

O/o Prl.District Judge,
Visakhapatnam, Dt.16-07-2020.

Advisory to the staff particularly to the designated staff members

Sub: Functioning of courts - e - filing and virtual hearing - identification of designated staff members from each court - effective implementation of the circulars - Regarding.

Ref:

1. High Court's Notification in ROC No.192/SO/2020, dt.24-03-2020.
2. High Court's Notification in ROC No.192/SO/2020, dt.26-03-2020.
3. High Court's Notification in ROC No.192/SO/2020, dt.15-04-2020.
4. High Court's Notification in ROC No.192/SO/2020, dt.21-04-2020.
5. High Court's Notification in ROC No.192/SO/2020, dt.04-05-2020.
6. High Court's Notification in ROC No.192/SO/2020, dt.17-05-2020.
7. High Court's Notification in ROC No.192/SO/2020, dt.12-06-2020.
8. High Court's Notification in ROC No.192/SO/2020, dt.20-06-2020.
9. High Court's Notification in ROC No.192/SO/2020, dt.25-06-2020.
10. High Court's Notification in ROC No.192/SO/2020, dt.27-06-2020.
11. High Court's Notification in ROC No.192/SO/2020, dt.28-06-2020.
12. High Court's Notification in ROC No.192/SO/2020, dt.30-06-2020.
13. High Court's Notification in ROC No.192/SO/2020, dt.01-07-2020.
14. High Court's Notification in ROC No.192/SO/2020, dt.13-07-2020.
15. Oral representation of President of Bar Association, Visakhapatnam and the Members of Bar Council from Visakhapatnam District, dt.13-07-2020 and consultation had with colleague District Judges working at Head Quarters.
16. Circular Instructions of Hon'ble High Court, dt.16-07-2020.

We are aware that in view of pandemic situation due to Covid-19, e-filing and virtual hearing are encouraged and adopted in the process of functioning of courts. Now, we shall try to contribute the best we can for smooth and effective functioning of courts. While adopting the changes and new modalities, certain confusions and challenges are natural.

Considering the representation of the Members of Bar Council as well as the other inputs, for the purpose of checking the matters received through e-filing and coordinating, conducting of virtual hearing with the Advocates, Public Prosecutors etc., identifying certain designated staff members for each court is found necessary. A thought to that effect has been shared with the Presiding Officers of all the courts and they have identified the staff members and furnished the information to the District Court. The details of designated staff member, e-mail address of the court etc. are annexed no.I.

For effective implementation of the Circulars and adopting uniformity of practice and procedure. The designated staff members may adopt the following procedure or any other best practice in consultation with their Controlling Officers/Presiding Officers of their courts.

- (i) The designated staff member/alternative designated staff member shall attend to all phone calls received patiently.
- (ii) They shall check mails of their court from the court's mail box at least once in half an hour and get the mails downloaded and printed and place them before the Superintendent/ CMO and thereafter before the Presiding Officer for proper instructions.

- (iii) In the event of receiving any acknowledgement of service of notice transmitted by the advocates, they shall get the print of the same and see that the same is kept in the concerned file by making a note as to service of notice.
- (iv) After taking the matter on file or on return, they by themselves or through Bench Clerks shall communicate the information by way of message to the concerned advocate. The objections if any, in respect of returned matters can be scanned and shared through e-mail etc. with the concerned advocate.
- (v) They are required to take note of the instructions/information shared with the advocates which is extracted herewith as Annexure II. So that they can have clarity of their role.
- (vi) They are required to go through suggestive note shared for the purpose of advisory to all concerned which is extracted herewith as Annexure III for the purpose of complete clarity as to their role.
- (vii) They shall coordinate with the advocates for conducting video conference through Blue Jeans app etc. permitted by the Hon'ble High Court.
- (viii) The Superintendents, CMOs etc. of the concerned court shall take steps for installation of Blue Jeans or any other app permitted by the Hon'ble High court for conducting of video conference.
- (ix) After the orders are passed, the same may be transmitted from official e-mail ID of the concerned court to the other court concerned. The order copies received by way of e-mail shall be got printed if necessary and tagged to the concerned file. For example: If a Sessions Court (X) passed the bail order, bail bonds are to be accepted by a Magistrate Court (Y), the designated staff of X court will transmit the bail order through e-mail to the Y court and the designated staff of Y court will check and print and place before the concerned officer for necessary action.
- (x) The concerned clerks who are custodians of record and attending bench work shall assist and work in co-ordination with the designated staff members if they themselves are not designated staff members.

