

THE HIGH COURT OF MANIPUR AT IMPHAL

NOTIFICATION No. 55

Dated: the 8th April, 2020.

"GUIDELINES FOR EMAIL FILING & COURT PROCEEDING THROUGH VIDEO CONFERENCING IN HIGH COURT & DISTRICT COURT/TRIBUNAL"

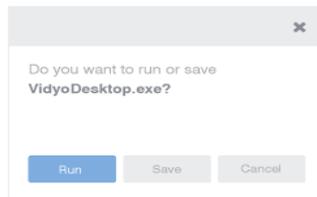
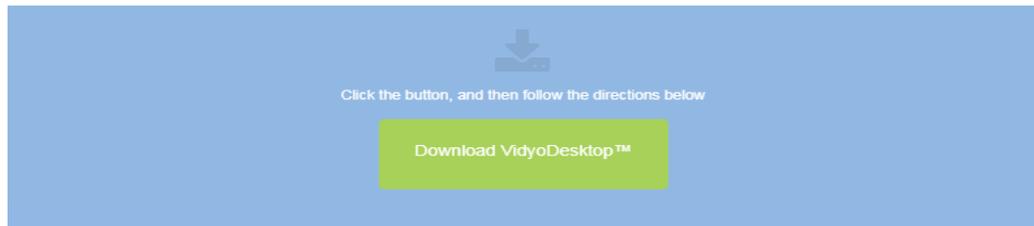
No.HCM/efiling-2020/RG/8461: In continuation of earlier Notifications of the High Court of Manipur issued to combat the pandemic spread of Novel Corona virus (COVID -19) and in compliance of the directions passed on 06.04.2020 in SMWC No. 5/2020: "IN RE – GUIDELINES FOR COURT FUNCTIONING THROUGH VIDEO CONFERENCING DURING COVID – 19 PANDEMIC" by the Hon'ble Supreme Court for maintaining social distancing and for effective access to justice by Conduct of Court proceeding through Video Conferencing for both High Court and District Courts during COVID – 19 and considering the prevalent LOCKDOWN situation, Hon'ble the Chief Justice is pleased to issue the following GUIDELINES for Conducting Court Proceedings through video conferencing and email filing : -

1. To reduce the need for the physical presence of all stakeholders within Court premises, to prevent spread of virus through mass gathering in Court premises and to secure the functioning of the Courts in consonance with social distancing guideline and to ensure the robust functioning of Judicial System for effective access to justice, the Court proceeding for urgent cases shall be conducted through Video conferencing technologies in both the High Court and District Courts during the COVID -19 pandemic.
2. An urgent request for hearing, stating nature of urgency in brief, not exceeding one page can be made by Counsel/Party-in-person to the Registry by email to hcmefiling@gmail.com (whatsAap no. 9612487187). Not more than one request shall be entertained in one e-mail. Multiple requests in one e-mail will not be accepted. Completed details of the Counsel/Party-in-person

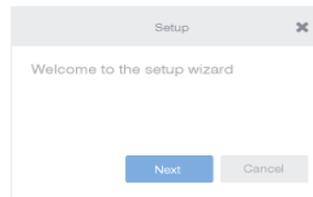
including name, address, identity proof, contact number- mobile/landline, etc. shall be mentioned in the urgent application.

3. In the matters involving State Government and as advised by the learned Advocate General, a copy of urgent application shall also be addressed to (i) email: pphighcourtga@gmail.com and (ii) mobile/whatsAap no. 9863045561.
4. In the matters involving Union Government and its departments and as advised by the learned Assistant Solicitor General, such a copy of urgent application shall be addressed to (i) email: sureshsarangthem@yahoo.com and (ii) mobile/whatsAap no. 7005924747.
5. Counsel/Party-in-person will be informed about the decision taken on the request through the same e-mail used for communication.
6. If permission is granted, the Counsel/Party-in-person shall send the copy of Petition, Application, appeal, suit etc. through e-mail hcmefiling@gmail.com of the Registry. A copy of the same shall be sent to State/Union Government, as applicable, to the e-mails referred to above at Para 3 & 4.
7. The Counsel/Party-in-person shall give an undertaking that he will pay necessary court fee and any other requisite charges applicable after the Court resumes its function on regular basis.
8. After granting of the permission and on receipt of such petition or application, a temporary number will be assigned. The Counsel/Party-in-person/Government Counsel will be informed through e-mail and phone about the date and time of the proceedings. Regular case number will be assigned after the work resumes on regular basis.
9. The Counsel/Party-in-person shall download "**VidyoMobile**" (for mobile phone user) from Play Store or App Store or "**VidyoDesktop**" (for desktop or laptop user) from the URL "<http://ecourtvc.nic.in/download.html?lang=en>" for Video Conferencing.

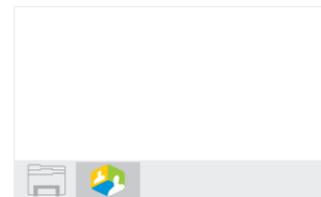
10. Hearing through video conferencing facility will take place before the designated court on the time and date specified. Counsel/Party-in-person shall ensure that the submission before the video conferencing court should be brief and concise. Either of the parties shall not interrupt the others.
11. The judicial orders will be uploaded in the portals of the High Court or District Courts, as applicable, (i.e., <http://hcmimphal.nic.in> or <http://services.ecourts.gov.in/>) and will be communicated to the Counsel/Party-in-person/Government Counsel through their e-mail and WhatsApp. In matters of bail, order will also be communicated to the Judges/Magistrates & Superintendents of the Jails concerned through e-mail or WhatsApp.
12. For the present to ensure easy uploading and downloading, the petition/application/suit, etc. to be reduced up to 10-15 pages as far as practicable. Only the relevant and important annexures may be filed so as to reduce the volume. The parties may have to file the complete hard copies of the petition/application/ documents later on.
13. All the District & Sessions Judges/Presiding Officers shall take up necessary follow on action on the basis of these guidelines for their respective Court/Tribunal.
14. GUIDELINES ON THE USE OF “VIDEO CONFERENCING SOFTWARE” FOR THE USERS
- A. DOWNLOAD AND INSTALLATION:
1. On Desktop PC or Laptop: Download **VidyoDesktop** software from the URL “<http://ecourtvc.nic.in/download.html?lang=en>” and install it.



