

OFFICE OF THE DISTRICT JUDGE, GANJAM, BERHAMPUR

NOTICE

It is hereby intimated that in addition to the existing mode of virtual hearing being presently conducted in the different Courts of the Judgeship, Learned Advocates may also access the Court proceeding from remote locations such as Home / Office/ Bar Association etc on Virtual mode as per links assigned to each Court vide **Annexure I**

Annexure I - Court wise time slots for different types of cases along with VC link to be clicked to participate in virtual hearing and Helpline number(s) for purpose of assistance in virtual hearing.

Annexure II - General Guidelines.

Annexure III - User Manual for operating Jitsi VC software in mobile phone as well as desktops/ laptops etc

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**Registrar Civil Courts
Ganjam, Berhampur**

ANNEXURE – I

1. Court of District and Sessions Judge, Ganjam			
SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/djganjam	Purna ch Sahu- 9438237016
2	Arguments Time: 11:30 AM—12:30 PM		

2. Court of Spl Judge Vigilance , Ganjam, Berhampur			
SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/vigbam	S.Simadri- 9938429853
2	Arguments Time: 11:30 AM—12:30 PM		

3. Court of Judge Family Court, Ganjam, Berhampur			
SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Final Hearing/ Argument Time 10:30 AM—12:30 PM	https://meet.jit.si/familybam	Bhadrakanta Maharana - 6372081143

4. Court of Spl POCSO Act , Berhampur			
SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/pocsobam	Trinath Sahu- 9437594314
2	Arguments Time: 11:30 AM—12:30 PM		

5. Court Judge OPID , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/opidbam	Sujit kumar Patro- 9861155024
2	Arguments Time: 11:30 AM—12:30 PM		

6. Court of 1st Additional District Judge , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/1stadjbam	Bijaya ku Sahu- 9777171466
2	Arguments Time: 11:30 AM—12:30 PM		

7. Court of 2nd Additional District Judge , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/2ndadjbam	Raj Kishore Behera- 993775650
2	Arguments Time: 11:30 AM—12:30 PM		

8. Court of 3rd Additional District Judge , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/3rdadjbam	Lingraj Behera- 943752628
2	Arguments Time: 11:30 AM—12:30 PM		

9. Court of Additional District Judge LR & LTV , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Bail Matters Time: 10:30 AM—11:30 AM	https://meet.jit.si/lradjbam	Dilip Kumar Behera- 9861537875
2	Arguments Time: 11:30 AM—12:30 PM		

10. Court of Chief Judicial Magistrate, Ganjam, Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Argument Time- 10:30 AM – 12:30 PM	https://meet.jit.si/cjmbam	Suresh Ch. Mohanty- 9778657788

11. Court of Additional Chief Judicial Magistrate, Ganjam, Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Argument Time- 10:30 AM – 12:30 PM	https://meet.jit.si/acjmbam	Baya Mharana- 9438852045

12. Court of Assistant Session Judge- cum Registrar , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1		https://meet.jit.si/regibam	Somanth Panda- 9861347725
2	Arguments Time: 10:30 AM—12:30 PM		

13. Court of Civil Judge Senior Division , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/cjsdbam	Bhagaban Patro- 9937839690
2	(Injunction Matters) Time: 11:30 AM—12:30PM		

14. Court of 1st Additional Civil Judge Senior Division, Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/1stcjsdbam	Himanshu Nayak- 8338920907
2	(Injunction Matters) Time: 11:30 AM—12:30 PM		

15. Court of 2nd Additional Civil Judge Senior Division , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/2ndcjsdbam	Bibhusita Nayak- 8480652565
2	(Injunction Matters) Time: 11:30 AM—12:30 PM		

16. Court of Senior Civil Judge (LR & LTV), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/lrltvcjsdbam	Rupashree Swain- 8917604419, 9583899899
2	(Injunction Matters) Time: 11:30 AM—12:30 PM		