**District Judge
Visakhapatnam**

To
All the Presiding Officers in the Visakhapatnam Unit.

Annexure I Designated Staff Members for taking care of co-ordinate issues relating to e-filing & virtual hearing

Annexure II Advisory note given to Advocates

Annexure III A Brief Suggestive Note regarding E-filing and Virtual Hearing to all concerned

Annexure I:**Designated Staff Members for taking care of co-ordinate issues relating to e-filing & virtual hearing :-**

S.No.	Court Name	Court E.mail address	Designated and alternative staff member to be contracted for 'e' service	phone number of the designated staff member & alternative staff member
(1)	(2)	(3)	(4)	(5)
01.	I ADJ COURT	msjcourtvisakhapatnam@gmail.com	N. Ramachandra Rao, Typist	8919689193
			G. Srinivasu, Stenographer Gr-I	9948044586
02.	II ADJ COURT	iiadjcourtvsp@gmail.com	M. Hussain, Junior Asst	8142310310
			S.V. Surya Prabha, Typist	9553577098
03.	III ADJ COURT	acbcourtvsp@gmail.com	B. Santha Kumari, Stenographer	8639661995
			M.Suresh Babu, Sr., Asst	9542778803
04.	IV ADJ COURT	ivadjcourt@gmail.com	G.V. Ramakrishna, Typist	8790219997
			G. Lakshmi Rekha, Junior Asst.,	9160252360
05.	V ADJ COURT	familycourtvisakhapatnam@gmail.com	R.Harish, Junior Asst	6302774187
			Ch. Surya Narayana, Typist	7680999044
06.	VI ADJ COURT	6thadjcummahilacourt@gmail.com	K. Nageswara Rao, Junior Asst.,	8919349856
			M.V.Satyavathi, Typist	8106632562 6301357277
07.	VII ADJ COURT	viiaddldstcourtvskp@gmail.com	G.V.Ganesh, Typist	7981448798
			A.Venkata Lakshmi, Stenographer	9000260149
08.	XI ADJ COURT	scstcourtvskp@gmail.com	K.V.K.Kishore, Stenographer	7207597019
			T.Adinarayana, Junior Asst.,	9573950445
09.	XII ADJ COURT	xiiadjcourt@gmail.com	R. Venu Gopal, Stenographer	8142321329
			K.V.V. Prasad, Copyist	8985375406
10.	Additional Family Court, VSP	addlfamilycourtvsp@gmail.com	B. Jacob Kumar, Typist	9441517455
			V. Padma, Junior Asst.,	8074160542
11.	Commercial Court	commercialcourtvskp@gmail.com	K.T.Naidu, Superintendent	9849465990
			I. Ramanamma, Senior Asst.,	9396363575
12.	PrI. CBI Court, VSP	principalcbicourt@gmail.com	P. Bharathi Devi, Stenographer-Gr-I	9866301068
			Shaik Begum, Typist	9490899943
13.	I CBI Court, VSP	firstcbicourt1@gmail.com	B. Subba Lakshmi, Typist	9849467218
			M. Sudha Rani, Copyist	9885084423
14.	II CBI Court, VSP	cbicourt2@gmail.com	M.Varalakshmi, Typist	9951765519
			V. Indira Bhavani, Junior Asst.,	9490093564
15.	III CBI Court, VSP	iiicbicourt@gmail.com	Ch. Supriya, Copyist	6304331771
			V. Anuradha, Junior Asst.,	9294006334