1. Run the downloaded file

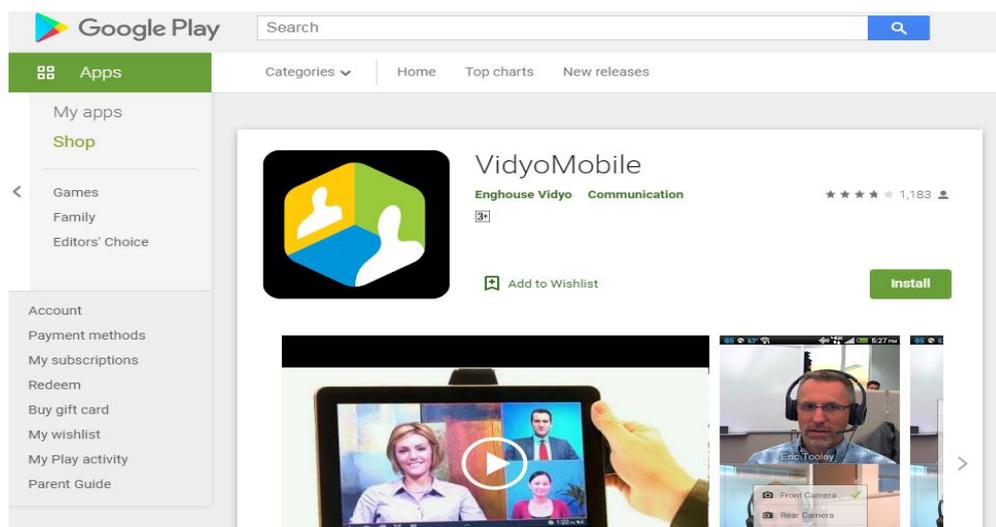


2. Start installing



3. Ready to go!

2. On Android/iOS Mobile Phone: Download **VidyoMobile** software from PlayStore/AppStore and install it.



Detail information can be accessed from the site

["https://reserve.nic.in/d2/Content/Files/UserGuide.pdf"](https://reserve.nic.in/d2/Content/Files/UserGuide.pdf).

B. TO ACCESS VIDEO CONFERENCE ROOM:

1. URL/Link will be shared by email/sms to the concern parties prior to the date of court sitting from the Court end.
2. Open the URL/Link through any browser such as Chrome, Firefox, etc.

C. IMPORTANT POINTS TO NOTE:

1. Please join the court proceeding held by video conferencing in formal attire, keeping in mind that through video one is appearing in a court.
2. Please join the court video conferencing only from a silent room so as to avoid any disturbance.
3. No third party shall intervene in the proceedings. If necessity arises, a party may intervene with the permission of the court.
4. Once connected to the video conferencing proceedings, you can see a Mute Option when you tap the screen. Remember to click on the mute button when you are not speaking but hearing. When you want to speak, just click the button un-mute.



5. Adequate distance should be maintained between two connected devices to avoid echo of sounds.
6. For any technical assistance kindly contact Shri Th. Shantikumar Singh, System Analyst, High Court of Manipur, [Mobile: 8258909621 email: sa.hcmimphal@gov.in]

This Notification is subject to modifications, as and when required, and it shall come into force with immediate effect until further order.

By order etc.

Sd/-

A. GUNESHWAR SHARMA

Registrar General

Copy to:-

1. Secretary General, Supreme Court of India
2. Secretary, Department of Justice, Government of India.
3. The Advocate General, Govt. of Manipur.
4. All Registrars General, High Courts
5. The Chief Secretary, Government of Manipur.
6. The DGP, Government of Manipur.
7. The Registrar, Judl. /Vigilance/Admn., High Court of Manipur.
8. The Member Secretary, MASLSA
9. All the learned Judicial Officers, Manipur.
10. The Secretary (Law), Government of Manipur.
11. Assistant Solicitor General
12. The Govt. Advocate, High Court of Manipur
13. The Public Prosecutor (District).
14. The President, High Court Bar Association, Manipur.
15. The President, AMBA, Manipur.
16. The Joint Director, Manipur Judicial Academy.
17. All the Joint Registrars, High Court of Manipur.
18. All the Deputy Registrars, High Court of Manipur.
19. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
20. All the Asst. Registrars/LRO/Court Managers, High Court of Manipur.
21. The P.S to Hon'ble Justice L.S. Jamir, High Court of Manipur.
22. The P.S to Hon'ble Justice Kh.Nobin Singh, High Court of Manipur.
23. The P.S to Hon'ble Justice M.V. Muralidaran, High Court of Manipur.
24. The P.S to Hon'ble Justice A. Bimol Singh, High Court of Manipur.
25. The P.S to Registrar General, High Court of Manipur.
26. The System Analyst, High Court of Manipur for uploading the same to the Official Website.
27. All the Superintendents/Court Officers/Stamp Reporter/Protocol Officer, High Court of Manipur.
28. All the Court Master, High Court of Manipur.
29. The Guard file.