

THE HIGH COURT OF MANIPUR AT IMPHAL

NOTIFICATION No. 79
Dated: the 22nd August, 2020.

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

No.HCM/efiling-2020/RG/ 11680 : In supersession of earlier Notification No. 55 dated 08.04.2020 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 since March 2020, Hon'ble the Chief Justice is pleased to issue the following GUIDELINES, (in addition to the regular principal Notification No. 53 dated 23.03.2020 and subsequently modified from time to time for effective functioning of High Court of Manipur & District Courts), for Conducting Court Proceedings:-

1. The present principal Notification No.74 dated 07.08.2020 as amended by Notification No. 76 dated 17.08.2020 issued for effective functioning of the courts during covid-19 pandemic will be the guiding Notification for working of the courts. Future Notifications in this regard will also to be treated in the same manner.
2. In line with the above and in order to reduce the physical presence of all stakeholders within the Court premises, as a preventive measure in the covid-19 situation, the Court proceeding in respect of urgent cases shall be

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conducted through Video conferencing technologies in both the High Court and District Courts during the COVID -19 pandemic.

3. The present Guideline is in respect of procedure to help Advocates, Litigants, etc. to follow email filing and video conferencing for the benefit of smooth working of the courts during covid-19 pandemic. This will help the counsels for the petitioners as well as respondents and litigants for effective approach to Court. It is also intended to benefit the legal fraternity as a whole and litigants. It has to be followed as far as practicable. In case of any difficulty, the Registrar (Judicial) may in a given case suggest measures for effective filing, processing and thereafter for listing before the courts through video conferencing as may be permitted by Hon'ble Chief Justice.
4. For the High Court in absence of regular physical hearing and hard copy filing, the filing of fresh matters will be accepted through email at hcmefiling@gmail.com pending notification for e-filing which is under process. Hard copies have to be submitted to the Registry subsequently. The reason in detail for urgent listing of the fresh case shall be included in the petition itself as a separate paragraph. The entire papers filed through e-mail after verification as to completeness will be placed before the competent authority for permission to list. In respect of pending cases where listing is required, it has to be filed with mandatory notice to the other side. The petitions/applications should be complete as per rules for processing in the Registry.
5. For the District Courts/Tribunals, fresh urgent cases will be accepted by email as above and hard copies shall be submitted when regular court resumes. Urgent application can be moved with the permission of the Presiding Judge.
6. Counsels/Parties shall file an undertaking to the effect that necessary court fees and any left out documents, if any, will be submitted after restrictions are relaxed.

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7. In so far as, petition/application filed through email filing is concerned, it may not exceed 15-20 pages along with important annexures/documents only. This is because scanning takes time and there is shortage of staff. Complete set shall be submitted later on after restrictions are relaxed or if required by the court or the respondents. It applies to all parties to the case and to new and old cases as well.
8. In the matters involving State Government and as advised by the learned Advocate General, a copy of petition/application shall also be addressed to (i) email: pphighcourtga@gmail.com and (ii) mobile/WhatsApp no. 9863045561.
9. In the matters involving Union Government and its departments and as advised by the learned Assistant Solicitor General, such a copy of petition/application shall be addressed to (i) email: sureshsarangthem@yahoo.com and (ii) mobile/WhatsApp no.7005924747.
10. The Counsel/Party-in-person shall download "Jitsi Meet" application from Play Store or App Store for joining the VC from Mobile Phone and browse the VC link shared by the High Court. For desktop or laptop users, simply browse the VC link shared by the High Court through any browser such as Chrome or Firefox.
11. Hearing through video conferencing facility will take place before the designated court on the time and date specified in the same manners as followed since March 2020 and as modified from time to time. 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 arguing counsel. In case of court query, both sides shall maintain silence/mute.
12. 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 approved e-mail and WhatsApp number. In matters of