16.	RLY Court, VSP	Railwaycourtvsp@gmail.com	N. Vijay Kumar, junior Asst., K. Sunitha, Stenographer	9381100659 8639093390
17.	POCSO Court, VSP	pocsovsp@gmail.com	G. Lalitha, Superintendent T. Ramu	9666560969 7396214188
18.	DLSA	dlsa.vsp@gmail.com	M.Sirisha, Steno-Typist A.S.K. Sandhya, Data Entry Operator	7672060208 7075681016

SCJ Courts, VSP

(1)	(2)	(3)	(4)	(5)
01.	PSCJ Court, VSP	pscjvizag@gmail.com	W.Veera Raju, Senior Supdt., P. Venkata Lakshmi, Stenographer-Gr-III	9949543972 9701522870
02.	I ASCJ Court, VSP	isubcourtvsp@gmail.com	A. Manohar, Typist Y. Sharmila, Junior Asst.,	9398155627 9440877614
03.	II ASCJ Court, VSP	iiajcj.vsp@gmail.com	I. Shyamala Devi, Typist V. Pydiraju, Typist	8639739460 9550813280
04.	III ASCJ Court, VSP	ivascjcftcvso@gmail.com	K. Venkata Swarna Latha, Typist	8125355784
05	IV ASCJ Court, VSP	ivascjcftcvso@gmail.com	A. Ramadevi, Typist K.S.S. Mahalakshmi, Steno	9491264448 7842284459
06.	V ASCJ Court, VSP	ivascjcftcvsp@gmail.com.	I.P.V. Kalpana, Jr., Asst.,	9963191361
07.	VI ASCJ Court, VSP	viascjcourt@gmail.com	B.Asha Jyothi, Jr., Asst B. Vinod Kumar, Copyist	9849080630 8897852298
07.	VII ASCJ Court, VSP	viiascjcvsp@gmail.com	Md. Gouse, Typist A. Pavani Kumari, Jr., Asst.,	9948844615 8978428892 6302300665

JCJ Courts, VSP

(1)	(2)	(3)	(4)	(5)
01.	PDMC, VSP	pjcjcourtvsp@gmail.com	S. Lakshmi Sowjanya, Examiner E. Ramesh, Stenographer	8897240474 9848705455
02.	I AJCJ Court, VSP	4iajccourtvsp@gmail.com	S. Sheela Tarangani, Junior Asst., T. Sukanya, Typist	8985624535 9491789734
03.	II AJCJ Court, VSP	iiajccourtvisakhapatnam@g mail.com	A. Ratnakar, Stenographer B.Venkata Lakshmi, Typist	9032683510 9849765206
04.	III AJCJ Court,	IIIajcjvsp@gmail.com	R. Jai Santhosh, Stenographer M. Keethi Bai	8639464136 8309052637
05.	IV AJCJ Court, VSP	rcccourtvsp@gmail.com	S. Velangini, Stenographer B.A. Ramesh, Typist	9490707803 9912275424
06	V AJCJ Court, VSP	vajccourtvsp@gmail.com	S.Sarada Devi, Supdt., P. Tulasi Bhagya Lakshmi, Typist	9849750258 8184949750

CMM Courts, VSP

(1)	(2)	(3)	(4)	(5)
01.	CMM Court, VSP	visakhacmmcourt@gmail.com	B. Appala Raju, Junior Asst.,	8096773528
			P.Ch. Murali Mohan, Junior Asst.,	9885869916
02.	I ACMM Court, VSP	iacmmcourtvisakhapatnam@gmail.com	P. Sridevi, Stenographer Gr-II	9550373488
			S.T.P. Mitra Vinda, Typist	736166677
03.	II ACMM Court, VSP	iiacmmc.vsp@gmail.com.,	V. Padmaja, Typist	9989719137
			S.Bharathi Ratnam, Jr. Asst	8374022166
04.	IV ACMM Court, VSP	ivacmmcvsp@gmail.com	B.Santhi, Stenographer	8499999636
			R. Vijaya Lakshmi, Typist	9492641205
05.	VII AMM Court, VSP (III MM Court)	7ajcjcourtvskp@gmail.com	Baba Khadar Valli, Typist	9010402296
			G.V. Sujatha, Stenographer	9346753134
06.	Excise Court, Visakhapatnam	jfcmeexcisecourtvsp@gmail.com	P.Varalakshmi, Stenographer	8008599940
			K.Venkateswari, typist	8917668806

