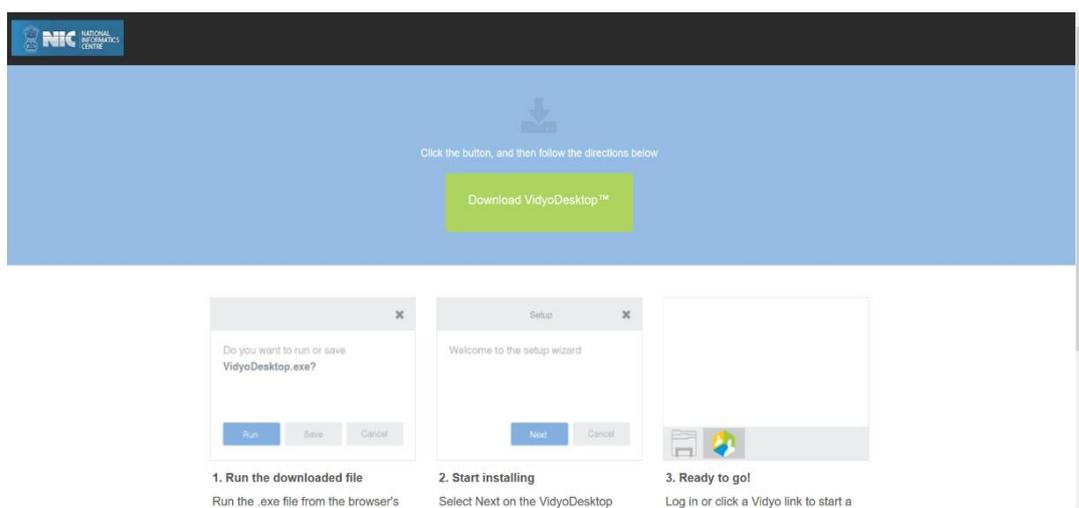


## **INSTRUCTIONS FOR JOINING VIDEO CONFERENCING**

PARTIES may kindly note that, for the present, the matters shall be heard by the Hon'ble Bench through web-based video-conferencing system on the VIDYO platform hosted on the servers of National Data Centre of National Informatics Centre, Govt. of India. It may be further noted that smooth functioning of the video-conference is squarely dependent upon and subject to the connectivity [signal-strength/bandwidth] available at the end of the remote user(s), and hence it is expected that any party joining a video-conference hearing shall ensure robust connectivity and bandwidth are available at their end – in this regard, parties may use broadband connection of minimum 2 mbps/dedicated 4G data connection, and may also ensure that no other device or application is connected to or using the bandwidth when the hearing by video-conferencing is progressing on their Vidyos-enabled computer (preferable) or mobile.

For ease-of-use, parties may kindly inform themselves of the following *Standard Operating Procedure* in respect of hearing of cases through video-conferencing mode :

