HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION

Dated the 5th June, 2023

No. HCM/1/96/BENCH/ It is hereby informed to all the learned members of the Bar and litigants that the hybrid mode of court sitting in the High Court of Manipur will commence from 06.06.2023. All the concerned parties may join the hybrid mode through the links and meeting ID as shown in the **Annexure-A** and by following the Standard Operating Procedure (SOP) shown in **Annexure-B** enclosed herewith.

By order etc.,

Sd/-
REGISTRAR (JUDL.)
HIGH COURT OF MANIPUR

No.HCM/1/96/BENCH/11646-68 Imphal, the 5th June, 2023

Copy to:

1. The Principal Secretary to Hon'ble the Acting Chief Justice, High Court of Manipur.
2. The P.S. to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.
3. The P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, High Court of Manipur.
4. The Advocate General, Govt. of Manipur.
5. The P.S to Registrar General, High Court of Manipur.
6. The Registrar, Admin & Vigilance, High Court of Manipur.
7. The Govt. Advocate, Govt. of Manipur.
8. The President, High Court Bar Association, Manipur. } *For kind information and circulation to the learned members*
9. The President, AMBA, Manipur. }
10. All the Jt. Registrars, High Court of Manipur.
11. All the Deputy Registrars, High Court of Manipur.
12. All the Assistant Registrars, High Court of Manipur.
13. The System Analyst, High Court of Manipur for uploading the same to the Official Website.
14. All the Superintendents/Court Officers/Stamp Reporter/Protocol Officer, High Court of Manipur.
15. The Court Masters, High Court of Manipur.
16. Guard File/Order Book.
17. Notice Board.
18. Concerned File.

05/06/23

REGISTRAR (JUDL.)
HIGH COURT OF MANIPUR

ANNEXURE-A

COURT ROOM 1

https://hcmimphal.webex.com/meet/courtroom1

Meeting ID: 2511 329 3934

COURT ROOM 3

https://hcmimphal.webex.com/meet/courtroom3

Meeting ID: 2519 814 2646

COURT ROOM 4

https://hcmimphal.webex.com/meet/courtroom4

Meeting ID: 2515 391 4473

ANNEXURE-B

HIGH COURT OF MANIPUR
AT IMPHAL

STANDARD OPERATING PROCEDURE FOR HYBRID HEARING OF CASES

1. The Advocate/litigants may download the Cause List from the website, the District Collector's Office, or by calling the dedicated helpline number to inquire as to the status of the Cause List. The service will also be available at the E-Sewa Kendra counters.
2. In the event of filing the matter through e- filing and if there is any urgency in the matter, a memo shall be sent to email - **hcmefiling@gmail.com** by stating the Case number/e-filing number/CNR number.
3. Learned Counsel and Litigants may appear through Video Conferencing before a Bench by following the CISCO Webex Manual (**Annexure 1 may be referred**).
4. The Cause List will have links to the VC for each Bench. The concerned Advocates may enter the URL link into their web browsers in order to appear before their respective benches. The Advocates/Litigants are requested not to share the link with anyone unconnected to the case. The video conferencing link for 06.06.2023 benches will be shared by separate Notification,since the cause list has already been published for that day.
5. Learned counsel and party-in-person are requested to participate in the Video Conferencing for their respective cases by entering their name and item number in the correct manner.
6. Learned Counsel/Party-in-person are requested not to switch OFF their camera as long as they are connected in the Video Conferencing session.
7. During the Video Conferencing session, if any participant is found to have joined without entering his/her name, identity, or item number correctly, or if the camera is turned off during the Video Conferencing session, the participant(s) will be removed from the video conferencing session or dealt with in the manner directed by the Hon'ble Bench. In case of any difficulty, the helpline numbers assigned may please be contacted.
8. The concerned Bench may direct how many participants may participate in VC sessions at one time based on the functionality of the VC software and other factors.
9. The Video Conferencing technical assistant may restrict the unmuting facility in order to prevent disturbance or overlapping of sound or upon direction from the Bench. If this occurs, please wait until your item number is called upon. Please do not unmute the microphone until your item number is called upon.

ANNEXURE-B

10. The case may be heard in any other manner as directed by the Bench in the event that video conferencing cannot be held through the Webex Cisco Application.
11. In the event that the connection is disconnected before the hearing of the case has concluded, the Advocates/Parties must follow the same procedure as stated above in order to rejoin the Video Conferencing.
12. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing, and they should be properly dressed.
13. Only one person may speak at a time, or else there will be an overlapping of voices and echo will be caused, thereby it may disturb the proceeding. The participant of the VC who is not interacting with the Bench shall mute the microphone to avoid disturbance/overlapping of sounds.
14. Recording and / or publishing or sharing of the VC proceeding is strictly prohibited.
15. In the event that a participant of the VC performs any act that is either unrelated to the hearing or done without the Bench's permission, he/she may get disconnected from the VC and action as directed by the Bench may be taken in the matter.
16. The helpline numbers for the cause list, e-filing, as well as video conferencing are mentioned below :
    - Cause List Helpline Number -+91 7005702389, +91 9856443823 (Timings 9 A.M to 8 P.M)
    - E-filing Helpline Number - +91 9089812323 (Timings 9 A.M to 4 P.M)
    - Video Conferencing Helpline Number - +91 8014829143 (Timings 9 A.M to 4 P.M)

05/06/23

(**Ojesh Mutum**)
Registrar (Judl.)
High Court of Manipur

Annexure 1

HIGH COURT OF MANIPUR AT IMPHAL

Dated : 05 June 2023

Standard Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing.

All concerned may kindly note, the High Court of Manipur will use Cisco WebEx to conduct its Virtual Court Proceedings.

(i) Under the WebEx platform, each of the Courts would be assigned a unique URL which alone may be accessed for participating in the virtual court proceedings. Please note that no separate links via e mail or SMS would be sent. The unique URL would be displayed on the official website of the Court.

(ii) Lawyers/Litigants-in-person desirous of participating in Virtual Court proceedings are expected to ensure broadband connection of minimum 2 mbps/dedicated 4G data connection.

(iii) They may also ensure that other than their own, NO OTHER DEVICE is connected through that data connection during the Virtual Court proceedings.

(iv) The following Standard Operating Procedure may be followed for use of desktop/laptop, mobile phone/ tablet or iPad or tele-conferencing, for optimal use and convenience.

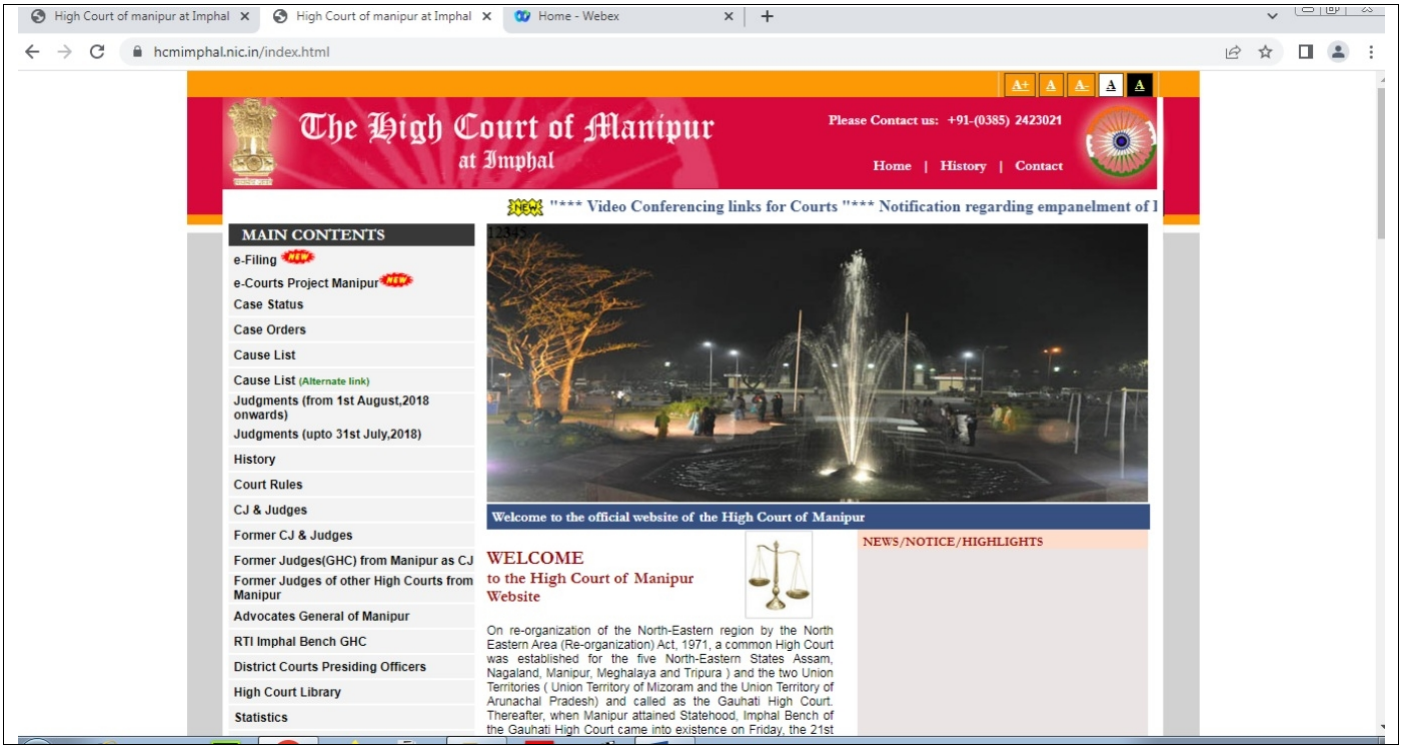
OPTION A

Joining by Desktop, Laptop

STEP 1:

Visit the official website of the Court www.hcmimphal.nic.in

The following web page will show up on your screen:



STEP 2:
Click on the hyperlink 'Video-Conferencing links for Courts'.