ANAKAPALLE COURTS

(1)	(2)	(3)	(4)	(5)
01.	X ADJ Court, VSP at AKP	xadjakp@gmail.com	I.V. Suryanarayana, Supdt	8341120455
			Ch. Trinadha Rao, Typist	9949319608
02.	PSCJ Court, AKP	pscjakp@gmail.com	V. Narasimha Rao, Typist	9441332136
			B. Amruthavalli, Stenographer	9912817040
03.	Addl. Senior Civil Judge Court, Anakapalle	ascjcourtakp@gmail.com	M.Surya Prakash, Sr.Asst.	9494671336
			B. Nookeswara Rao, Stenographer	7207231979
04.	Addl. Senior Civil Judge Court, Anakapalle (FTC)	pscjakp@gmail.com	J. App Rao, Junior Asst.,	9398609606
			D. Nagaraju, Attender	7013876409
05.	PJCJ Court, AKP	akppdmi@gmail.com	I.V.S.Maga Kumar, Senior Asst.,	9247270110
			B.V.Satyanarayana Raju, Typist	8106457058
06.	I AJCJ Court, AKP	iajcjakp@gmail.com	P. Dhanunjaya Rao, Junior Asst.,	9989664296
			B. Padmalatha, Typist	7674811032
07.	II AJCJ Court, AKP	iiajcjcourtakp@gmail.com	T.J. Jyothi, Junior Asst.,	9502976625
			A. Rukmini, Typist	6302231271
08.	III AJCJ Court, AKP	iiiajcjcourtakp@gmail.com	A. Sandhya Rani, Stenographer	8179459219
			N. Durga, Typist	8919488983
05.	Special Magistrate Court, Anakapalle	Spl.Court.Anakapalli@gmail.com	V. Arun Kumar, Junior Asst.,	9059456354
			K. Latha Devi, Steno	9398881481

ARAKU COURT

(1)	(2)	(3)	(4)	(5)
01.	JMFC Court, Araku	arakujudicialmagistrate@gmail.com	I. Syam Sundara Rao, Junior Asst.,	9949496041
			U. Kumar, Sr., Asst	8978275364

BHEEMUNIPATNAM COURTS

(1)	(2)	(3)	(4)	(5)
01.	PJCJ Court, BML	pjcjcourt@gmail.com	A. Polu Naidu, Superintendent	9848830178 9182212593
			G. Srinivasa Rao	9959874207
02.	I AJCJ Court, BML	iajccourt@gmail.com	G.Kavitha Sridevi, Junior Asst.,	8143159272
			Y. Srikanth, Junior Asst.,	9849628025
03.	II AJCJ Court, BML	xviammbml@gmail.com	K. Satyavathi, Junior Asst.,	9010697902
			A.V.L.P. Raju, Junior Asst.,	6281552253
04.	Special Court, BML	Not allotted	D. Varalakshmi	9963408185

CHODAVARAM COURTS

(1)	(2)	(3)	(4)	(5)
01.	IX ADJ Court, VSP at CDM	ixadjcourt@gmail.com	B. Ramana, Junior Asst.,	8074659975
			J. Shankar Rao, Typist	9493983595
02.	SCJ Court, CDM	scjcdm@gmail.com	T.V.V.Prasad, Copyist	9491784269
			M.Kusuma Latha, Stenographer	9542910801
03.	PJCJ Court, CDM	Pjcjcourt1966cdm@gmail.com	R.V.Ramana, Typist	7569523435
			A. Veerababu, Junior Asst.,	8639911446
04.	ADM Court, CDM	ajccourtchodavaram@gmail.com	K.S.Prapurna Devi, Stenographer-Gr-I	9948028887
			A. Mohana Rao, Typist	9491761861

