STANDARD OPERATING PROCEDURE (S.O.P.) FOR HEARING OF CASES IN ALL SUBORDINATE COURTS.

A. COURT PREMISES / ROOMS :

1. To take appropriate measures as per the guidelines of the Government to regulate entry of the litigants and the general public in the court complex to avoid crowding.

2. Sanitization of the Court premises, Court rooms, Offices and chairs, tables and furniture in them, besides the door knobs, hand-railings etc. through mopping with requsite chemicals disinfectant be ensured.

3. At any given point of time, Advocates/ parties in person not more than 04 (four) cases should be present in the Court room.

4. The Clerk accompanied by the Advocate shall be allowed for limited purpose like delivering heavy and bulky case files to the Court rooms. The learned Advocates are advised to allow their clerks to accompany them only in case the files / record is bulky.

5. Crowding / gathering in the Court room shall be strictly avoided.

6. Advocates will ensure that they enter the Court premises only to conduct their cases and shall leave the Court premises as soon as the hearing is over. Designated senior counsel shall be accompanied by only one assisting counsel.

7. The sitting arrangements for Advocates are to be made following the social distancing norms.

B. GENERAL PREVENTIVE MEASURES :

1. All persons in the Court complex shall use face-masks at all times.

2. All the entrants to the Court premises must maintain norm of social distancing.

3. Respiratory etiquettes be strictly followed. This involves strict practice of covering one's mouth and nose while coughing / sneezing with a tissue/ handkerchief / flexed elbow and disposing off used tissues properly.

4. Spitting of pan / gutkha / tambakhu etc. shall be strictly prohibited.

5. There shall strict adherence to all the directions/guidelines/SOPs/advisories relating to COVID-19 issued by the Government and health authorities time to time.

NOTE : This Standard Operating Procedure (SOP) shall be subject to further modification from time to time as may be required.