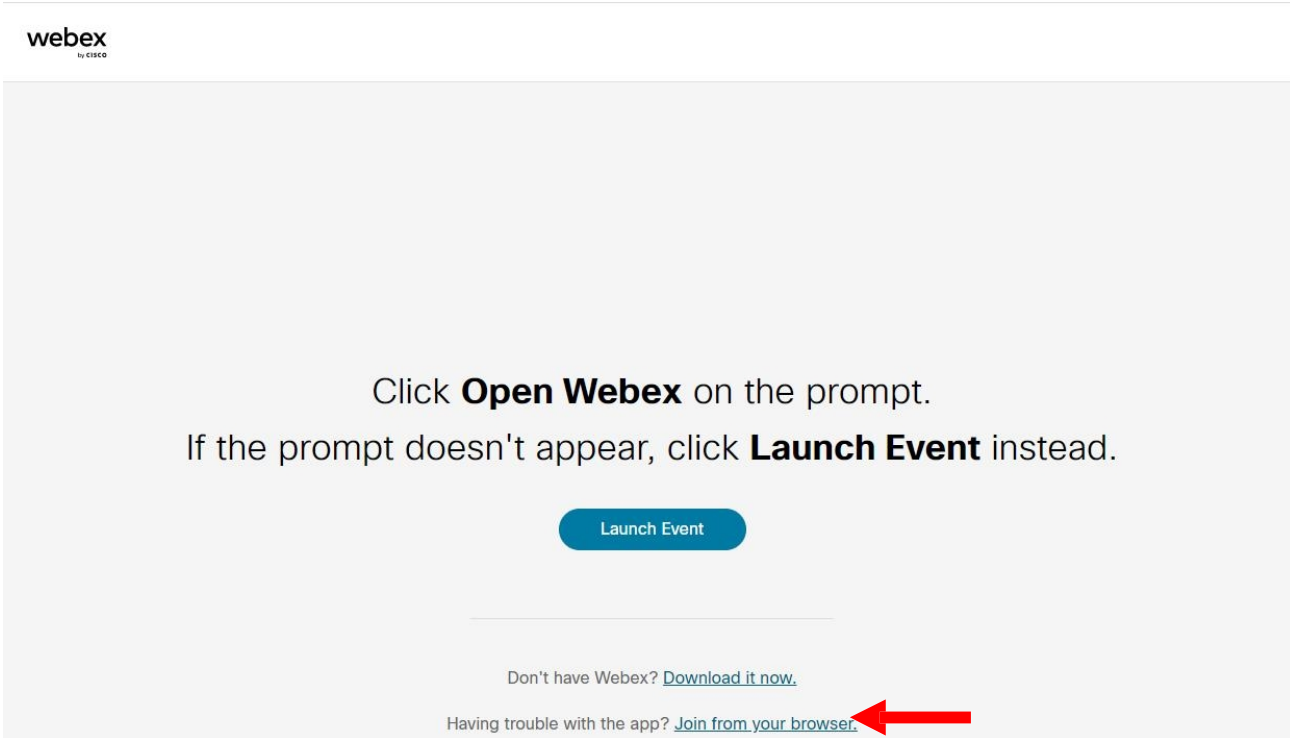
.

The following page would appear disclosing the individual Virtual Court Link, against each Court Room No.

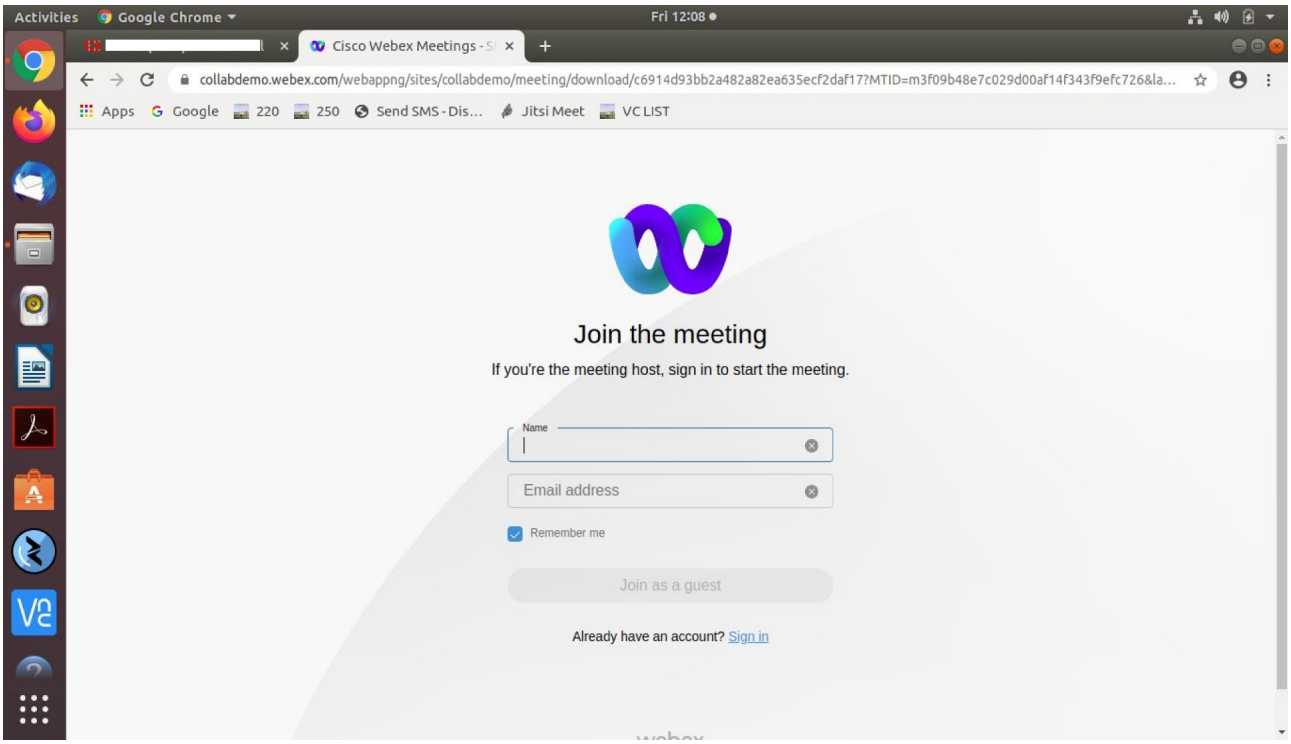
High Court of manipur at Imphal
High Court of manipur at Imphal
Home - Webex
hcmimphal.nic.in/VClinks.html
The High Court of Manipur
at Imphal
Please Contact us: +91-(0385) 2423021
Home | History | Contact
NEW *** Pending and Disposal status of Cases in the High Court of Manipur for the
MAIN CONTENTS
e-Filing NEW
e-Courts Project Manipur NEW
Case Status
Case Orders
Cause List
Cause List (Alternate link)
Judgments (from 1st August,2018 onwards)
Judgments (upto 31st July,2018)
History
Court Rules
CJ & Judges
Former CJ & Judges
Former Judges(GHC) from Manipur as CJ
Former Judges of GHC from Manipur
Advocates General of Manipur
RTI Imphal Bench GHC
District Courts Presiding Officers
High Court Library
Statistics
Home>>VCLinks
VC Links for Court Rooms in High Court of manipur
COURT ROOM 1
https://hcmimphal.webex.com/meet/courtroom1
Meeting ID: 2511 329 3934
COURT ROOM 3
https://hcmimphal.webex.com/meet/courtroom3
Meeting ID: 2519 814 2646
COURT ROOM 4
https://hcmimphal.webex.com/meet/courtroom4
Meeting ID: 2515 391 4473

STEP 3:

You may now Select/Click the appropriate Virtual Court Link of the Court Room No. you would like to visit.
Upon selecting that Link, the following page would open on your screen:



STEP 4:
Upon selecting the "Join from your browser", a display window as below shall open.



STEP 5:
Fill up your (a) Name (as instructed below) and (b) your email id CORRECTLY.

Both fields are mandatory.
These entries being made by you create your UNIQUE IDENTITY in the Virtual Court proceedings. The host will be able to induct you into the Virtual Court ONLY if you have submitted these entries, correctly.

Hence, kindly mention your name in the following format ONLY:

(i) Enter the CORRECT SERIAL NO. (numeral) of your case, as appearing in the combined cause list i.e. 1-999.
(ii) In continuation, type (/) followed by your name as appearing in the Roll of Advocates.

FOR EXAMPLE:

(a) If you are appearing in the matter listed at Serial No. 1 of the COMBINED CAUSE LIST, and your name is Santosh Kumar, you may enter your name in the following manner:-

1/Santosh Kumar

(b) If you are appearing in the matter listed at Serial No. 5 of the TRANSFERRED COMBINED CAUSE LIST, and your name is Arvind Sethi, you may enter your name in the following manner:-

T5/Arvind Sethi

(c) The counsel for the Union of India and the State may, before typing their name (as above), prefix their abbreviated designation, then add another right slash (/). Thus, if 'Santosh Kumar' in (a) above is a Standing Counsel appearing in the case listed at Serial no. 1 of the Combined Cause List, he may submit:-

1/SC/Santosh Kumar

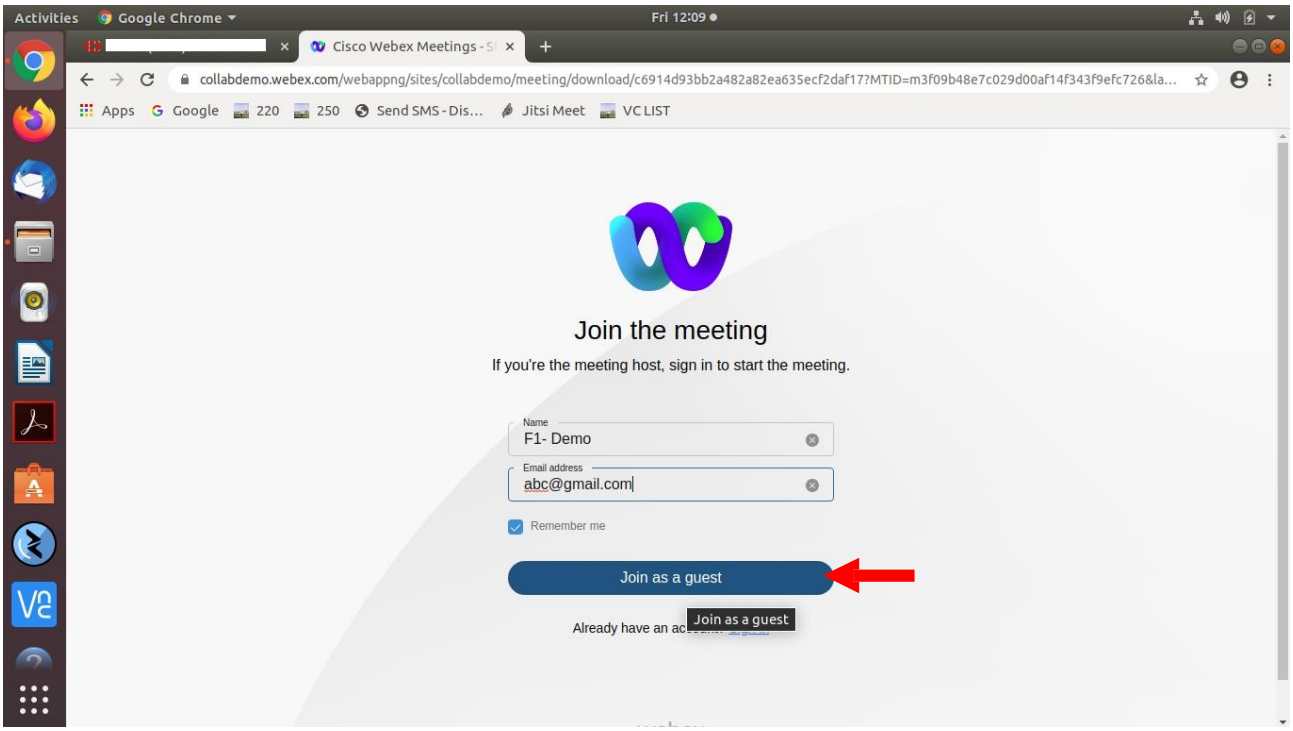
(d) Counsel appearing in more than one matter before a particular court may indicate all such case numbers starting with the first matter (in the List) in order followed by the others separating each number with a comma (,). For instance lawyer "Arvind Gupta" appearing in Serial Nos. 1, 155 and 805 of the list of an Hon'ble Court may enter the following particulars:-