CHINTHAPALLI COURT

(1)	(2)	(3)	(4)	(5)
01.	JFCM Court, CTP	jfcchtp@gmail.com	D.P.V.S.Kiran, Typist	9490075106
			S. Naidu, Junior Asst.,	6301086558 9000229355

GAJUWAKA COURTS

(1)	(2)	(3)	(4)	(5)
01.	XIII ADJC, GWK	13adjcgwk@gmail.com	D. Ranganadham, Junior Asst.,	9885360377
			DVVRSK Kumar, Junior Asst.,	9966912568
02.	PSCJ Court, GWK	pscjcgw@gmail.com	K. Karuna Sagar, Typist	9949484830
			M. Sai Kumar, Stenographer	8500027459
03.	Addl. Senior Civil Judge - cum- VIII Addl., Chier Metropolitan Magistrate's Court, GWK	ascj.viiiacmmgw@gmail.com	Amzed Ali Shaik, Jr., Asst	8121389489
			N.Anusha, Examiner	8639616102
04.	III ACMMC, GWK	iiiacmmgw@gmail.com	M. Santhosh Krishna, Typist	9849318345
			B. Narayana Rao, Typist	9640668481
05.	JCJ Court, GWK	jccourtgajuwaka@gmail.com	N. Saya Subha, Stenographer-Gr-III	9948768536
			S. Hari Prasad, Typist	8555007527

MADUGULA COURT

(1)	(2)	(3)	(4)	(5)
01.	JCJ Court, MDL	juniorciviljudgemadugula1991@gmail.com	G. Hareendra, Senior Asst.,	8186072109 9493425522
			K.Satyanarayana, Typist, MLSC, MDL	9949914149 9441994491

NARSIPATNAM COURTS

(1)	(2)	(3)	(4)	(5)
01.	Senior Civil Judge Court, NRPM	Seniorciviljudgescourtnrpm@gmail.com	K. Simhachalam, Sr., Asst.,	9177235582
			K. Rajendra Kumar, Examiner	7386701094
02.	PJCJ Court, NRPM	pjcnrpm@gmail.com	M.Bangarubabu, Supdt.,	9963157104
			A. Arun Kumar, Typist	8328527042
03.	AJCJ Court, NRPM	admcourtnarsipatnam@gmail.com	B. Satyanarayana, Junior Asst.,	9491815287
			S. Ravi Kumar, Stenographer	9491555100

PADERU COURT

(1)	(2)	(3)	(4)	(5)
01.	JMFC Court, Paderu	jmfcpaderu@gmail.com	A. Bharathi, Stenographer Gr-III	8985362017
			B.S.G. Chakravarthi, Jr.Asst.,	8331051656

YELLAMANCHILI COURTS

(1)	(2)	(3)	(4)	(5)
01.	SCJ Court, YLM	scjylm@gmail.com	P. Danniial, Stenographer	7330816976
			N. Prameela Kumari, Typist	9550737987
02.	PJCJ Court, YLM	ylmpdmcourt@gmail.com	U. Suresh, Superintendent	9492348946
			M. Nagamani, Senior Asst.,	7989173601
03.	AJCJ Court, YLM	ylmadmcourt@gmail.com	K. Ravi Kumar, Senior Asst.,	9182933682
			G. Balakrishna, Junior Asst	9542408998

SPECIAL MAGISTRATE COURTS, VSP

(1)	(2)	(3)	(4)	(5)
01.	Special Magistrate Court - I, VSP	Not allotted	S. Suseela Kumari, Junior Asst.,	8978218935
			E. Raja Rajeswari, Typist	9866156614
02.	Special Magistrate Court - II, VSP	Not allotted	Fatima Razia Begum, Steno	7013848318 9491400670
			T. Udaya Rani, Typist	9542972078
03.	Special Magistrate Court - III, VSP	Not allotted	M.Durga Bhavani, Typist	7794002420
			P. Ramesh, Junior Asst.	9494232704
04.	Special Magistrate Court - IV, VSP	Not allotted	D.V. Lokeswara Rao, H.C.	9441496347
			N. Rama Devi, Junior Asst.,	8519899138
	Special Magistrate Court - V, VSP	Not allotted	Ch. Pancha Mukesh, Bench Clerk	9885991384
			S. Hymavathi, Typist	9110741600
	Special Magistrate Court - VI, VSP	Not allotted	P. Sunita, Stenographer	9581262248
			N. Alekhya Meghana, Typist	7780518999
	Special Magistrate Court - VII, VSP	Not allotted	D. Anitha, Typist	7995601079
			N. Siva Kumar Stenographer	8885312586

