




REGISTRAR

**Standard Operating Procedure for Advocates/Party-in-person for participating in urgent hearing through Video Conferencing**

1. Matters shall be heard by the Hon'ble Bench for the time being through Web based Video Conferencing system on the 'Jitsi Meet' platform.
2. To join Video Conferencing on 'Jitsi Meet' platform, parties are required to download 'Jitsi Meet' application on their mobile/tablet from the Google or Apple play store.
3. To join Video Conferencing on Laptop and Desktop, the Advocates/ Party-in-person must open their web browser such as Google Chrome or Internet Explorer or Safari and type in/key in the following web address,  
**<https://meet.jit.si/>**
4. The Advocates/ Party-in-person shall be sent a "Court room name" to the given mobile no./ email/ SMS/ Whatsapp mentioning the intended time slot for the hearing.
5. Parties may note that the "Court room name" so sent is unique to the specific case, and is meant only for the parties. Therefore, parties are required not to share such name to any other third parties, or devices belonging to others not connected with the proceedings, nor shall they allow others to join the hearing through Video Conferencing. This is vital for ensuring the smooth conduct of the proceedings until the electronic platform for hearings stabilizes and not aimed at any dilution of hearings in open court.
6. The "Court room name" is required to be typed in the field "Enter room name" on the 'Jitsi Meet' platform. Upon typing the "Court room name",

  
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- another window pops up stating "Create/Join". Click this "Create/Join" button and you will be connected to the virtual Court room.
7. The Advocates/ Party-in-person shall be required to join the Video Conferencing session/room at least five minutes prior to the allotted time. The Tribunal will be considered to be in session for the matter at hand, once the Hon'ble Bench commences proceedings.
  8. Upon joining the Virtual Court Room, Advocates/ Party-in-person shall confirm with the Administrator of the Meeting whether the Advocates/ Party-in-person and also the Virtual Court Room can see and hear themselves.
  9. Upon the Tribunal being in session, the Advocate for the Appellant / Party-in-person shall first introduce himself / herself to the Hon'ble Bench and thereafter the Respondent / Party-in-person must introduce himself / herself. The parties must then await instructions from the Administrator/Hon'ble Bench.
  10. On being called upon, the party called upon must make its submissions, during which time, all the other parties must place their respective microphone(s) on 'mute'. Parties may keep in mind that microphone should be kept on 'mute' mode at all times except when the party is directed to make its submissions.
  11. Unless an intervention is being made in the midst of the other side's arguments (in itself undesirable unless extraordinary circumstances so warrant), such party must not 'un-mute' the microphone. Further, whenever a party requires to make a submission, it may indicate its requirement to speak by asking permission from the Bench by raising a hand. The said party may make its submission only after permission is granted by the Bench.
  12. The party that has completed submissions, must immediately thereafter 'mute' the microphone on their respective device(s).

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13. Parties must also keep in mind, that they are participating in Court proceedings and hence they must maintain decorum identical to the standards maintained while addressing in open court proceedings.
14. Further, parties are required to be properly attired (the same as in open court proceedings).
15. No recording or storage or streaming of the proceedings is permissible. To ensure integrity of the process of converting electronic hearings into open court hearings, the Tribunal would move towards an official streaming with appropriate safeguards to ensure integrity of the record. Pending that, any attempt to record, store or stream proceedings would be viewed as gross misconduct.
16. Parties are required to stay connected until the Hon'ble Bench declares the hearing to be concluded and directs the parties to disconnect from the Video Conference. Once so declared, the parties must disconnect from the app.
17. If the same advocates / authorised representatives have another hearing on the same day, they would have to move on to the stipulated room designated for such hearing. Continuing the same room after the hearing is declared complete, would not constitute being present in court for any other matter.

This issues with the approval of the Hon'ble Presiding Officer.

Dt.- 28/04/2020

  
28.4.2020  
Registrar, SAT.