1,155,805/Arvind Gupta

After correctly filling in your name and email id, as above, submit those details thus:

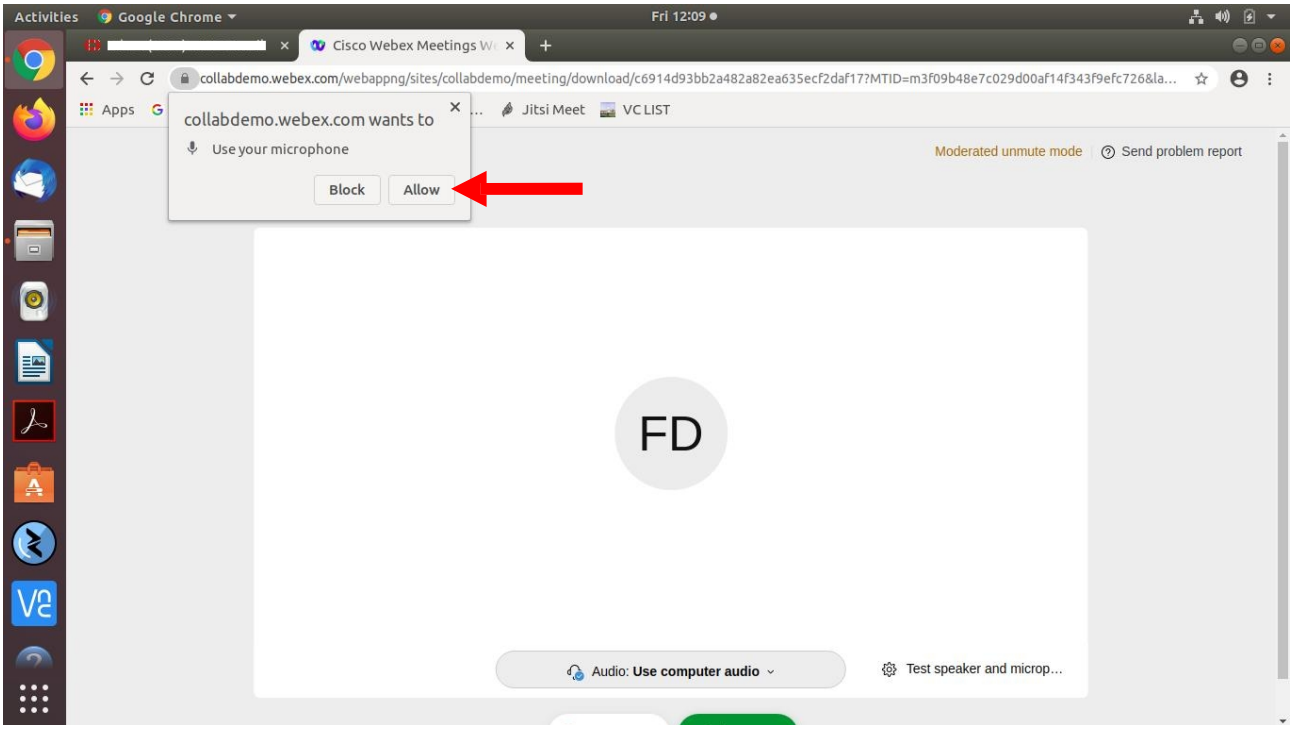
Please do not select/check/tick the "Remember me" box after filling your name and email details.

CLICK "JOIN AS A GUEST" (BLUE BUTTON) ON YOUR SCREEN.

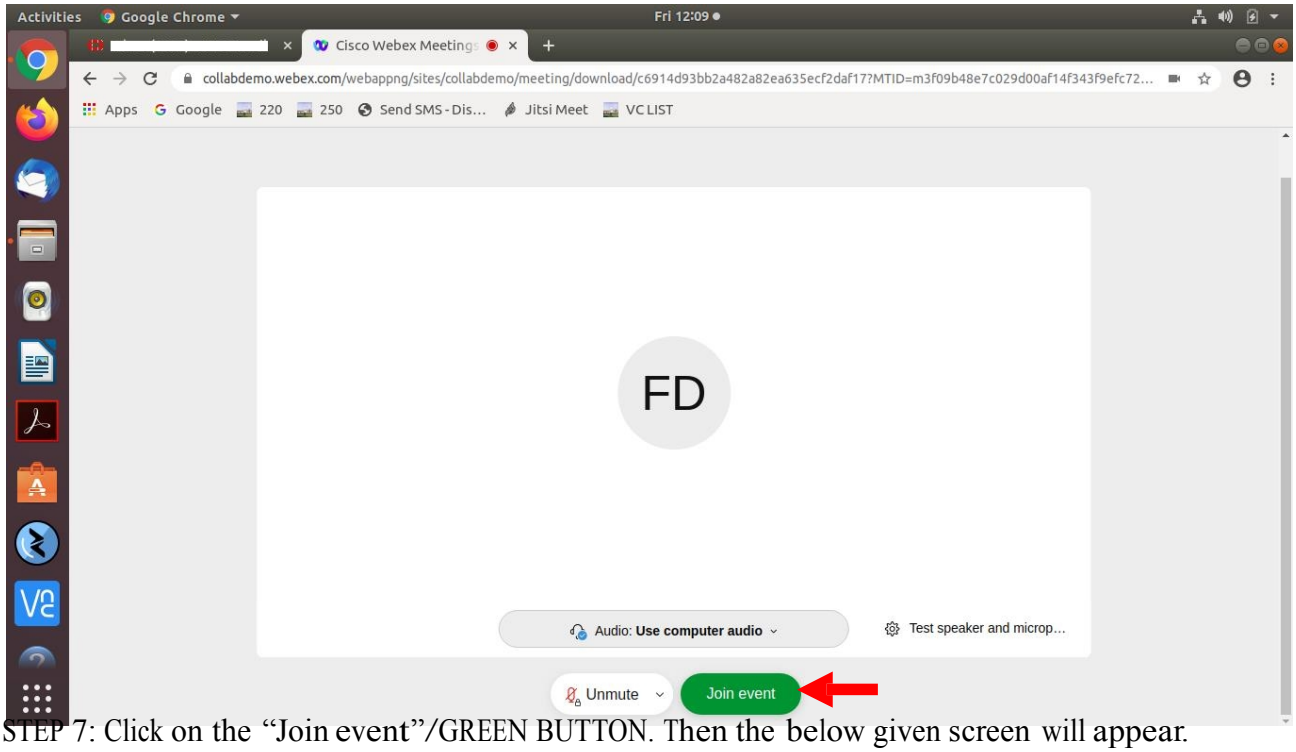


STEP 6:

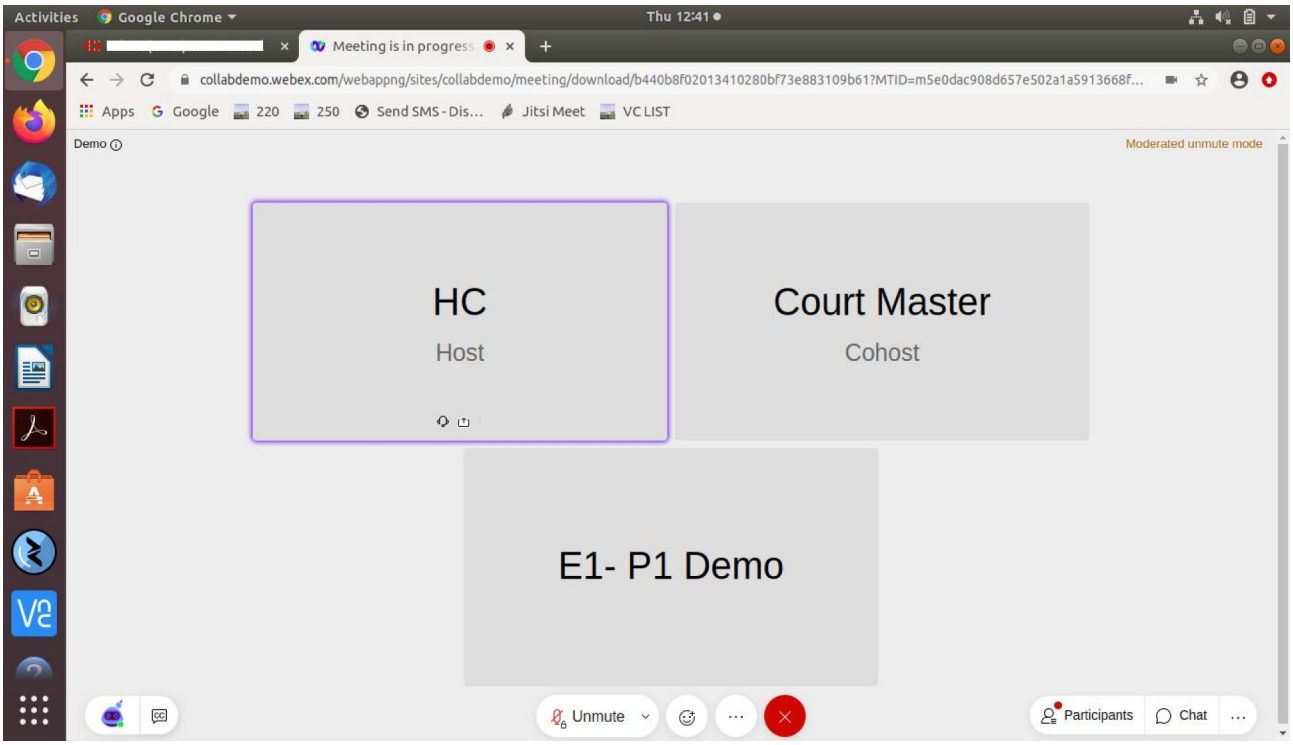
Upon clicking the "Join as a guest"/BLUE BUTTON, the WebEx Webinar will prompt you to allow use the microphone of your laptop. The following window will appear:



Click on the "Allow" button appearing in the small (new) window on the top left hand side of your screen. The following screen will appear.