Annexure II

Advisory note given to Advocates

- (i) You may please note and share the list of courts' e mail IDs, details of designated staff of each court and the phone numbers designated staff members that will be displayed in District Court website and request your colleagues/members of the Bar Association to ascertain information regarding the matters listed from the designated staff member.
- (ii) Please instruct all the advocates to ensure furnishing of their phone numbers with Whatsapp facility (preferably) with every filing.
- (iii) Please inform all the advocates to provide reasonable time to the staff for checking and for communicating information as to numbering etc. The communication will be sent to the phone numbers furnished, in the form of message.
- (iv) Please instruct your members to avoid coming to the courts and sections unless there is specific request or permission from the concerned court.
- (v) Please inform all the members to get ready for virtual hearing only by installing appropriate application viz., Blue Jeans etc.
- (vi) In respect of the transactions at the bank in the District Court premises, it is noticed that there is congestion and overcrowding. The Bank Manager has been instructed to avoid the transactions of outsiders and confine its bank operation to the extent of the necessities relating to the court matters only, for which, he has positively responded while expressing his inability to control the crowd and he assured that he is ready to make arrangement of receiving applications, other forms of deposits etc., at one counter and delivery of prepared receipts at separate counter and he has requested for cooperation from the bar members also particularly with regard to providing sufficient time for checking, preparation and getting ready of deposits as well as delivery of the deposits.
- (vii) In view of the pandemic situation due to Covid-19 and health hazards to all concerned, I sincerely request you to motivate every member of the Bar to accommodate and adjust with the alternatives that may be suggested by the bank.
- (viii) Further, I am to request/instruct that possibilities of obtaining bonds from other branches may also be thought of to avoid overcrowding in the court premises particularly at the bank which is functioning in small place of around 600 sq.ft.
- (ix) Further I am to request/instruct that the work at Post Office in the court premises also may be minimised and services at other Post Offices may also be availed taking note of the size of the place in which the post office is functioning. Similar endeavour may be made in respect of purchasing of stamps etc., from the Stamps & Registration Extension Counter functioning in District Court premises.
- (x) Further you may also inform the certain advocate notaries and who at times used to operate their notarizing transactions near court precincts to refrain from such exercise realizing their responsibility to ensure containment of Covid-19 and avoiding crowds near the court premises.
- (xi) You may also give a thought for getting ready with the matters which are ripen for arguments by submitting arguments through virtual hearing and also submitting written arguments. In that regard, you may please inform the advocate friends that with the consent of both parties, matters will be taken up through video conferencing. List of cases that can be taken up through virtual hearing will be notified seeking consent of both sides and on such consent, appropriate dates will be given and efforts will be made for hearing of those matters through video conferencing. You may please instruct the members of the Bar to accommodate and cooperate.
- (xii) In respect of the matters at the stage of recording evidence wherever it is possible please encourage appointment of advocate commissioners.

Annexure III

A Brief Suggestive Note regarding E-filing and Virtual Hearing to all concerned

We are aware that in view of pandemic situation due to Covid-19, e-filing and virtual hearing are encouraged and adopted in the process of functioning of courts. Now, we shall try to contribute the best we can for smooth and effective functioning of courts. While adopting the changes and new modalities, certain confusions and challenges are natural. All are requested to find out the best solutions within the legal frame work in the process of functioning. Few of the aspects on which concerns expressed by bar members and advisory in that regard is as follows:

[A] Service note:-

(i) For the purpose of service of notice in respect of bail applications etc., Public Prosecutors are requested to furnish their phone numbers and e-mail IDs to the respective Bar Presidents for service of notice.

