

# THE HIGH COURT OF MANIPUR AT IMPHAL

## **NOTIFICATION No. 106** **the 16<sup>th</sup> April, 2021**

No.HCM/COVID-2020/RG/88517 : In supersession of earlier Notification No. 104 dated 10.03.2021 issued by the High Court of Manipur to regulate the working of the Courts in the context of the Novel Corona Virus (COVID -19) pandemic and in consultation with all stake holders, the Hon'ble The Chief Justice is pleased to issue the following directions : -

**'Virtual court hearings in the High Court and the District Courts/Tribunals shall be resumed with effect from 19.04.2021, subject to just exceptions. However, cases shall be listed as per the dates given. Urgent matters may be taken up and other matters may be adjourned upon request.'**

**Filing of fresh cases, applications, documents, affidavits, etc. shall be by way of hard copies in the High Court and all the District Courts/Tribunals by maintaining strict covid protocols. However, soft copies of the same shall also be submitted through email filing. Soft copies for the High Court may be sent through hcmefiling@gmail.com Unless urgent, fresh matters may be processed and listed after a day. District Courts/Tribunals may intimate email IDs for filing to all concerned.**

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**This arrangement is subject to review and modification from time to time.'**

However, resumption of virtual court hearings and physical filing shall be conducted under the following guidelines.

**GUIDELINES FOR RESUMPTION OF VIRTUAL COURT HEARINGS  
AND PHYSICAL FILING OF FRESH CASES/APPLICATIONS.**

[1] Physical filing of cases / applications / affidavits/ documents, etc. shall be continued but soft copies thereof shall also be furnished, without fail. This would help in digitization of case records at a later date. Mention Memos and Citations of cases may, however, be submitted online.

[2] The following mandatory measures shall continue for all persons, including learned Judges, entering into Court complexes and Court rooms. *However, litigants and others including Officials shall not enter court complexes unless required and as permitted by the Courts.*

[a] Testing for fever/temperature with thermal scanners.

Adequate Staff may be provided by the Court after giving them proper training.

[b] Wearing of proper three-layered masks at all times.

[c] Use of alcohol-based Sanitizers, kept at strategic points/ places.

[d] Maintaining physical distance, preferably six feet.

[e] Thorough washing of hands with soap before coming to Court.

[f] Spitting is strictly prohibited within the Court complexes.

[3] No person with symptoms of cough, fever and/or running nose shall enter into the Court complexes and Court rooms, in his/her

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own interest and in the interest of others. Persons without masks shall not be allowed entry into the Court complex under any circumstance.

[4] Display boards/posters shall be put up sensitizing all stakeholders about the Covid-19 precautions to be taken, including physical distancing, use of masks and Sanitizers, prohibition of spitting and openly coughing/sneezing in the Court premises.

[5] The elected leaders of the Bar Associations and all learned Advocates shall be sensitized as to the necessity of taking all precautions to prevent spreading of the virus and their full co-operation may be solicited for scrupulous implementation of these guidelines.

[6] In case physical hearing is required, limited number of persons will be allowed to enter the Court rooms. Entry should be permitted only to those learned Advocates whose cases are selected for such hearing. Each such learned Advocate may be accompanied by one clerk to assist him/her. Learned Senior Advocates may be accompanied by one learned junior Advocate for his/her assistance. Other persons would not be permitted inside the Court rooms unless their presence is required or they are being examined or cross-examined in cases which are at the trial stage. Parties and persons who need to appear in Court shall be identified by the learned Advocates appearing in the case. The learned Advocates, their clerks and also staff members should carry their ID cards for verification. Learned Advocates, their clerks and other persons, who are permitted entry into the Court rooms, should leave the premises immediately after completing their work. Learned Advocates who are above 60 years of age and/or have co-morbidities would be vulnerable to Covid-19 virus and they are advised to exercise extra caution while venturing to come for physical hearings.

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[7] No coercive steps or adverse order should be resorted to in the event of absence of the learned Advocates due to health grounds. Adjournments may be granted, upon consideration of the reasons offered therefor, on a case-to-case basis

[8] Respiratory etiquette shall be followed strictly. The practice of covering one's mouth and nose while coughing and sneezing and use of tissue/handkerchief/flexed elbow should be strictly adhered to. Used tissues shall be disposed of properly by placing them in a closed dustbin.

