

HIGH COURT OF CHHATTISGARH, BILASPUR

GUIDELINES IN RESPECT OF THE DISTRICT AND SUBORDINATE COURTS FOR E-MAIL FILING AND VIRTUAL HEARING DURING LOCKDOWN PERIOD

It is hereby notified for information of all concerned that in furtherance of the steps already taken during the period of lockdown to combat the spread of Corona virus (COVID-19) and in continuation of the directions of the Hon'ble the Chief Justice of Chhattisgarh High Court vide Order No. 40(mis.)/II-14-1/2020 Bilaspur, issued on 23th March, 2020 and in view of the order passed by the Hon'ble Supreme Court of India in the matter of SUO MOTU WRIT (CIVIL) NO. 5/2020 dated April 6, 2020, the High Court has been pleased to further direct in respect of the District and Subordinate Courts, as follows :-

1. In view of the inconvenience likely to be faced by the lawyers, litigants etc. in physically attending court proceedings during the lockdown and to avoid overcrowding in court precincts, court proceedings of extreme urgent matters may be conducted via video-conferencing.
2. Only following extremely urgent matters be taken up by the District & Subordinate courts of the state till the lock down period:-
 - i. Bail Applications, Appeals under Special Acts regarding bails.
 - ii. Remand matters (including Bail, Medical, Juvenility, etc. application of accused.)
 - iii. Supurdagi Applications,
 - iv. Suspension of Sentences U/S 389 Cr.p.c.,
 - v. Filing Of Chargesheet in urgent matter,
 - vi. Any other extremely urgent matter to be decided by the District and Sessions Judge or concerned Presiding Officer/Judicial Officers deputed/nominated by the District & Sessions Judge.

3. The Advocates/ Party-in-person/ Litigant Public shall file only extreme urgent matters to the e-mail id of District Courts along with the praecipe/brief of the application and the reason for taking up the matter urgently. The application/pleading should be in one volume of reasonable size (without images). Annexure to the Application/petition shall also be scanned in PDF format, and care should be taken to ensure that the additional volume digital files are not so large as cannot be transmitted efficiently. All pages of the Applications/petitions would be signed by the party/authorized agent or the lawyer before being scanned. However, upon restoration of normal functioning of the Court, hard copies of the complete Application as required under the Rules, shall be supplied.
4. They shall submit undertaking that hard copy of Application/Petition/ Documents shall be supplied and deficit court fees shall be paid subsequently, preferably within 72 hours of opening the respective Court, after attaining normalcy and the consent that the matter may be heard through video-conferencing. The applications/petitions along with the undertaking, documents, etc. are required to be sent to the below mention email address of the respective District Court and a copy of the same shall be sent as CC to corresponding Govt pleader/ Public prosecutor/Opposite Parties, as the case may be. After scrutiny, if the District & Sessions Judge or the Judicial Officer/Officers, nominated by the District & Sessions Judge , considers it as an extremely urgent matter and both party agree to be heard through VC, the same can be heard through video-conference using **VidyoMobile/VidyoDesktop Software.**

S.No	District	Name Of The Distt. Court	Email ID
1	Balod	District Court Balod	balod.court@nic.in
2	Balodabazar	District court balodabazar	balodabazar.court@gov.in
3	Barampur	District and Sessions Court Balrampur at Ramanujganj	ramanujganj.court- cg@gov.in
4	Bemetara	District and Sessions Court Bemetara	bemetara.court@gov.in

5	Bilaspur	District Court Bilaspur	bilaspur.court@nic.in
6	Dantewada	District Court Dantewada	dantewada.court@nic.in
7	Dhamtari	District Court Dhamtari	dhamtari.court@gov.in
8	Durg	District and Sessions Court Durg	durg.court@gov.in
9	Jagdalpur	Bastar at Jagdalpur	bastar.court@nic.in
10	Janjgir	District and Session Court Janjgir-Champa	janjgir.court@gov.in
11	Jashpur	District Court Jashpur	jashpur.court@gov.in
12	Kanker	District court kanker	kanker.court@nic.in
13	Kawardha	District Court Kawardha	kabirdham.court@gov.in
14	Kondagaon	District Court Kondagaon	kondagaon.court@gov.in
15	Korba	District Court Korba	korba.court@gov.in
16	Korea	District Court Baikunthpur	korea.court@gmail.com/ korea.court@gov.in
17	Mahasamund	district court mahasamund	mahasamund.court@nic.in
18	Mungeli	District court mungeli	mungeli.court-cg@gov.in
19	Raigarh	District court, Ragiarh	raigarh.court@nic.in
20	Raipur	District & Sessions Court Raipur	raipur.court@nic.in
21	Rajnandgaon	District court Rajnandgaon	rajnandgaon.court@nic.in
22	Surajpur	District Court Surajpur	dj-surajpur.cg@gov.in
23	Surguja	District Court Surguja	surguja.court@nic.in