(ii) At the time of initial filing of bail applications etc., notice may be given to the concerned Public Prosecutor and on taking the matter on file 2nd notice be issued and acknowledgement thereof may be scanned and mailed to the concerned court. The communication of posting of the matter will be sent through message by the designated staff member. The list of designated staff members of each court is displayed in the District Court web site and the same is appended herewith (Annexure I).

(iii) The service of notice on the other side appears to be the dilemma, the staff and/or other concerned likely to entertain. The parties and advocates may adopt the process of scanning and mailing the acknowledgement of service of notice on the other side to the court's e-mail ID.

(iv) All concerned are requested to take note of the observations of the Hon'ble Supreme Court made in suo moto Writ Petition No.3/2020, dt.10-07-2020 wherein the Hon'ble Apex Court was pleased to observe in respect of IA No.48461/2020 as follows:

"I.A. No. 48461/2020- Service of all notices, summons and exchange of pleadings: Service of notices, summons and exchange of pleadings/ documents, is a requirement of virtually every legal proceeding. Service of notices, summons and pleadings etc. have not been possible during the period of lockdown because this involves visits to post offices, courier companies or physical delivery of notices, summons and pleadings. We, therefore, consider it appropriate to direct that such services of all the above may be effected by e-mail, FAX, commonly used instant messaging services, such as WhatsApp, Telegram, Signal etc. However, if a party intends to effect service by means of said instant messaging services, we direct that in addition thereto, the party must also effect service of the same document/ documents by e-mail, simultaneously on the same date."

(v) Please try to adopt the virtual service of notice mentioned by the Hon'ble Supreme court in suo moto WP No.3/2020 as far as possible.

[B] E-filing

(i) In view of the latest Circular of Hon'ble High Court in ROC No.192/SO/2020, dt.13-07-2020, it is clear that filing of all matters is permitted irrespective of urgency, through e-filing.

(ii) It came to notice of the District Judge that some staff members of some courts are insisting filing of physical papers also apart from submission through e-filing on the pretext of verification and matching of the papers filed physically and through mail. Such kind of exercise is against the spirit of e-filing and virtual hearing, circulars issued by Hon'ble High Court and the such practice is likely to defeat the objective of containment of Covid-19. Hence, all concerned in the unit are instructed to dispense with such exercise of insisting physical filing of papers (if any in practice) with immediate effect.

[C] Hearing

(i) Hon'ble High Court was pleased to instruct for downloading of 'Blue Jeans' app for conducting of virtual hearing under instructions, vide Circular dt.20-04-2020. Hence, all the concerned of respective courts including the Presiding Officers are requested to take immediate steps to adopt the same immediately, if not already done and report the compliance thereof to the District Court on or before 21-07-2020. In this regard please refer to Circular Instructions in ROC No.192/80/2020 dated 15-04-2020 where under purchase of Zoom app was permitted and subsequently, under Circular dt.20-04-2020 Blue Jeans app is shown as substitute for Zoom app, therefore, it can be considered that Blue Jeans can be even purchased under relevant Head of Account.

(ii) With regard to arranging virtual hearing, the designated staff member of particular court will take lead and inform and invite batch of counsel one after other for hearing in coordination with Bench Clerks.

[D] Transmission of Order copies:-

(i) On passing of orders, the order copies can be mailed to the (a) mailing address of the counsel if furnished and (b) to the concerned court's mail address.

(ii) The order copies received through e-mail from the concerned court through the official e-mail ID of sending court to the official e-mail ID of the recipient court may be considered as prima facie authenticated one for processing the matter further and if any doubt is entertained, cross check can be done.

(iii) The order passed with regard to bails etc. may be uploaded in the CIS platform with which verification can be easily done by all ends.

[E] ABOVE ALL, PLEASE FOLLOW THE CIRCULAR INSTRUCTIONS OF THE HON'BLE HIGH COURT AND SEE THAT THERE IS NO DEVIATION THEREOF.

**District Judge
Visakhapatnam**