STEP 7: Click on the "Join event"/GREEN BUTTON. Then the below given screen will appear.



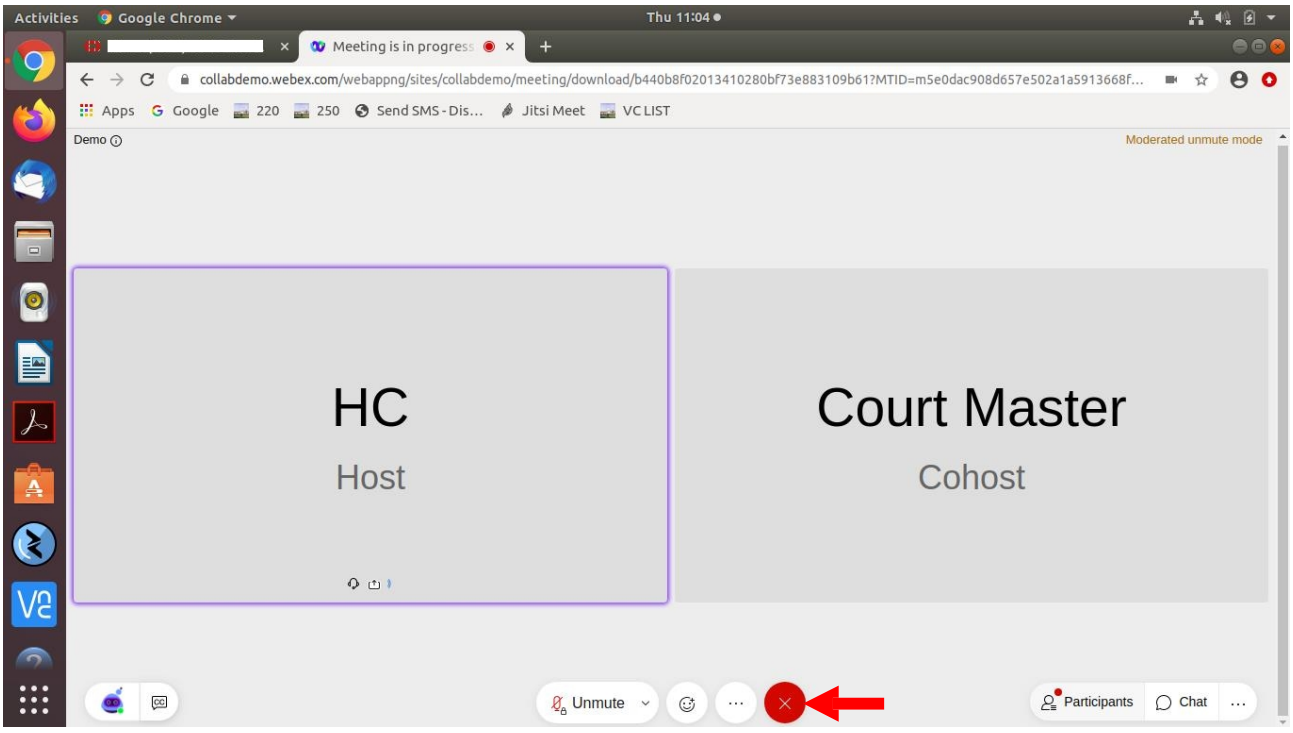
You have now become an "Attendee" to the Virtual Court proceedings.

STEP 8:
Upon your case being called out (as in Physical Court Room), the arguing counsel MUST SWITCH ON THEIR MICROPHONE AND CAMERA. They shall then introduce themselves to the Court and proceed accordingly.

On being called upon, the Learned Counsel/ Litigant-in-person may advance oral submissions. Upon completion, he may kindly "Mute" his MICROPHONE. If the Court requires any party to make further submission(s), the party may then 'Unmute' his MICROPHONE.

During hearing through video conferencing, the parties may kindly keep in mind that they are participating in COURT PROCEEDINGS, and therefore, it is expected that parties would not resort to any indecorous conduct or dress or comment. Further, parties are required to ensure that the proceedings by video-conferencing are neither recorded/stored nor shared nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before Hon'ble Court are expressly prohibited.

STEP 9:
Parties are required to stay online till the Court concludes the hearing of their matter, whereafter the Court Master may move them to "Attendee Gallery/Waiting Area" or the parties may disconnect from the video conference by clicking on "X"/RED button.

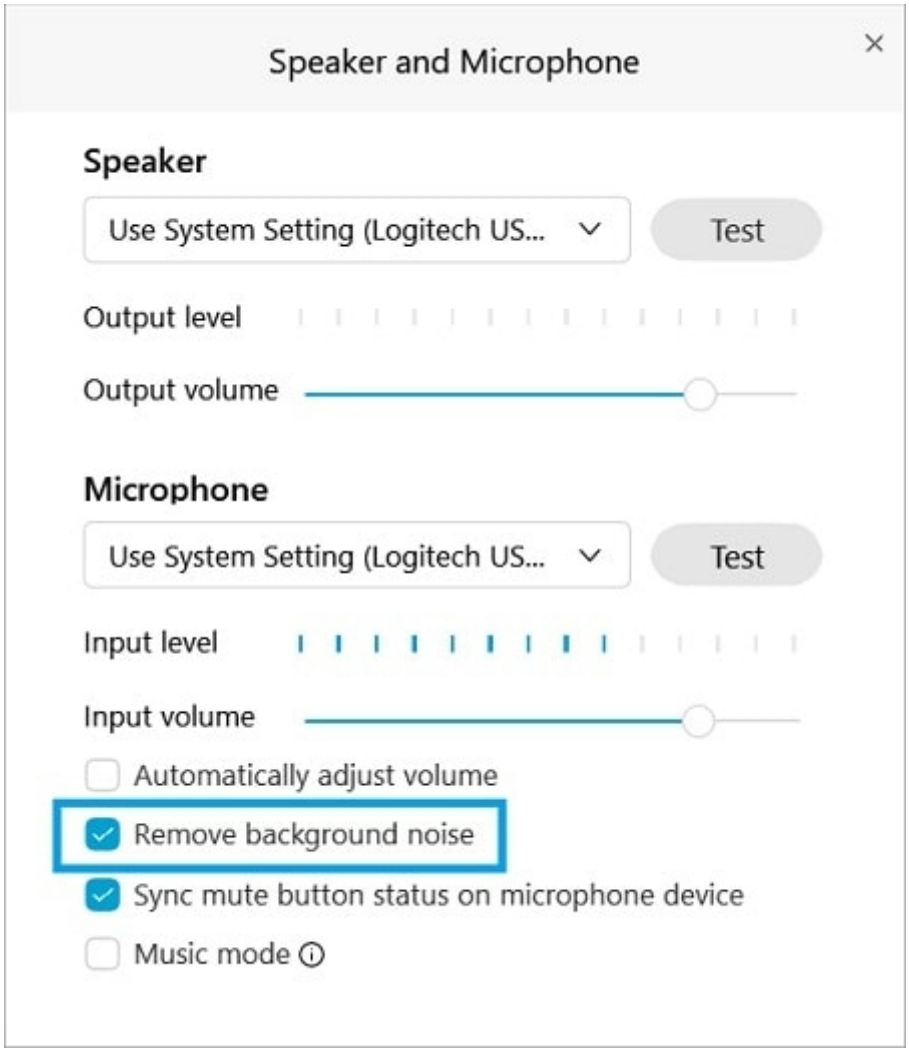


Remove background noise

(Feature of "Remove background noise" is only available in desktop app of Webex)

While you start or join a meeting, or anytime during the meeting, click "Audio options"

, click Settings, and check Remove background noise.



The Remove background noise option is available when Music mode is turned off. If you want to remove background noise, uncheck Music mode.

****

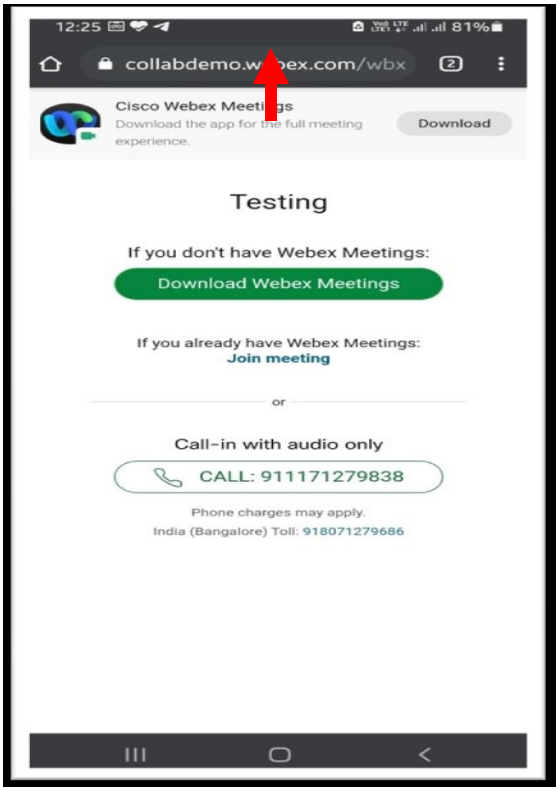
OPTION B

Joining by Mobile, iPad

STEP 1:

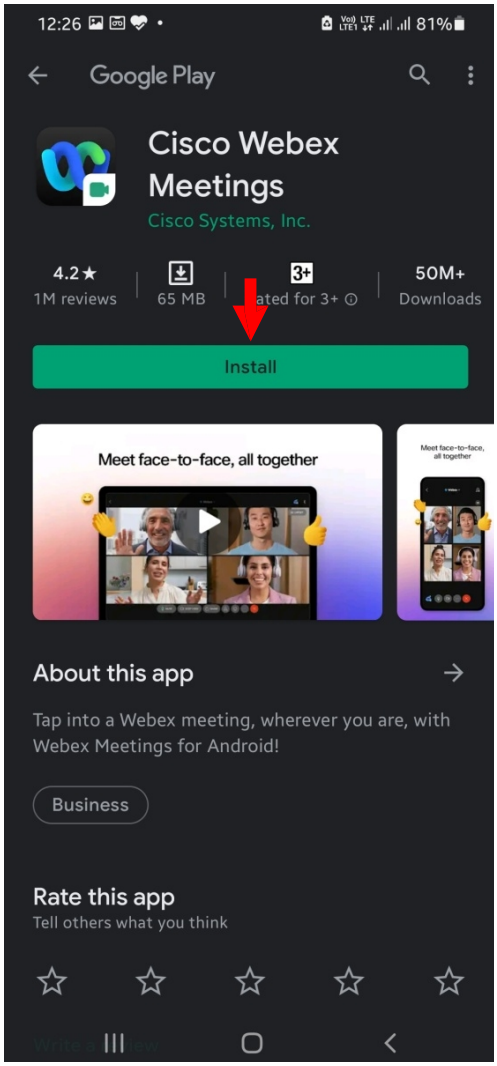
You may now Select/Click the appropriate Virtual Court Link of the Court Room No., you would like to visit, which is available in the Court website.