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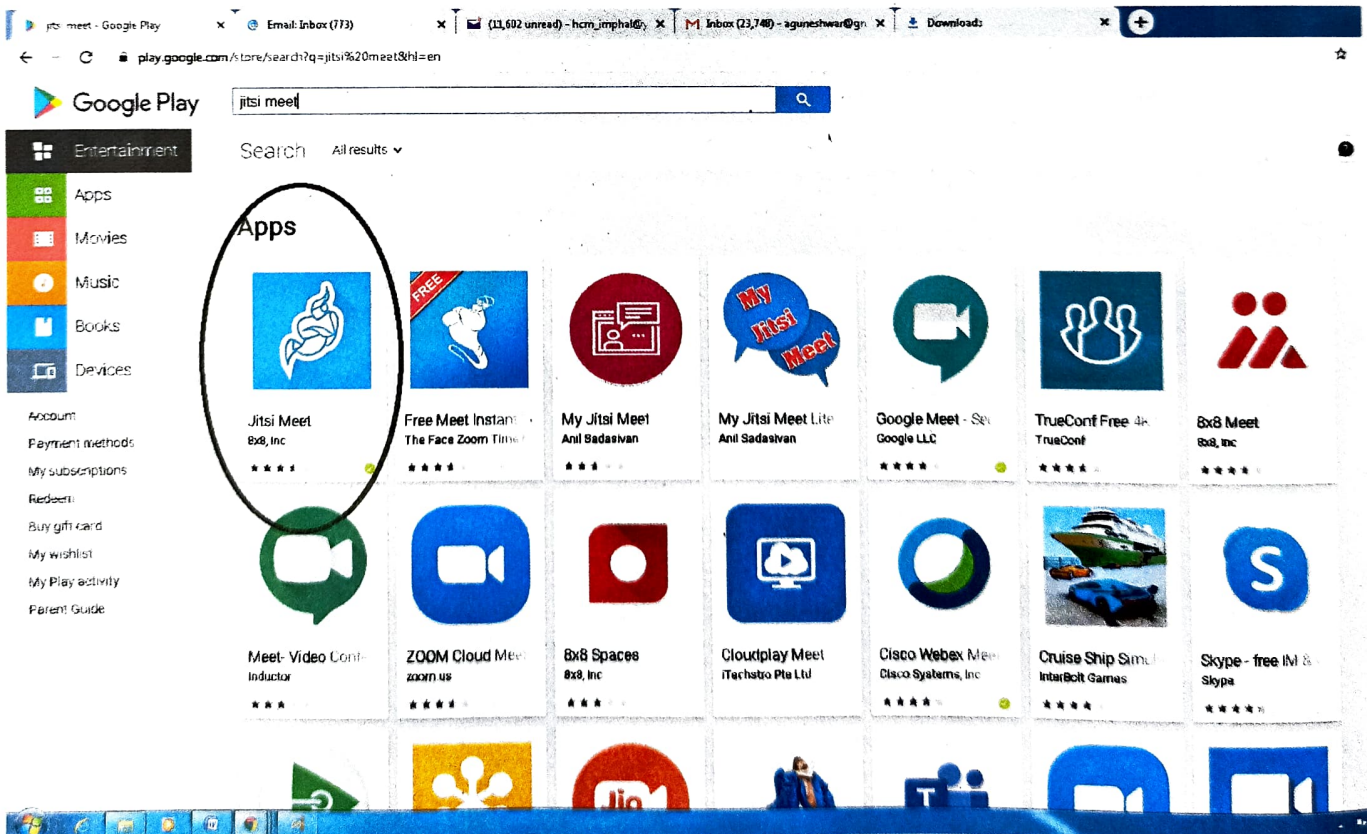
bail, order will also be communicated to the Judges/Magistrates & Superintendents of the Jails concerned through e-mail.

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 Mobile Phone: Download Jitsi Meet software from PlayStore and install it.