[9] For the purpose of physical filing of fresh cases/applications/affidavits/documents, etc., one or more filing counters may be opened in the Court Complex. Learned Advocates, who enter the Court Complex only for filing the same, should not be permitted to enter either the Court rooms or office rooms. The location of the filing counters should be such that learned Advocates and/or their clerks, who have come for that purpose, may wait for their turn in open spaces. The process of filing shall be supervised by a designated Administrative Officer/Senior Officer of the Court Complex to ensure that social distancing and other norms are followed strictly. Filing shall be done for each Court separately and different counters/desks/rooms shall be earmarked accordingly.

[10] Places/counters shall be earmarked in the Court Complex not only for filing of fresh cases and copy applications, but also for process payments. Such earmarked places/counters shall be close to the entrance of the Court Complex or at one corner of the Court Complex so that footfall is reduced into the building. As soon as the filing is completed, acknowledgements may be issued and messages may be sent to the counsel/parties about the status of scrutiny and numbering of the matters

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on their mobile numbers, if available. Copies of orders may be issued at earmarked counters in the Court Complex.

[11] In any case, large groups of people should not be allowed inside the Court premises.

[12] Compulsory wearing of masks and adherence to health advisories at all times. Failure may invite punitive action.

[13] **Notification No. 79 dated 22.08.2020** issued by the High Court shall be adhered to. The video conferencing software will be "**Jitsi Meet**".

[14] Court hours will be from 10.30 am to 4.00 pm or till the discharge of Cause List, whichever is earlier.

[15] All motions and other matters will be listed before the appropriate Bench as assigned by the Hon'ble Chief Justice.

In case of District Courts/Tribunals, mention is to be made before the Presiding Judge.

[16] Manipur Judicial Academy will conduct online training programmes during Covid pandemic. However, ongoing induction training and sensitization programmes may be continued physically by maintaining strict covid protocols.

[17] In view of the hardship faced by the common people during the covid-19 pandemic, Manipur State Legal Services Authority shall take up urgent legal services activities at all levels, as may be possible following Covid-19 protocols.

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[18] Similar arrangements shall be made by all the respective Juvenile Justice Boards of the districts.

- [19] As far as the High Court is concerned, all Officers and staff of the High Court shall attend office on all working days. However, such Officers/ staff who are residing in the containment zones are exempted from attending office on written permission from the Registrar General.
- [20] Digitization and Scanning work shall continue. However, those who are from the containment zones are exempted on written permission of the CPC.
- [21] As far as District Courts/Tribunals are concerned, the Presiding Judges shall ensure attendance of staff for the purpose of court sitting and office work. Those residing in the containment zones are exempted from attending office on written permission from the Presiding Judge.
- [22] Entry to the Bank and Post Office in the High Court Complex will be restricted and regulated in view of strict Covid-19 protocols.

By order

*A. Guneshwar Sharma*  
16/4/2021

**(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. The Chief Secretary, Govt. of Manipur.
5. The Director General of Police, Manipur.
6. The Registrars, (Judl.) /(Admin)/ (Vigilance), High Court of Manipur.
7. All the learned Judicial Officers, Manipur.
8. The Secretary (Law), Government of Manipur.
9. The Govt. Advocate, Govt. of Manipur.
10. The President, High Court Bar Association, Manipur.
11. The President, AMBA, Manipur.
12. The Joint Director, Manipur Judicial Academy.

13. All the Joint Registrars, High Court of Manipur.
14. The Principal Magistrates, all Juvenile Justice Boards.
15. All the Deputy Registrars, High Court of Manipur.
16. The Principal Secretary to Hon'ble The Chief Justice, High Court of Manipur.
17. All the Asst Registrars/LRO/Court Managers, High Court of Manipur.
18. The P.S to Hon'ble Justice L.S. Jamir, High Court of Manipur.
19. The P.S to Hon'ble Justice Kh.Nobin Singh, High Court of Manipur.
20. The P.S to Hon'ble Justice M.V. Muralidaran, High Court of Manipur.
21. The P.S to Hon'ble Justice A. Bimol Singh, High Court of Manipur.
22. The P.S to Registrar General, High Court of Manipur.
23. The System Analyst, High Court of Manipur for uploading the same to the Official Website.
24. All the Superintendents/Court Officers/Stamp Reporter/Protocol Officer, High Court of Manipur.
25. All the Court Masters, High Court of Manipur.
26. The Guard file.

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