Upon selecting that Link, the following page would open on your screen:

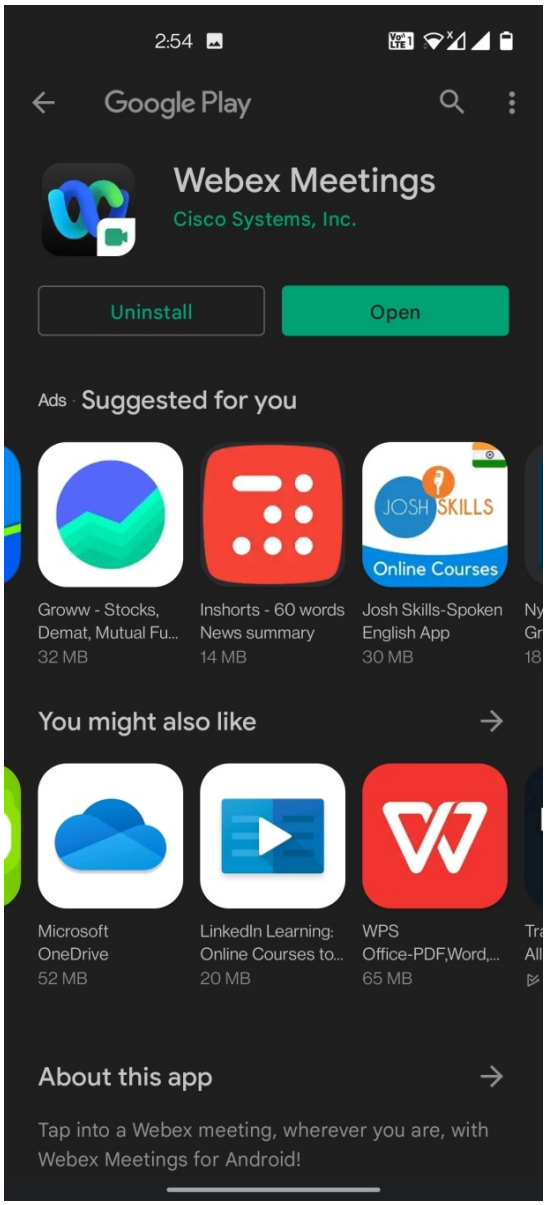


STEP 2:

On clicking on "Download Webex Meeting", phone will automatically move to Google Play Store App Store as the case may be.

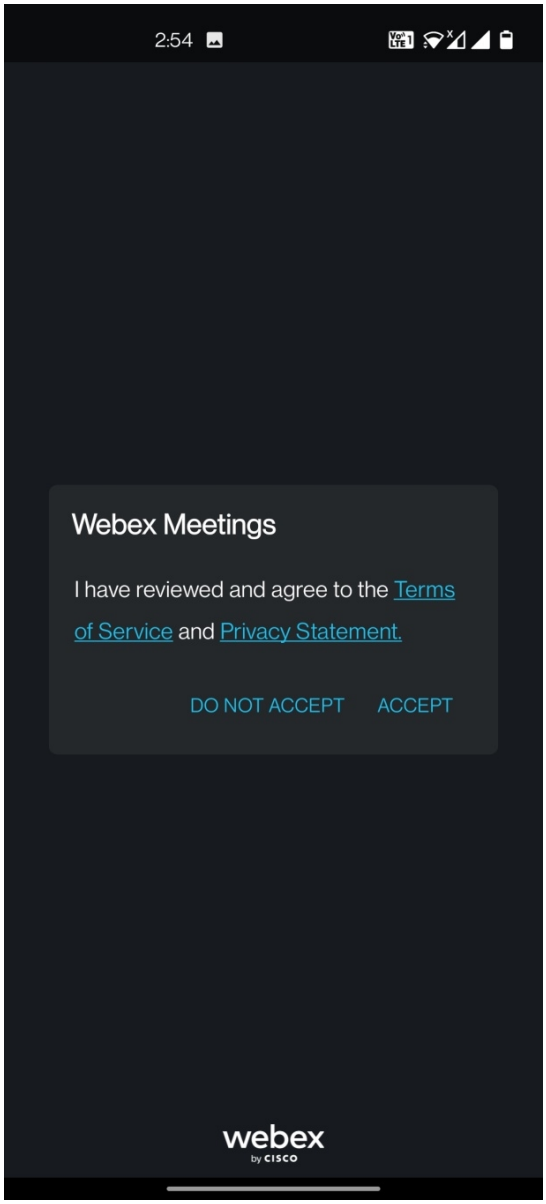


STEP 3:
Click on “Install” button. Installation of Cisco Webex Meetings App is one time exercise.



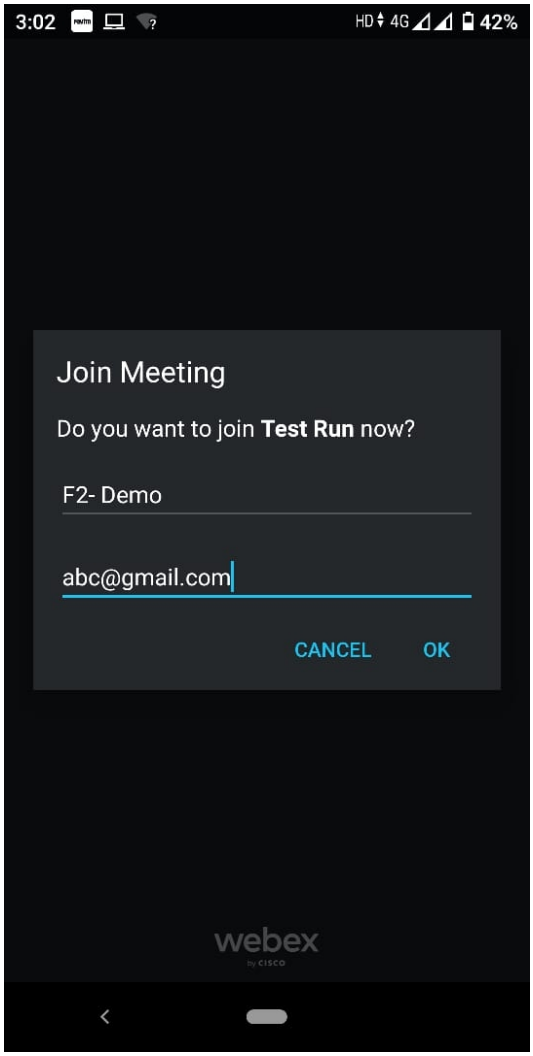
STEP 4:

After installation is complete, please open the Webex App. Please note that the above mentioned screens will appear only if the Webex App is not installed on your mobile/iPad.

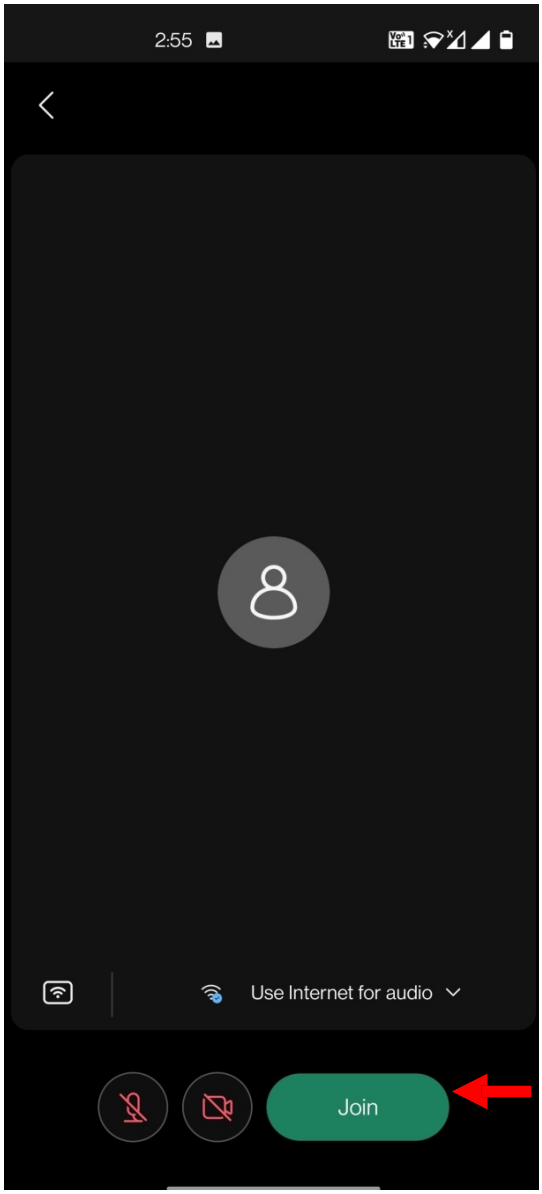


STEP 5:
Please click on “ACCEPT”.