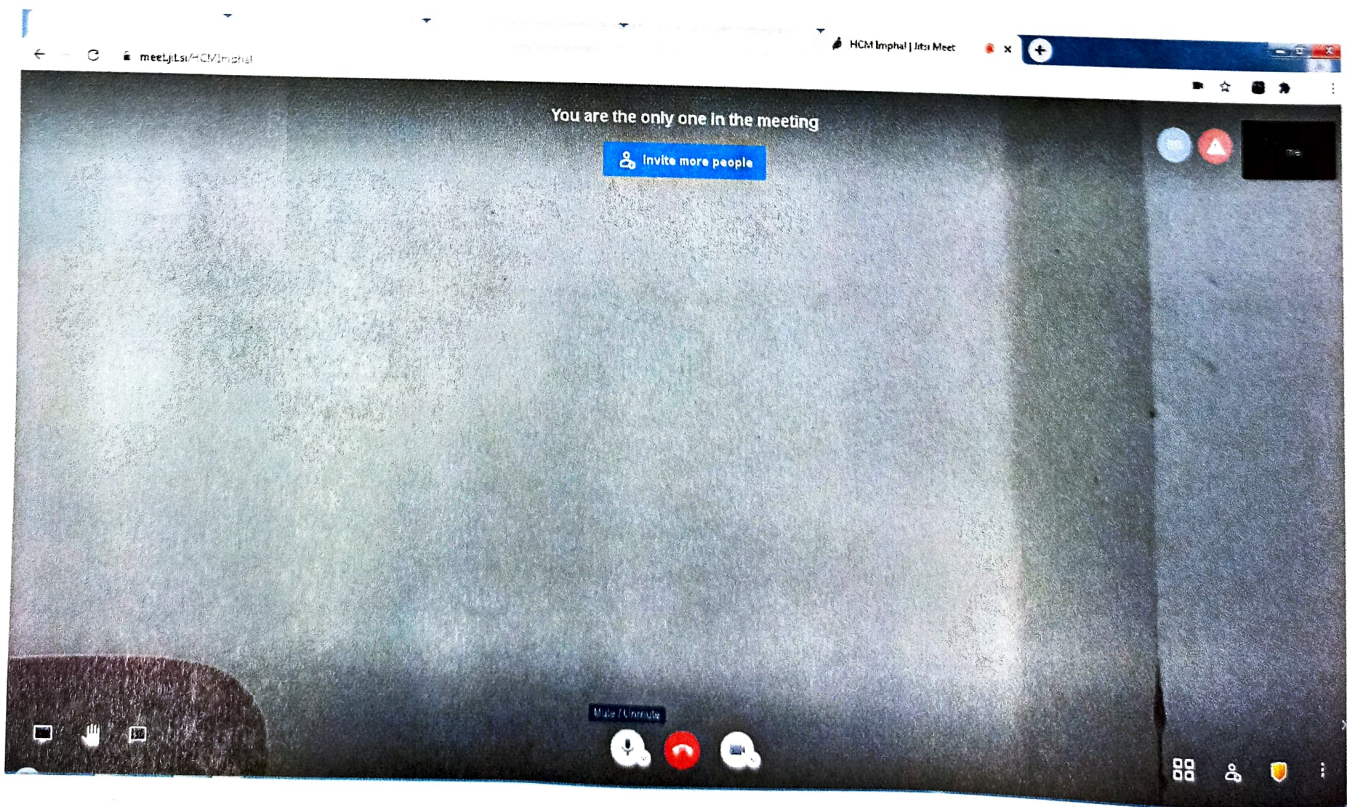
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B. TO ACCESS VIDEO CONFERENCE ROOM:

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 proper attire, keeping in mind that through video one is appearing in a regular court.
2. Please join the court video conferencing only from a silent room so as to avoid any form of disturbance.
3. No third party shall intervene in the proceedings. If necessity arises, a party may intervene only 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. You can however hear. When you want to speak, just click the button un-mute and speak.



5. Disconnect parallel connections to avoid echo of sounds.

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6. When you are waiting for your case turn, till then keep the speaker and video in off mode during other's proceeding. This will help video audio lag.
7. 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.

A. Guneshwar Sharma
22/08/2020

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 Assistant Registrars/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.

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