17. Court Civil Judge Senior Division(Commercial), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/comcjsdbam	Dilip Kumar Behera- 9861537875
2	(Injunction Matters) Time: 11:30 AM—12:30 PM		

18. Court Civil Judge Junior Division, Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	(Arguments) Time: 10:30 AM—11:30 AM	https://meet.jit.si/comcjsdbam	Sarita Sahu- 9861948187
2	(Injunction Matters) Time: 11:30 AM—12:30 PM		

19. Court of J.M.F.C (Transport), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments	https://meet.jit.si/jmfctbam	Pramod Ku Chaudhury- 8249358535
2	Time: 10:30 AM—12:30 PM		

20. Court of J.M.F.C-1(Diptimayee) , Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments Time: 10:30 AM—12:30 PM	https://meet.jit.si/jmfc1dbam	Sangita Bholo- 8763764246

21. Court of J.M.F.C-2 (Smt Suhani Patnaik), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments Time: 10:30 AM—12:30 PM	https://meet.jit.si/jmfc2bam	Pramodini Nayak- 9861815850

22. Court of J.M.F.C-3 (Smt Sibani Mishra), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments Time: 10:30 AM—12:30 PM	https://meet.jit.si/jmfc3bam	Mitali Madhumita 8280076690

23. Court of J.M.F.C-4 (Ms Sonali Mohanty), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments Time: 10:30 AM—12:30 PM	https://meet.jit.si/jmfc4bam	Swapna Choudury 9040252456

24. Court of J.M.F.C- 5 (Sri Anusam Dash), Berhampur

SI No	Case to be dealt with on video conferencing	Please click the link below to appear in the cases mentioned in the second column through video conferencing	Helpline Number
1	Arguments Time: 10:30 AM—12:30 PM	https://meet.jit.si/cjsdbam	Mitali Madhumita 8280076690

1. Only those Advocates whose Cases are posted should join the video Conferencing by clicking the link assigned to the concerned court.
2. Please ensure that there is proper network connectivity in mobile phone or Desktop/ PC/ laptop from which it is intended to join video conferencing.
3. Please enter your name correctly while joining the video Conference.
4. Please keep your microphone muted till it is your turn to interact.
5. Please follow the manual in Annexure III for smoothly joining the video Conferencing.

Annexure II

(Guidelines for appearing through Video Conferencing from Remote Locations for the Judgeship of Ganjam)

If the learned Counsel intend to appear through Video Conferencing from their respective Homes/Offices/Any other Remote Location, they may please follow the procedure laid down below :-

1. "Jitsi Meet" Application shall be used for Video Conferencing. It works both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates / Parties-in-person are requested to install "Jitsi Meet" Application in their Mobile Phones from Android Play Store or Apple Store. If someone wants to use the application from Laptop/Desktop, URL –<https://meet.jit.si/> may be opened in the web browser. The users are not required to open any account in this application.
3. The links for appearing through VC before the concerned courts are mentioned in the notice. While accessing this notice/document in soft format in website of District Court, the concerned Advocates may please click such link for appearing before the concerned Court. Please ensure that the link is not unduly shared with anyone unconnected with the case.

In case of any difficulty, the helpline numbers assigned to a particular Court may please be contacted.

4. Notwithstanding the above, the concerned Court may direct as to which and how many participants can be joined in VC session at a time keeping in view the functionality of VC software and various related factors.
5. Advocate/Party upon joining the Video Conferencing, **may please immediately mute their microphones to avoid interruption in an ongoing case proceeding.**(This can be done by clicking on the microphone icon in the Control panel appearing at the bottom of the VC Screen. To un-mute, the same icon to be clicked again.)
6. During video conferencing, the Advocates/ parties-in-person are requested to keep the screen rotation of their mobile on and to hold the mobile phone in landscape (Horizontal Screen) position.
7. If for any reason, Video conferencing cannot be held through "Jitsi Meet", the case may be heard in any other method as the Court directs.
8. It is highly important to note that if VC is being joined through a mobile phone then its network signal should be steady and no call should be made to / from such phone during VC session or else the connection shall get disrupted.
9. In case for any reason connection gets disconnected before the hearing of the matter is conducted, Advocates/Parties shall again follow the same method as stated above to rejoin the Video Conferencing.

10. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing and they should be properly dressed.
11. Only one person may speak at a time or else there may be overlapping of voices and echo shall be caused thereby disturbing the proceeding. The participant of the VC who is not interacting with the Court should mute the microphone to avoid disturbance/overlapping of sounds.
12. As far as possible silence should be maintained in the surrounding area so that there is no noise interference while the Bench and the Counsel are interacting through VC. **Learned Counsel/ Parties in person joining from remote locations like home / office etc. through Laptops / Desktop should switch off their mobile phones or keep those in silent mode while attending V.C. Court. Surrounding noise or other kind of disturbance such as high speed fan should be avoided as far as possible to ensure clear transmission of voice.**
13. If any participant of the VC shall perform any act which is either not related to the hearing or is done without the permission of the Court then he/she may get disconnected from VC and action as directed by the Court may be taken in the matter.
14. Recording and / or publishing or sharing of the VC proceeding is strictly prohibited.

N.B: Please refer to the Jitsi Meet User Manual in the next page.

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**REGISTRAR, CIVIL COURT
GANJAM, BERHAMPUR**

Annexure III

JITSI MEET MANUAL

Instructions for Video Conferencing

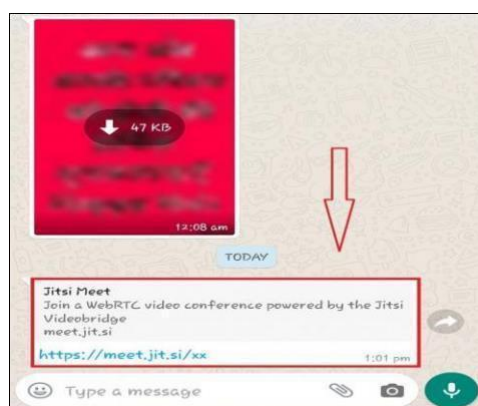
- **Users will be sent a Link of meeting through SMS/WhatsApp message on mobile number provided by them well in advance**
- **There are two procedures for VC through Jitsi Meet, user may opt any one of these**

A. Using Internet Browser (Latest Google Chrome) on Mobile/Laptop/PC/Desktop

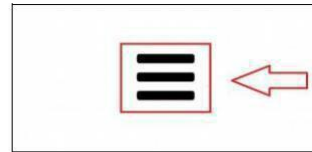
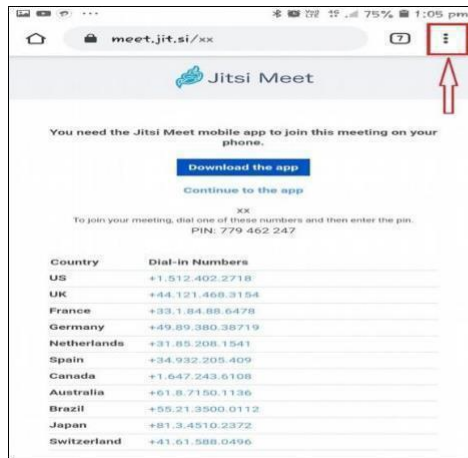
B. Installing Jitsi Meet App on your Mobile