1. To join video conferencing on VIDYO platform, 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.



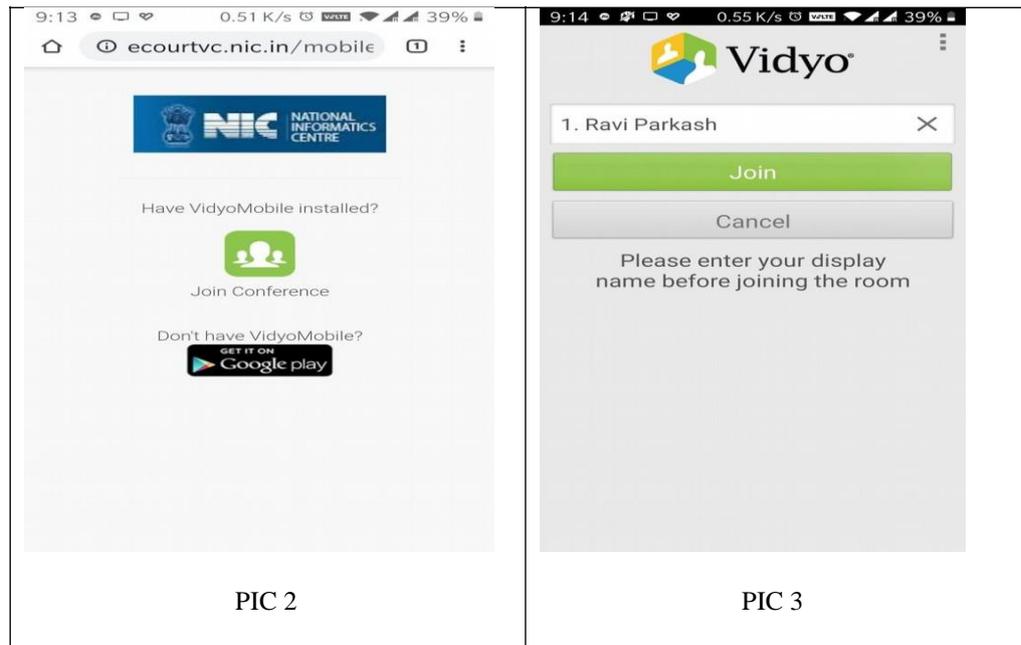
PIC 1: Download Link

2. Similarly, parties may join the video conferencing on VIDYO platform by downloading the VIDYO MOBILE application in a compatible mobile device (phone or tablet) either from <https://play.google.com/store/apps/details?id=com.vidyo.VidyoClient> Google Play Store (Android device) or from <https://apps.apple.com/us/app/vidyomobile/id444062464> Apple APP Store (iOS device), on the same mobile number as mentioned in their contact-details in mentioning-application;
3. The Invitation Link for appearance and viewing, as the case may be, will be sent by the Registry to the given mobile no(s)/e-mail id(s) by SMS/e-mail/WhatsApp around half-an-hour before the scheduled hearing, and parties may kindly note that each of the

link so sent to any device is required to be unique and hence, parties may not share or forward such link(s) to any other device nor shall they enable others to join the hearing through video- conference;

4. The party concerned will be advised to click on the link provided, as received on their computer (preferable) or mobile device, upon which a window as depicted below in **PIC 2** shall open; thereafter, the party is required to click on the “**Join Conference**” button;

5. Upon clicking the “**Join Conference**” button, a ‘**VIDYO**’ display window as depicted in PIC 3 below shall open, prompting the party to enter the display name before clicking “Join” button; the party is required to write his/her name with designation by prefixing item no. (*of the cause list*) in the space given ie: **ITEM NO. 123 - RAVI PRAKASH AOR/PTNR OR ITEM NO. 123 - RAVI PRAKASH SR. ADV./PTNR OR ITEM NO. 123 - RAVI PRAKASH PARTY-IN-PERSON**, as the case may be, and thereafter the party is required to click on the ‘**JOIN**’ button;



6. After having clicked on the **‘JOIN’** button, as in PIC 3 above, the party would join other parties in a virtual waiting room, and parties would be required to wait patiently for being joined to the virtual Court room for their respective hearing;
  
7. Upon being joined to the virtual Court room, arguing counsel shall introduce himself to the Hon’ble Bench and thereafter, shall wait for the instructions from Hon’ble Bench – on being asked, party may make submissions and on completion of the submissions, shall at once **‘mute’** the MIC of the respective device, if the Hon’ble Bench requires the party to make further submission(s), the party may then **‘unmute’** the MIC of the device and again, on completion of the submission, put the MIC on **‘mute’** mode;

8. It is important for parties to remember to keep their MIC on **'mute'** at all times, except when the Hon'ble Bench requires them to make submission(s); thus, when one party is making submissions, it is imperative that all other participants shall keep their respective MIC **muted** failing which the possibility of MIC catching audio feed from the speakers and creating `echo/noise- disturbance' would become very high and may disturb the video- conference
  
9. It may be noted that simultaneous submissions by more than one party at any given time **should be avoided** and each party may indicate requirement to speak/submit by asking for permission from Hon'ble Bench, **by raising a hand**. Once permitted by the Hon'ble Bench, the party shall first **'unmute'** the MIC and thereafter make submissions, as per clause 8 above
  
10. During hearing through video-conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and hence it is expected that they would not resort to any indecorous conduct or dress or comment; further, parties are required to ensure that the proceedings by video- conference are neither recorded/stored nor broadcast, in any manner whatsoever, as **recording/copying/storing and/or broadcasting, by any means**, of the hearings and proceedings are **expressly prohibited**.

*Please Contact Technical Team for any Help related to Joining VC.*