

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
HAMIRPUR, H.P.**

No.DSJ(HMR)/EC/2-11/85/-2546 to 2558  
Dated Hamirpur, the 17<sup>th</sup> April, 2020

**OFFICE ORDER**

In continuation of this office order no. DSJ(HMR)EC/5-1/85/-2511 to 2524 dated 16<sup>th</sup> April 2020 and in accordance with the order No. HHC/RG/C-19/2020-10 dated Shimla the 16<sup>th</sup> April 2020 of the Hon'ble High Court, it is notified that urgent matters pertaining this Civil and Sessions Division can be filed through following address of the respective establishments in a pdf format:-

Sr. No.	Courts	Email Id
1	District & Sessions Judge, Hamirpur, H.P.	<a href="mailto:dsj-ham-hp@nic.in">dsj-ham-hp@nic.in</a>
2	Senior Civil Judge-cum- CJM, Hamirpur, H.P.	<a href="mailto:cjm-ham-hp@nic.in">cjm-ham-hp@nic.in</a>
3	Senior Civil Judge-cum- ACJM, Nadaun, Hamirpur, H.P.	<a href="mailto:court1-ndn-hp@nic.in">court1-ndn-hp@nic.in</a>
4	Civil Judge-cum-JMIC, Barsar, Hamirpur, H.P.	<a href="mailto:court1-bsr-hp@nic.in">court1-bsr-hp@nic.in</a>

The urgent matter shall be accompanied by an application specifying the urgency of the matter and an option whether the matter is to be heard by way of video conferencing or by an appearance in the court. In case the party opts to hear the matter by video conferencing, further undertakings shall be given that the party has no objection for hearing the matter by video conferencing, the party shall not record the proceedings conducted by video conferencing, shall not distribute it in any manner whatsoever to any person, only the advocate shall be present during the video conferencing and no other unauthorized person shall be present during the same, the physical petition/application along with the requisite court fee shall be

filed on the opening of the court(s). The party/advocate filing the petition/application shall also specify the email address and the telephone number on which it can be reached.

The application/petition shall be in a scanned format and shall contain the signatures of the party/advocate on each page. The original application/petition along with the requisite court fee and affidavit that this is the original of the scanned application/petition filed by way of email shall be filed in the court on reopening and in case of any discrepancy in the application/petition the same shall be liable to be rejected straightaway and any order passed on the basis of the same shall be liable to be vacated/revoked.

The following procedure shall be adopted for video conferencing:-

1. The matter received by way of E-mail shall be registered in CIS-3.0 by the System Officer, who shall also notify the concerned Judge regarding the receipt of the matter.
2. Head of the establishment namely the Session Judge/District Judge, Senior Civil Judge-cum-CJM, Hamirpur, Senior Civil Judge-cum-ACJM, Nadaun and Civil Judge-cum-JMIC, Barsar, shall decide the question of urgency and the decision regarding the urgency shall be final. Such a decision shall be communicated to the party concerned by way of E-mail or by way of SMS on telephone number supplied by the party filing the matter. No correspondence/telephonic communication regarding the declining the matter as urgent shall be made with any establishment/judge in any manner whatsoever.
3. The matter shall be assigned as per duty roster notified earlier to various courts and the court concerned shall fix the date of hearing which shall be communicated to the

party/advocate filing the matter by way of E-mail or by way of SMS on the telephone number supplied by the party/advocate.

4. The concerned Judge shall decide whether he will hear the argument in the matter by way of video conferencing or in the court itself.
5. If the Judge decides to hear the matter by way of video conferencing, a link on the vidyo desktop shall be sent to the party/advocate filing the matter by way of e-mail as well as SMS on the number supplied by it. The party/advocate shall download the vidyo desktop application and shall ensure that it has a bandwidth of at least 2 Mbps available to it to ensure that the video conferencing is conducted in a smooth manner. The party/advocate shall join the video conferencing by clicking on the link at a time specified in the email or SMS sent to it.
6. In case of an application for bail, the email containing the application shall also be forwarded to the PP/APP who may send the reply to the same by way of email. The reply so received shall be sent to the party/advocate filing the same.
7. In case of an application for bail, a link shall also be sent to the concerned PP/APP who shall click on the same to join the video conferencing at the time specified by the Judge.
8. At the scheduled time the concerned Judge shall join the video conferencing. The party/PP/APP shall keep their applications in the mute mode which shall not be unmuted without the express order of the concerned Judge.
9. The party/advocate and PP/APP shall enter the display

name before clicking the join button so as to enable the court to identify him/her.

10. The party/advocate and PP/APP shall ensure that he/she is properly dressed while joining the video conferencing and the Judge may refuse to hear the party/advocate and PP/APP in case he/she is not found to be properly dressed.
11. The video application shall be kept in a mute mode by the party/advocate and PP/APP unless permitted to unmute the same by the concerned judge.
12. When a party/advocate is addressing an argument with the leave of the Judge, it shall unmute the application, the application will be muted on the conclusion of the arguments. Other party shall not unmute the application while arguments are being addressed and if any party wants to intervene, it shall obtain the leave of the Judge by raising hand. The application will be unmuted only after getting permission from the judge.
13. If there is any issue regarding the quality of the video conferencing, the same shall be conveyed during the video conferencing itself and no objection whatsoever shall be entertained by the court regarding the quality after the conclusion of the hearing.
14. The party shall not be permitted to rely upon any document other than the document duly filed along with the petition/application by the party.
15. The party shall not disconnect without the express permission from the Judge until the conclusion of the proceedings.
16. The order shall be passed by the Judge on the conclusion of the hearing which shall be digitally signed and

conveyed to the party. In case the digital signatures are not available, a scanned copy of the signed order may be sent to the party by email but it shall be the responsibility of the party to collect the certified copy of the order from the court which alone shall be considered to be the authenticated copy of the proceeding.

  
(Rakesh Kainthla)  
District and Sessions Judge,  
o/c Hamirpur, H.P.

Endst.No.DSJ(HMR)EC/5-1/85/- Dated: 17.04.2020  
Copy forwarded to:-

1. All the Judicial Officers stationed at Hamirpur headquarters for information and necessary action.
2. The Senior Civil Judge-cum-ACJM, Nadaun, District Hamirpur for information and necessary action.
3. The Civil Judge-cum-JMIC, Barsar, District Hamirpur for information and necessary action.
4. The Public Prosecutor, Hamirpur, H.P.
5. The President Bar Association, Hamirpur and Nadaun, and Barsar, District Hamirpur, H.P.
6. The System Officer for necessary action.

  
District & Sessions Judge,  
o/c Hamirpur, H.P.