A. Using Internet Browser (Latest Google Chrome)

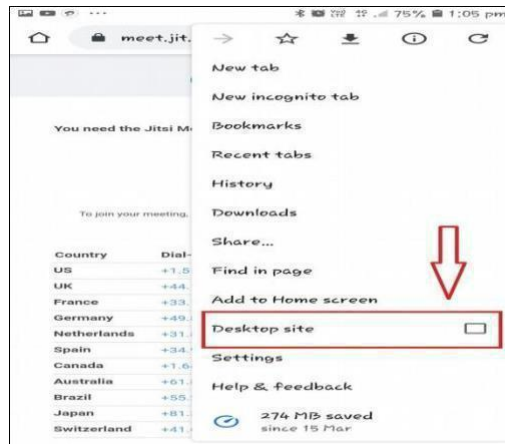
- **NOTE:- It is advised to use latest Google Chrome Browser because meeting link might not be supported by all browsers**
1. **FOR MOBILE BROWSER: Click on the blue colored Link of meeting through SMS/ WhatsApp message on mobile number/SMS/WhatsApp**



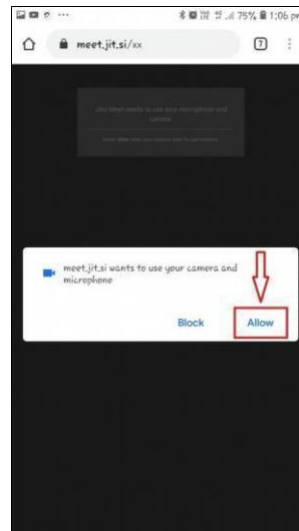
2. **Soon after clicking link, it will open browser of Mobile(use Google Chrome Browser)**
3. **Inside your browser you will see 'options symbol' generally shown as three dots or three lines as seen in picture given below.**



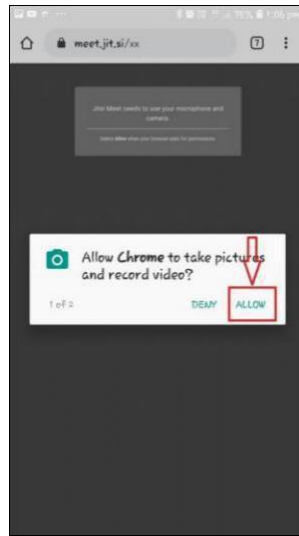
4. **Click on this Options Symbol (three dots/three lines), a list will be opened containing any one option like Desktop Site, Desktop View, Desktop Version and Desktop Mode. Select this option through Check-Box Tick.**



5. **Soon after Choosing 'Desktop Site Option' Jitsi Meet webpage will ask permission for using Mic and Camera of your Mobile Handset. Kindly allow these permissions.**



