

**Standard Operating Procedure (SOP) for bail bond acceptance through video conferencing facility from residential office of Judicial Officer.**

**Step 1.** The entire documents related to bail bond duly certified by the advocate is emailed at the official email address of Judge-in-Charge after the same is checked and verified by the Criminal Sirestedar/O.C./B.C. The Criminal Sirestedar/O.C./B.C. gives a report (at 1<sup>st</sup> instance) regarding the same.

**Step 2.** Copy of relevant orders like 1<sup>st</sup> order-sheet, order of remand, previous rejection order of the said lower Court, bail, reamand, etc (if required scanned copy is sent through email).

**Step 3.** The concerned P.O. receives the copy of relevant documents forwarded by the Judge-in-Charge through registered email. The concerned P.O. then verifies all relevant documents and examines the bailor and surety through video conferencing facility of the Civil Court Ranchi, e-Court Room and accepts the bail bond. Note: He may call for records physically (if needed for satisfaction).

**Step 4.** The concerned P.O. then signs the release order and transmit the scanned copy to the registered email id of the judgeship which is then forwarded by the Judge-in-Charge to the Superintendent of Jail for release of the accused. The jail authority get it verified from the Judge-in-Charge on phone to act upon the said release order. In order to ensure authentication of the release order, official mb. number of the concerned P.O. is also mentioned on the release order.

**Step 5.** Later on, hard copy of the order is then sent in its usual manner.

Video Conferencing/Vidyo application/Zoom application, etc may be used by the Judicial Officers to conduct the proceedings.