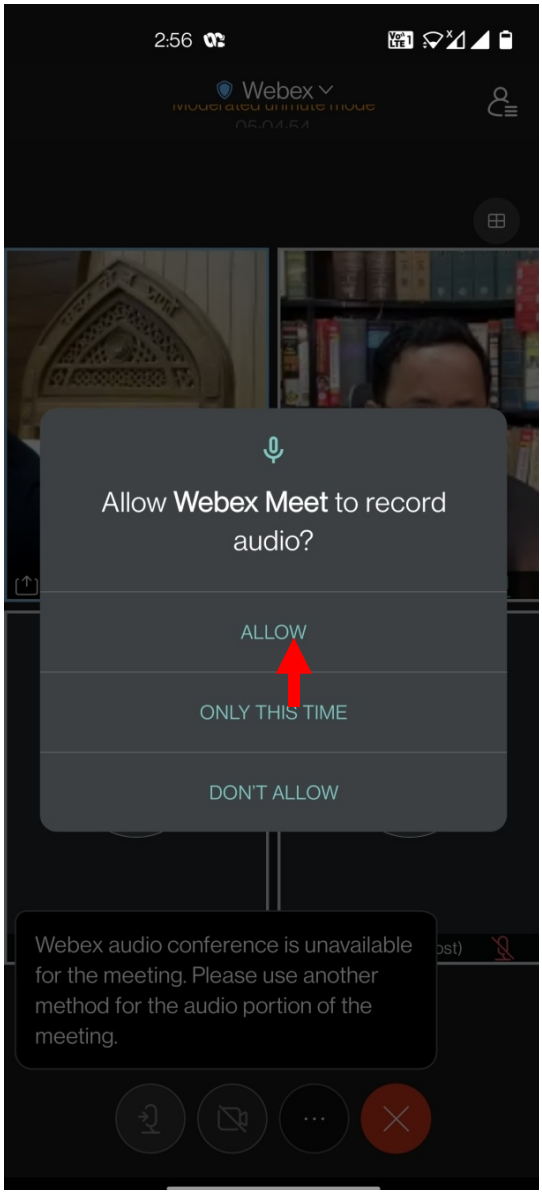
STEP 6:
Fill up your (a) Name and (b) your email id CORRECTLY as detailed above.



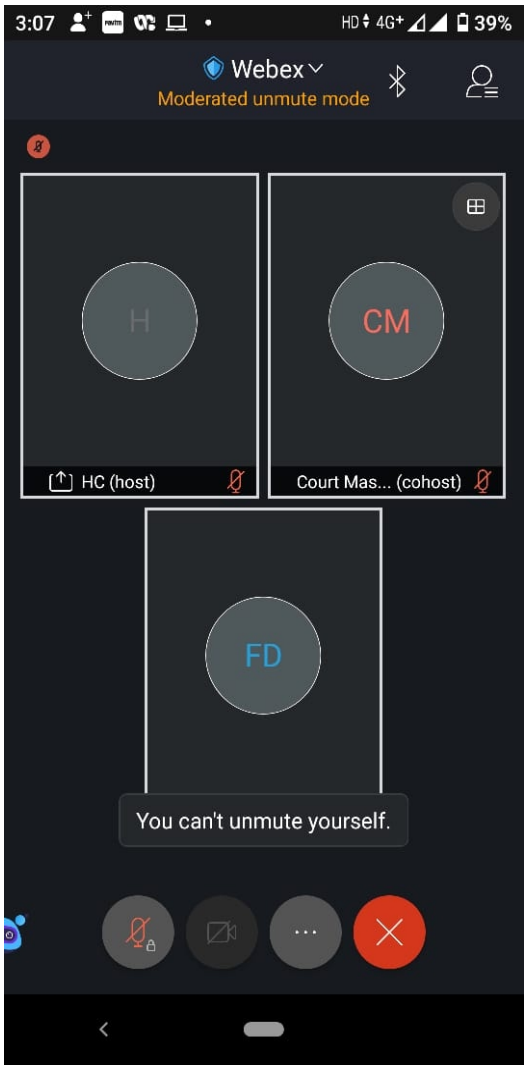
STEP 7:
After correctly filling in your name and email id, as above, click on the Ok button



STEP 8:
Please click on “Join” button.



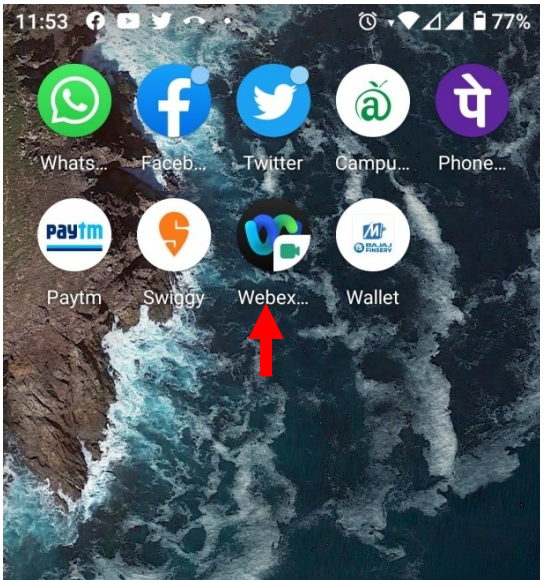
STEP 9:
Please click on the ‘ALLOW’ button.



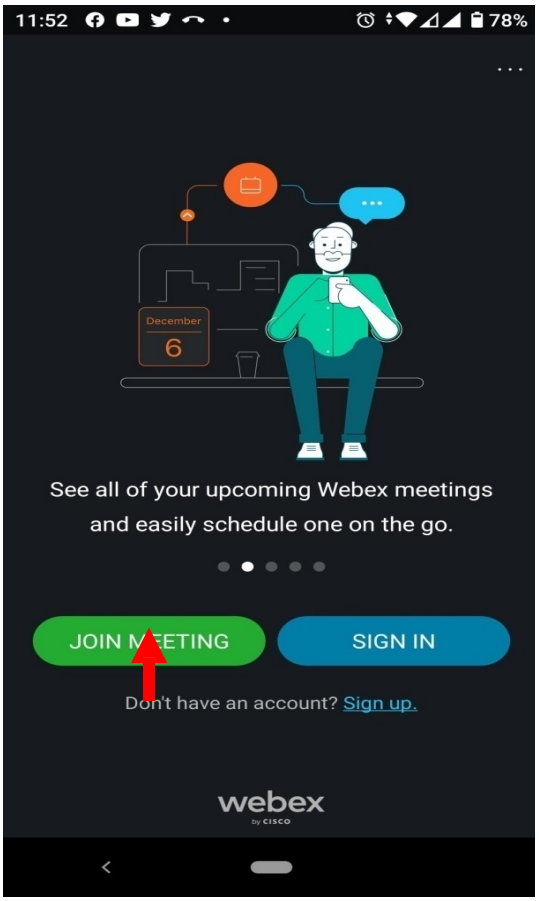
You have now become an "Attendee" to the Virtual Court proceedings. Follow the steps for appearing in your case into the VIRTUAL COURT ROOM as detailed above.

STEP 10:
If Webex App is already installed on your mobile/iPad, then

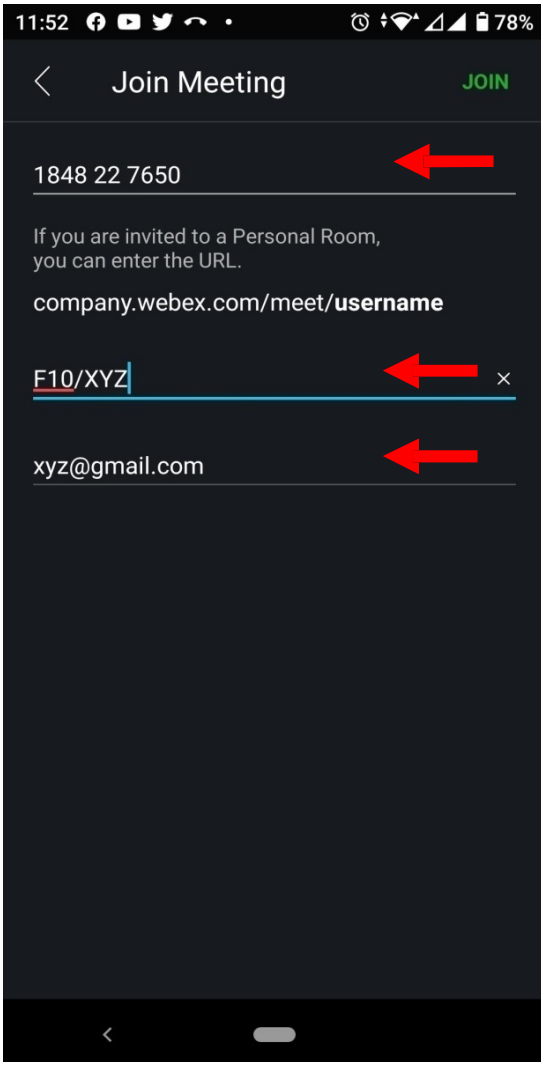
(a) Open the Webex App by clicking on its icon.



(b) Click on the JOIN MEETING button.

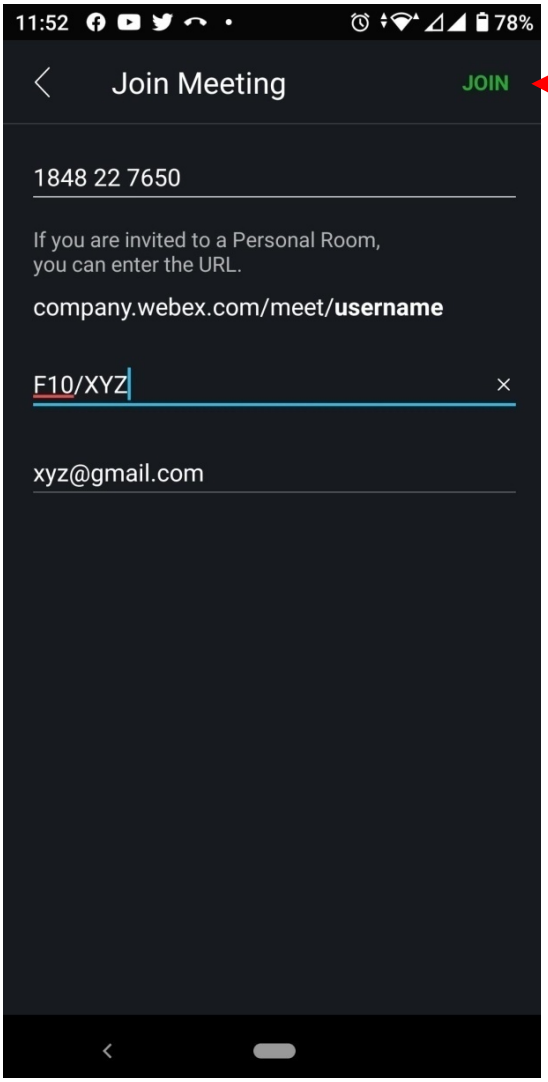


(c) Enter the Event number of the respective Court you want to join as displayed in the Video Conferencing button of the website.