Permission to Use Camera and Microphone

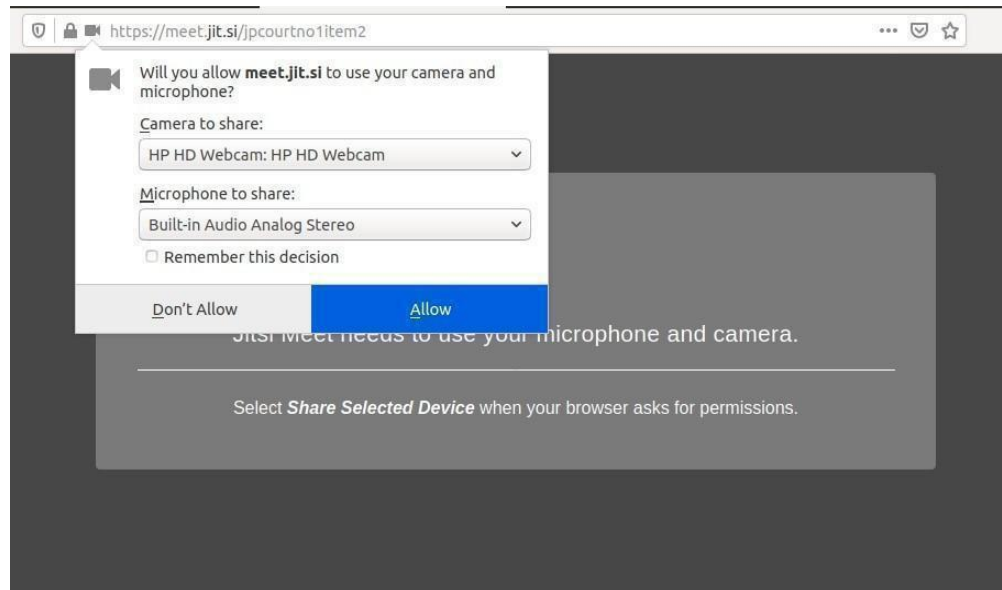


Permission to use Camera

Permission to record Audio

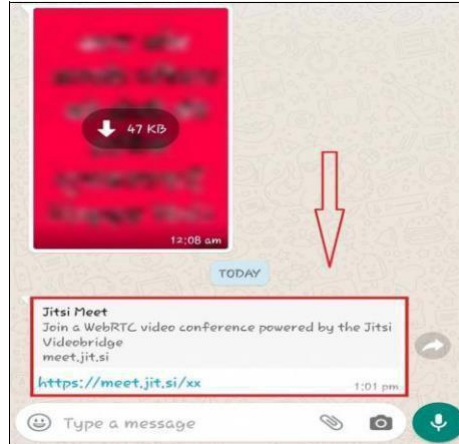
6. **Video Conferencing will start soon after allowing permissions. Ensure Mic and Camera icon are not Mute.**

7. **ON Laptop/PC/Desktop Internet Browser: Users who wish to perform Jitsi Meet Video Conferencing on laptop/PC/Desktop please copy-paste the link sent to you in address bar of Chrome Browser. Thereafter allow Camera and Mic permissions and you will join the VC directly.**



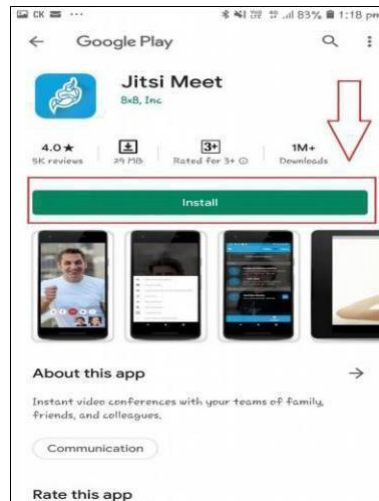
B. Insalling Jitsi Meet App on your Mobile

1. Click on the blue colored Link of meeting through SMS/WhatsAppmessage on mobile number/SMS/WhatsApp.

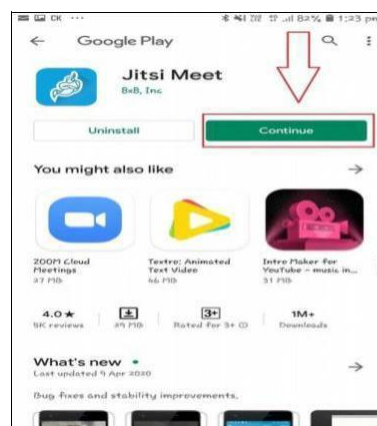


2. Link will open in Mobile Browser. Two Options will be displayed on screen –

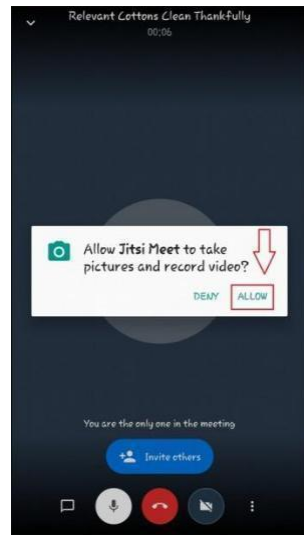
‘Download the App’ and ‘Continue to the App’. Clicking on any one of them will take you to Google Play Store or App Store



3. Kindly Install the Jitsi Meet App and press Continue



4. After opening Jitsi Meet will ask for camera and mic permissions, kindly allow



allow Audio Permission Allow Camera Permission

Video Conferencing will start soon after allowing permissions. Ensure Mic and Camera icon are not Mute
