

Memorandum of Procedure

29th October, 2021.

Many courts in India have resumed physical hearing in a graded manner. Some courts are hearing the matters entirely in physical mode while others are adopting a hybrid system while a few courts are entirely on virtual mode.

Considering the relaxation by the local Governments with regard to the pandemic protocols coupled with the fact that the Bombay High Court has resumed physical hearing, this Tribunal will also start hybrid hearing in the following manner with effect from 15th November, 2021.

1. The Tribunal intends to conduct hearings physically with provisions for hybrid hearing, that is to say, physical hearing and virtual hearing or mixed physical cum virtual hearing.
2. For physical appearance at a hearing the following requirements are mandatory for an Advocate or authorized representative or litigant to enter the court room.
 - (i) The person should be fully vaccinated and there should be a gap of 15 days from the last dose.
 - (ii) If a person has any signs/symptoms of fever, cough etc. then he would not be permitted to enter the court room.
 - (iii) Persons not wearing a mask will not be allowed entry inside the court room.

- (iv) The usual practice with regard to sanitization etc. would be strictly followed.
 - (v) Only limited number of persons would be allowed entry inside the court room.
 - (vi) The number of persons permitted inside the court room per party would be limited to the arguing counsel and the instructing counsel/advocate on record. Similar rule will apply to the respondent.
 - (vii) In order to avoid overcrowding in the court room the arguing counsel/advocate on record for the parties may be present in the court room only 10 minutes prior to the time slot for hearing allotted to them.
 - (viii) Litigants and other representatives of the litigants, for the time being, will not be allowed to physically enter the court, and may avail of online presence at the hearing as per the link or the room name assigned to the matter.
 - (ix) The arguing counsel/advocate on record for the parties will leave the premises immediately after the hearing is concluded.
 - (x) After every 45 minutes the court room would be sanitized.
3. The Advocate on record will have to confirm whether the arguing counsel/authorized representative would appear at the hearing physically or virtually or in

hybrid mode, at least 48 hours in advance of the scheduled hearing.

4. In every case a date is fixed and the parties know about the date of hearing in advance so the parties can intimate his choice at least 48 hours prior to the date fixed.
5. New appeals and mentioning of matters, would continue to be on virtual mode as is being conducted currently.
6. Every filing of any pleadings, submissions, notes, must necessarily be done both in physical form and electronic form.

This would be in addition and modification to the earlier SOPs. This issues with the approval of the Hon'ble Presiding Officer.

By Order



REGISTRAR