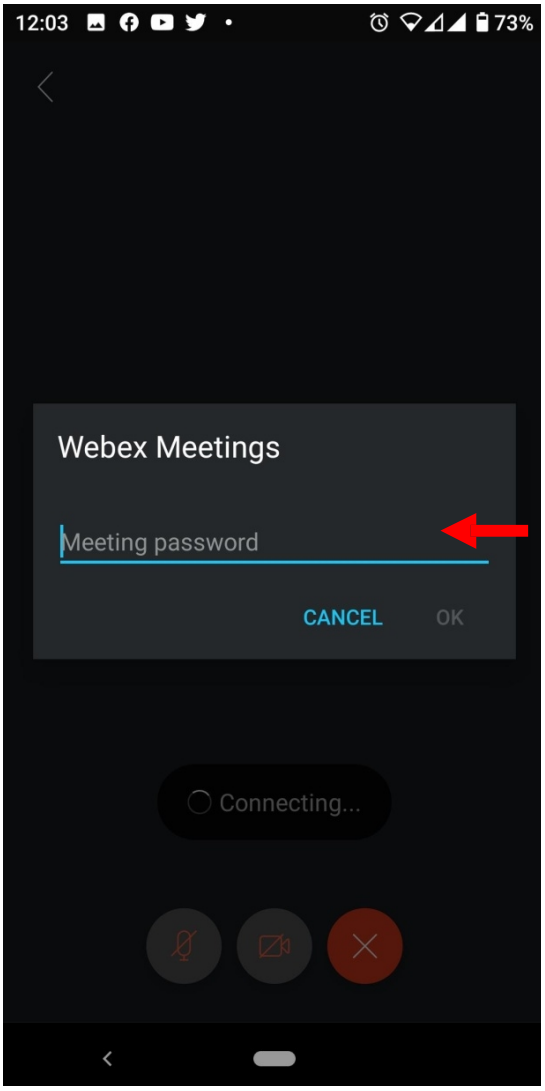


(d) Now, follow the instructions given in STEP 9 above for mentioning your name and email id.

(e) Click on the JOIN button on the top right corner.



(f) Enter the Event Password of the Event number as displayed in the Video Conferencing button of the website and thereafter, click on 'OK'.



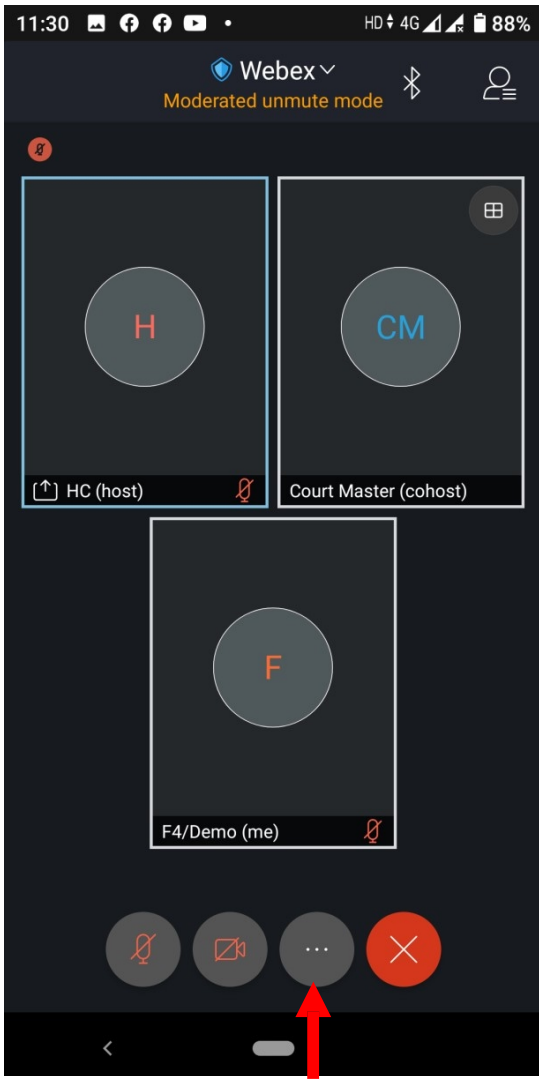
(g) The following window will appear:

3:07
HD 4G+ 39%
Webex
Moderated unmute mode
H
CM
HC (host)
Court Mas... (cohost)
FD
You can't unmute yourself.

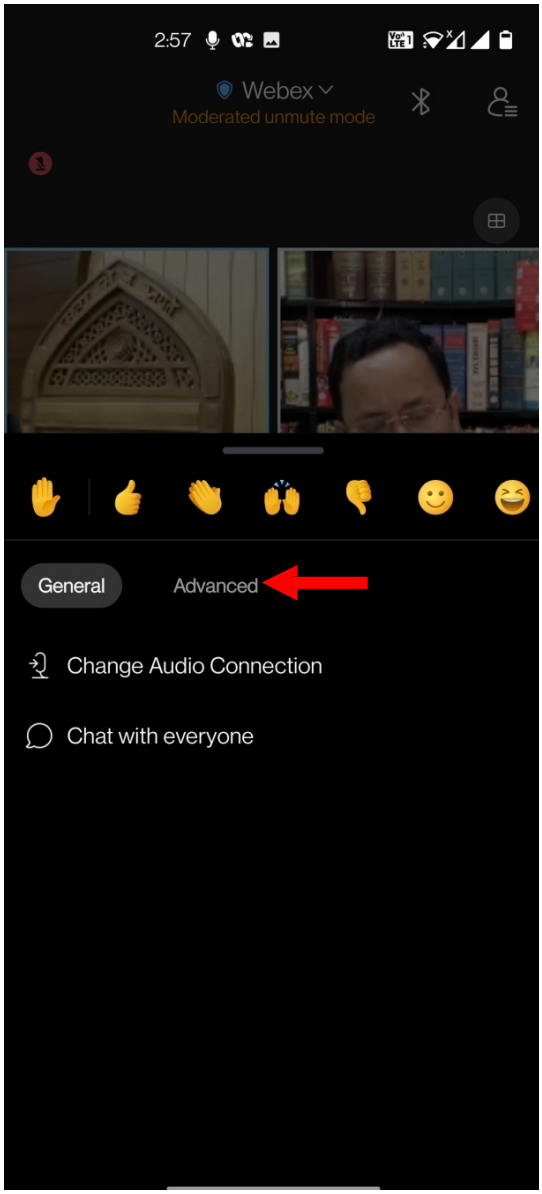
Remove background noise

This feature removes background noise when you Use Internet for audio only.

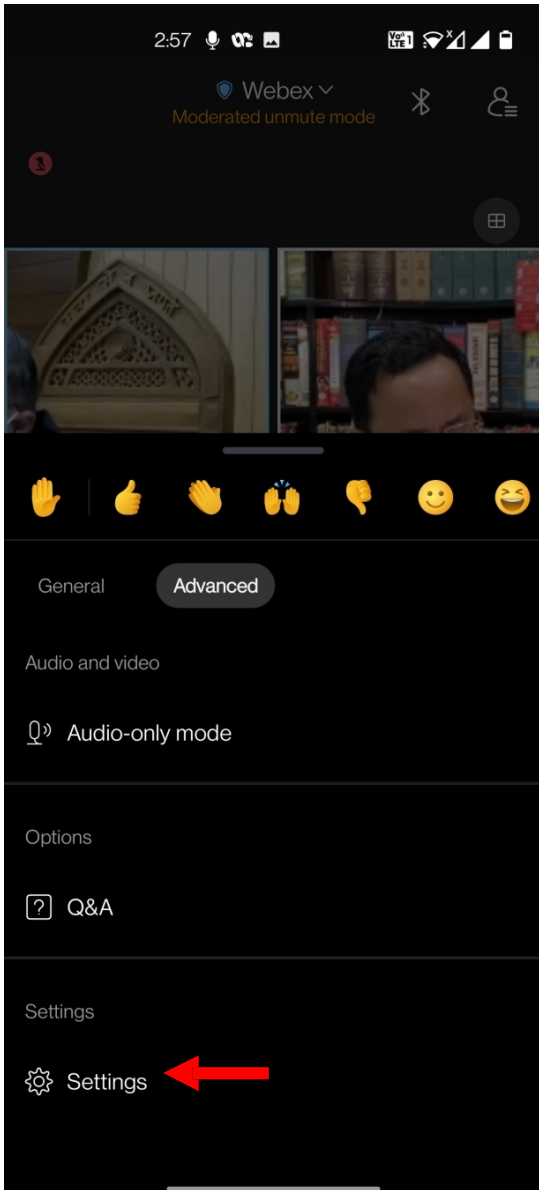
You can turn Remove Background Noise off or on at any time before or during a meeting.

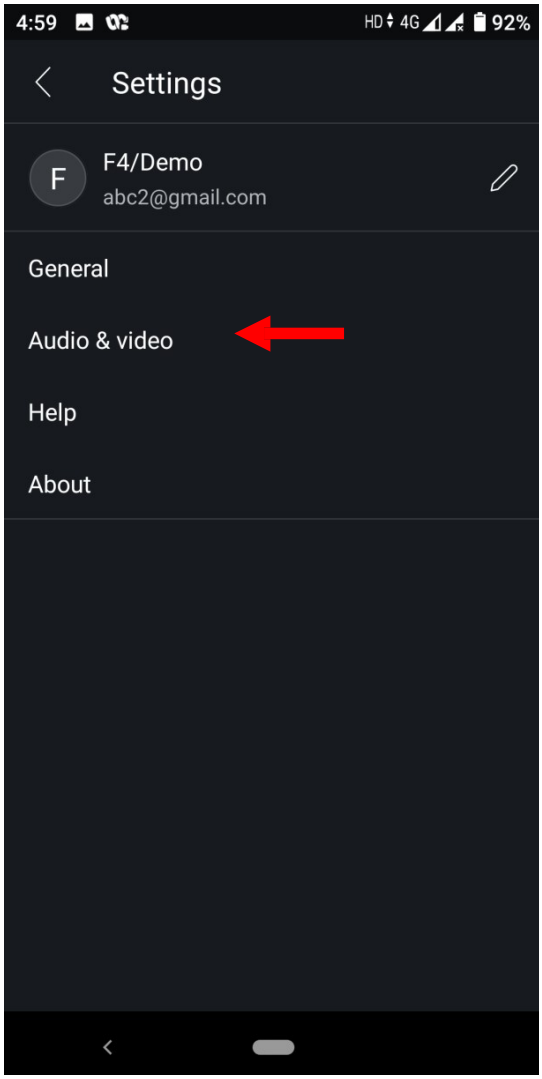


To remove background noise during a meeting, tap "…" (More).

