Confirmed Remote Points	Remote Points Coordinators	Mobile No.
01	Advocate Chamber/Office	Shri Ravi Shankar Banerjee, Advocate (Master Trainer)	9572918518
02	Advocate Chamber/Office	Shri Jai Gopal Sharma, Advocate (Master Trainer)	7970971703

(C) Examination of Persons

Any person being examined, including a witness shall, before being examined through video conferencing, produce and file proof of identity by submitting an identity document issued or duly recognized by the Government of India, State Government, Union Territory, or in the absence of such a document, an affidavit attested by any of the authorities referred to in Section 139 of C.P.C or Section 333 of BNSS-2023(Section 297 of the Cr.P.C).

Request Form for Video Conference -(SCHEDULE-II)

Annexure -A - In Civil cases, parties requesting for recording statements of the person to be examined by Video Conferencing shall confirm to the court, the location of the person, the willingness of such person to be examined through Video Conferencing.

Annexure -B - In Criminal cases, where the person to be examined is a prosecution witness or a Court witness, or where a person to be examined is a defence witness, the

counsel for the prosecution or defence counsel, as the case may be, shall confirm to the court regarding willingness to be examined by video conferencing.

Annexure -C – In case the person to be examined is an accused, the prosecution will confirm the location of the accused at the Remote point.

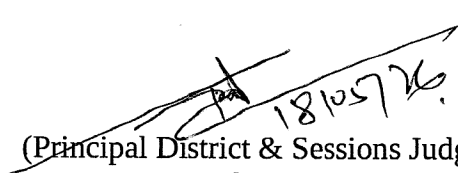
Service of Summons

Summons issued to a witness who is to be examined through Video Conferencing shall mention the date, time and venue of the concerned Remote point and shall direct the witness to attend in person along with proof of identity or an affidavit to that effect. The existing rules regarding service of summons and consequences for non attendance shall apply with respect to service of summons for proceedings conducted by video conferencing.

For Civil Cases, official email Id of Civil Court, Koderma (civilcourtkoderma@gmail.com) will be used for submission of written arguments and precedents.

In order to consolidate, unify and streamline the procedure relating to use of Video Conferencing for Courts, all concerned courts and stakeholders of judicial system are requested to visit to our official website of Civil Court, Koderma (<https://koderma.dcourts.gov.in/>) where High Court of Jharkhand Rules for Video Conferencing for Courts-2020 and High Court of Jharkhand (Video Conferencing for Courts) Regulation, 2020 are uploaded for the purpose of giving effect to these Rules and Regulations in letter and spirit.

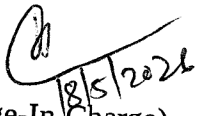
Inform all concerned.


(Principal District & Sessions Judge,
Koderma.

Memo No. 591-608/2026

dated 18.05.2026

As directed copy forwarded to (i) Court of Principal District & Sessions Judge, Koderma (ii) Court of Principal Judge, Family Court, Koderma (iii) Court of DJ-I (iv) Court of DJ-III (v) Court of CJM (vi) Court of ACJM (vii) Court of Mrs. Satyabhama Kumari, JM 1st Class (viii) Court of SDJM (ix) Court of Munsif (x) Court of Miss Jyotsna Pandey, Judicial Magistrate 1st Class (xi) Court of Shri Vikash Kumar Bhagat, Judicial Magistrate 1st Class (xii) Mrs. Namita Minz, JM 1st Class (xiii) Bar Association, Koderma (xiv) Shri Ravi Shanker Banerjee, Advocate (Master Trainer) (xv) Sri Jai Gopal Sharma, Advocated (Master Trainer) (xvi) Court Manager (xvii) Shri Bipin Prasad Kushwaha, deputed as IT and Hardware Technician and (xviii) concerned Bench Clerks for information and needful.


(Judge-In-Charge)
Civil Court, Koderma.