5. E-mail shall be opened only on working hours and days as per the calendar of District & Subordinate Courts.
6. The advocates filing the applications / petitions shall necessarily submit the advocate unique ID (if available), Mobile Number and eMail ID along with material papers. The Advocates shall mention their District Bar Association enrollment / registration number in the Application and shall also attach a soft copy of their Photo ID.
7. If the District & Sessions Judge allows the praecipe, shall direct to the Office for filing and registration of the Application/petition. The Office shall communicate the date and time slot for hearing through Video Conferencing and shall share the link of the Video Conference Room with the Advocates concerned/ both parties through available mode at the both end. This link shall be used only for video conference of that particular case at the allotted time. The advocates concerned shall ensure that the link is not shared/forwarded except for notice to the opposite party's advocate. The applicant's advocate is required to give notice of the filing/listing, serve a soft copy of the application and share the provided link with Respondents/opposite party.

8. After filing and registration of Application/petition, the Judge nominated by the District & Sessions Judge will take up mentioning of extremely urgent matters through Video Conferencing between provided time slot on Court working days.
9. Payment of court fee and filing of affidavit by Applicant, as of now are optional but the same will have to be furnished once the normal working of the District Court is restored, subject to the orders of the court. An application shall be submitted with a prayer for exemption from filing duly affirmed affidavit(s) along with an undertaking to pay the court fee/deficit court fees which shall be deposited and submitted preferably within 72 hours from the date of resumption of the regular functioning of this court.
10. To join video conferencing on VIDYO platform, Advocates/Parties are required to download VIDYO DESKTOP application from the site <http://ecourtvc.nic.in> on their laptop or desktop on any compatible operating system.
11. Similarly, Advocate/Parties may join the video conferencing on VIDYO platform by downloading the VIDYO MOBILE application in a compatible mobile device phone or tablet from Google Play Store (Android device) or from Apple APP Store (iOS device).
12. Once the “VidyoMobile/VidyoDesktop app” is installed, the Advocates/Parties concerned shall click on the link or enter the pin to the app, provided by the host of meeting to join the video conferencing.
13. For the purpose of establishing video linkage, the advocate must furnish his email id and mobile number preferably whatsapp no. on a separate sheet so that he/she can be invited to the videoconferencing by sending link/video conferencing ID in his/her email id and mobile number. The VidyoMobile/VidyoDesktop app needs to be installed in desktop/laptop/tablets/ipad, well before the scheduled time when the matter is taken up by videoconferencing.
14. **If the accused is not required to be present, then maximum remand will**

be taken through video conferencing.

15. The District & Sessions Judges are authorized to depute essential Judicial Officers on a rotational basis at each court complex for hearing of urgent matters.
16. Only those minimum district court staff are required to come to court who have been deputed by the concerned District and sessions Judge for urgent work.
17. The particulars and contact details of technical person/staff of District court, can be obtained from the official web site of the concerned District Court for more convenient implementation of the directions given in this Notification.
18. The presiding officer deputed for urgent work, shall hold court only between court hours.
19. In case of filing of **urgent Charge sheet**, only FILING No. will be given, and once the normalcy is restored then the REGISTRATION will be done by the concerned Court. Copy of Chargesheet shall be given forthwith by concerned Police Station/Prosecution Agency to the Accused in Jail and acknowledgement the same, would be sent to the Court by the Jail Authority.
20. FILING and REGISTRATION of the Bail, will be the same as it was being done in normal course.
21. A copy of Bail order shall be sent to the furnishing/executing Court through email, by the Court passed the order.
22. **Recording of the VC Court proceeding / hearing is strictly prohibited.**

Protocol to follow by Advocates/Parties/GP/DPO during the hearing of case

through Video Conferencing

1. They should be in formal Dress.
2. They have to maintain proper decorum of the Court.
3. As far as possible when one side is addressing other should keep their device in mute mode for uninterrupted communication to Judge/Judges.
4. It is advisable that the Advocates Parties/GP/DPO join Video Conferencing through Laptop or PC instead of mobile phone to avoid disturbance from notifications of Messages and phone calls during the hearing.
5. They should also ensure that there is no external noise during hearing.
6. It is advisable that they use a good quality headphone with mic during hearing of case to avoid noise and for utilization of video conferencing facility in efficient manner.
7. They should also ensure that there is proper light at their place, so that their face is properly visible during Video Conferencing.
8. They are required to be promptly available and connected at and during allotted time slot.
9. Time slot will be allotted as directed by the District and Sessions Judge.
10. They should share content in such a manner that other personal contents of device are not shared.
11. The place of Video Conference by the Lawyer should preferably be their own Office/ Chamber.
12. Transfer and sharing of VC id and password is strictly prohibited.

All concerned are, therefore, requested to take necessary steps accordingly.