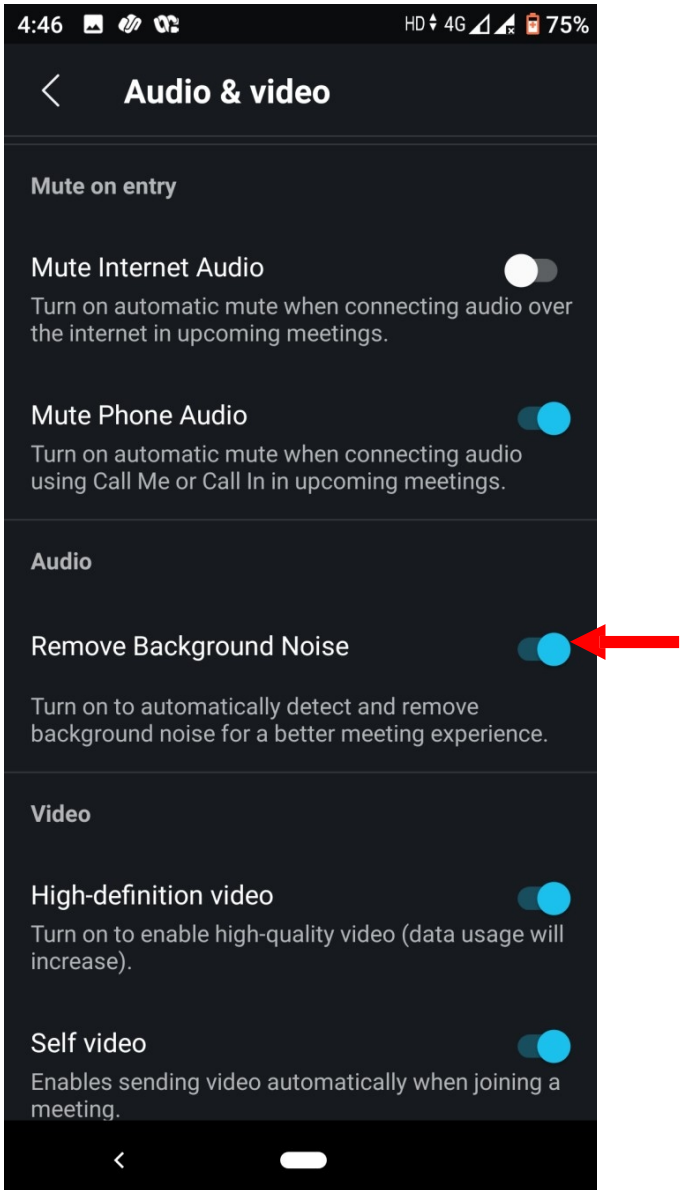


Please click on “Advanced” button and thereafter “Settings”.

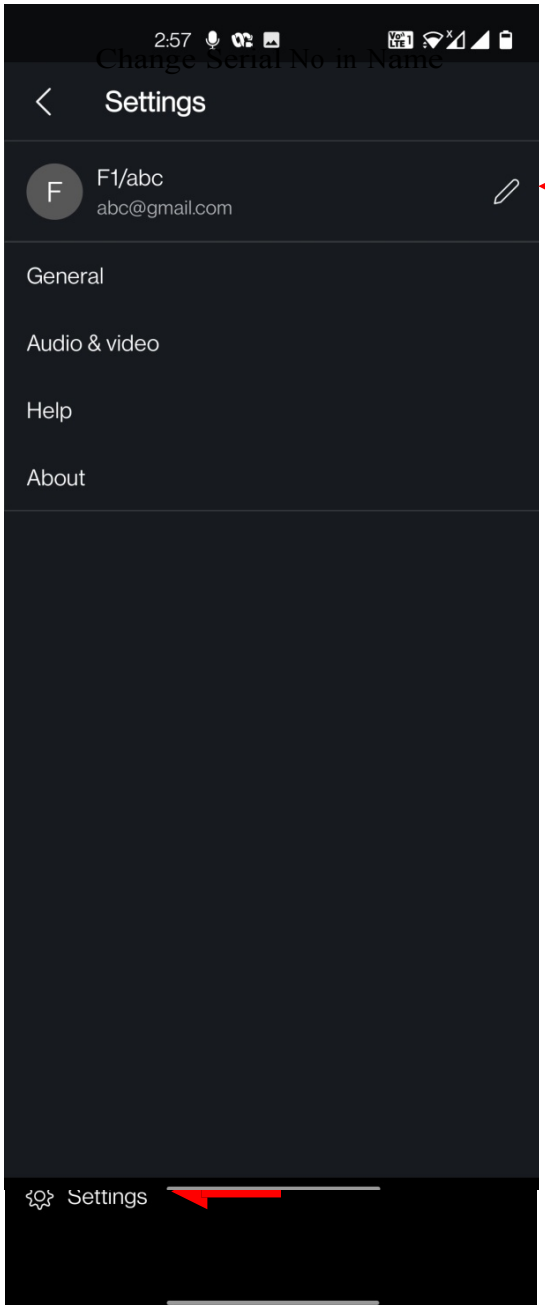

2:57
Webex
Moderated unmute mode
General
Advanced
Audio and video
Audio-only mode
Options
Q&A
Settings
Settings



Then click on “Audio & video”.

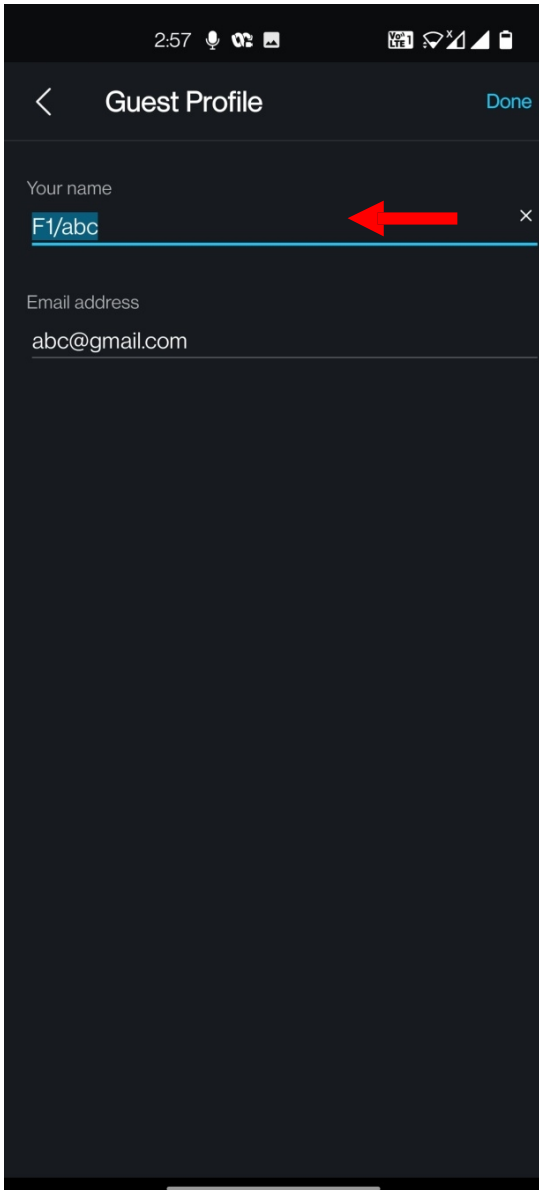


Please scroll down your screen and turn on to “Remove Background Noise”.

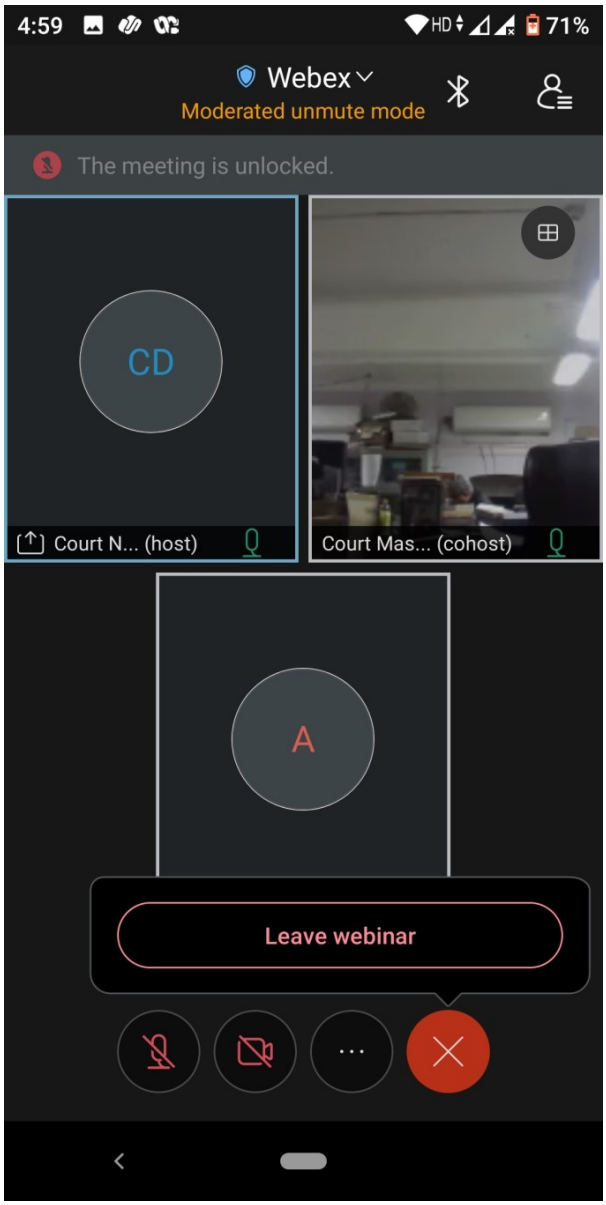


To change serial no of your case in your name, tap "…" (More). Then click on "Advanced" and thereafter click on "Settings".

Please click on edit button as shown above.



Now you may edit the serial number or your name as per requirements and then rejoin the Webinar after leaving Current Webinar.



Attendee may leave the Court Room by clicking on "X"/ RED button.

Thank you.