

**DISTRICT COURT, UDUPI****GUIDELINES FOR E-FILING AND VIDEO CONFERENCING BY ADVOCATES/PARTIES IN COVID-19 LOCKDOWN PERIOD**

05-06-2020

In view of the closure of the Courts during Covid-19 pandemic, the Hon'ble High Court of Karnataka has provided for hearing the extremely urgent matters by Video-conferencing mode. Hence the Advocates/party in person may file the urgent petition in courts of Udupi District by following procedure as below.

1. An e-mail may be sent to mail id [pdj-udupi@hck.gov.in](mailto:pdj-udupi@hck.gov.in), mentioning
  - Brief relevant facts,
  - the urgency of the matter,
  - contact details (including mobile no)and
  - attaching scanned copy of signed Complaint/Appeal Memorandum /Petition /Application in a **single pdf file**. (use of any scanning app with multiple pages pdf option would be better)
2. If the matter is already pending before any court, copy of the email shall be marked to opposite counsel also.
3. Further, in case the opposite party is Government, copy of the mail shall be marked to the email IDs of District Government Pleader/s for civil matters and Public Prosecutor/s for criminal matters respectively.
4. If any e-filed matter is considered by the Prl District Judge for hearing, an email intimation regarding date and time of VC hearing will be sent to concerned Advocates/Parties.
5. The opposite party or the AGP/DGP/AP/PP as the case may be, may also file the objections by email, marking the copy to the applicant and the concerned court. ("Reply all" option to the mail sent as per point 4 above may be used.)
6. To Join VC meeting over mobile devices, It is advised to pre-install Jitsi meet app from Play Store in android devices ([https://play.google.com/store/apps/details?id=org.jitsi.meet&hl=en\\_IN](https://play.google.com/store/apps/details?id=org.jitsi.meet&hl=en_IN)) and from App Store in IOS devices (<https://apps.apple.com/in/app/jitsi-meet/id1165103905>)

7. On the date of VC, a meeting invitation link will be sent to concerned Advocate/Parties in person/PPs/GPs and other concerned persons, if any, over email/message.
8. After receipt of meeting invitation link over email, Advocates/Parties in person/PP'S/GP'S and other concerned persons, if any, shall join VC meeting by directly opening the meeting invitation link in mobile/Laptop/PC (with inbuilt camera or Webcam facility) using any web browser (Firefox, Chrome etc).
9. Orders passed would also be intimated by email only by concerned court or would be available on the eCourts Services app.
10. During VC hearing if it is ordered to submit surety bond then scanned copy of the affidavit, relevant documents shall be sent through email only to the concerned court("Reply all" option to the mail sent as per point 4 above must be used),
11. For payment of Court fee/Process Fee through Khajane II portal visit the link <https://k2.karnataka.gov.in> and detailed procedure for remittance of Court fee/Process through Khajane II portal can be found in the SOP prescribed by Hon'ble High Court (<https://districts.ecourts.gov.in/sites/default/files/Modified-SOP28th.pdf>) on page No.60.
12. Any advancement application for the hearing of the cases shall be made by email only to the District court or concerned court. When the matter is slated for hearing, it will be reflected in the cause list that would be published by the court.