

HIGH COURT OF MADHYA PRADESH, JABALPUR

// STANDARD OPERATING PROCEDURE (S.O.P.) //
(FOR HYBRID SYSTEM OF PHYSICAL / VIRTUAL HEARING OF THE CASES)

No. 23 /PR(J)/2021

Jabalpur, Dated 11/02/2021

Keeping in view the present situation of the Covid-19 Pandemic in the State of Madhya Pradesh, Hon'ble the Chief Justice, High Court of Madhya Pradesh, upon consideration of the recommendations of the Hon'ble Special Committee of this High Court and after due deliberations with the Bar Associations, has been pleased to issue this **Standard Operating Procedure (S.O.P.) (For Hybrid System of Physical / Virtual Hearing of the Cases)** for the High Court of Madhya Pradesh at Principal Seat Jabalpur and its Benches at Indore & Gwalior. This Standard Operating Procedure (S.O.P.) will be in supersession of earlier Standard Operating Procedures (S.O.Ps.) dated 20/11/2020 and 15/01/2021; and will be in addition to the Video Conferencing & E-filing Guidelines published on 15-16/04/2020 and other circulars issues in this regard from time to time; and will come into force **w.e.f. 15/02/2021 (Monday)**, as under:-

- (1) The hearing of the cases, in which applications for urgent hearing are filed, will commence at Principal Seat Jabalpur and Benches at Indore and Gwalior, by default, through physical mode w.e.f. 15/02/2021 (Monday), whereas, virtual hearing shall be conducted only upon the request of the concerned Advocate / Petitioner-in-person.
- (2) Advocates who are above 65 years, in specific, and other Advocates/ Petitioners-in-person may appear through virtual mode on the basis of advance intimation given to the Registry, as specified hereinbelow.



- (3) Cause List for Monday will be published on the website one day prior to last working day of the previous week. The request for virtual hearing of the cases, to be listed on Monday, should be submitted through the tab '**Request for Virtual Hearing**', provided in the cause list, till 02:30 pm on the last working day of the previous week.
- (4) Cause List for remaining Court working days (Tuesday to Friday & Court working Saturday) will be published on the website on the last working day of the previous week. The request for virtual hearing of the cases, to be listed on above days, should be submitted through the tab '**Request for Virtual Hearing**', provided in the cause list, till 02:30 pm one day prior to the day of listing of the cases.
- (5) In fresh cases, filed through physical mode, Advocates/Petitioners-in-person, at the time of filing, may submit their request for hearing through virtual mode mentioning the same in the "Index" page of the case.
- (6) In fresh cases, filed through "e-filing" mode, Advocates/Petitioners-in-person, at the time of filing, may submit their request for hearing through virtual mode through the tab 'Request for Virtual Hearing', provided in the "e-filing" software.
- (7) If there are more than one Advocate in a particular case, then one may appear physically and other may appear by virtual mode, subject to submission of request as above. The mode of hearing will not be changed on the date of hearing.
- (8) Physical final hearing of the cases will be conducted ordinarily on every Thursday. Only final hearing of Writ Appeals, Writ Petitions, Criminal Appeals and Civil Appeals will be conducted. Preference will be given to those Criminal Appeals, in which appellants / accused persons are in jail.



- (9) Ordinarily, the cause list for each Court, conducting final hearing, will not exceed more than 10 cases per Court, per day. The cases will be listed in chronological order from oldest to newer.
- (10) For including the case in the final hearing cause list, parties or their advocates will be required to submit an application in the prescribed format (enclosed with this SOP). Copy of the application shall be served by the parties or their advocates to all concerned / contesting parties or their advocates, in advance.
- (11) The written consent of all the concerned / contesting parties or their advocates is necessary for listing the case for final hearing. In absence of consent of any party or their advocate, the case shall not be listed for final hearing.
- (12) Applications for Final Hearing, in the prescribed format, may be filed either through e-filing software or by physical mode, till 05:00 PM on the last working day of the previous week.
- (13) For submitting such applications through e-filing, a tab '**Special Tab For Final Hearing**' has been provided in the e-filing software. Applications for final hearing will be submitted only through this special tab. Such applications, if submitted through regular e-filing mode will not be entertained.
- (14) The office of the Advocate General shall ensure smooth functioning of physical / virtual hearing mode by deputing adequate number of Government Advocates / Panel Lawyers in the Courts.
- (15) E-mentioning for urgent listing of matters will continue via 'Jitsi Video Conferencing Platform' as per the Arrangements/S.O.P. issued earlier in this regard. Only such Mention request, made between 10:30 AM to 01:00 PM, will be entertained, in which specific reasons for urgency, in brief, are assigned in the chat box.



- (16) There shall be a common entry for the Advocates/Petitioner-in-Persons /Registered Clerks, from specified gates, after thermal screening for detecting body temperature and other screening, if required. Advocates are requested to enter High Court premises only when their cases are listed in any of the Courts.
- (17) Specified entry and exit gates will be notified separately for Principal Seat Jabalpur and Benches at Indore and Gwalior. Display boards shall be functional for the convenience of all concerned.
- (18) Since physical filing has commenced from 08/02/2021, therefore, Advocates/Petitioners-in-person/Registered Clerks can approach Presentation Center/Filing Counters for physical filing and removal of defaults. However, no person shall approach other sections or offices of the High Court.
- (19) As per Notice dated 05/02/2021, Advocates/Petitioners-in-person/Registered Clerks may file cases in physical form at the 06 Filing Counters opened at Principal Seat Jabalpur and 03 Filing Counters opened each at Indore & Gwalior Bench. Number of Filing Counters may be extended as per requirement.
- (20) Wearing of gowns by the Advocates appearing before the High Court shall be optional. However, it shall be necessary for the Advocates to wear the Coat and the Band.
- (21) The High Court Bar Association at Principal Seat Jabalpur and Benches at Indore & Gwalior may open their Bar Halls/Offices by strictly adhering to the norms of Covid-19 Protocol and as per the guidelines issued from time to time by the Central Government / State Government and High Court of Madhya Pradesh regarding prevention from Coronavirus (Covid-19).



- (22) No litigant/person would be permitted to enter in the High Court Premises unless there is a specific direction by the Hon'ble Court. In case the presence of a litigant is directed by the Hon'ble Court, then such litigant shall produce copy of the order directing his/her presence along with an ID proof at the entry gate of the High Court.
- (23) Entry of unauthorized persons in the High Court premises is prohibited. Gathering, even in small groups, is also prohibited. Bar Associations shall render due assistance in this regard.
- (24) Keeping in view the norms of social distancing, entry of Advocates in Court Rooms shall be permitted as per the availability of space in the Court Rooms.
- (25) All the stakeholders shall use sanitization devices/wash basins for sanitizing/cleaning their hands.
- (26) Ordinarily, entry of Vehicles shall not be permitted inside the High Court Premises.
- (27) Adherence to all the Guidelines/Instructions, such as undergoing thermal scanning, maintaining social distancing, wearing of mask, proper sanitization etc., issued time to time by the Central Government /State Government and High Court of M.P., regarding prevention from Coronavirus (Covid-19), will be strictly followed by all concerned.

**BY ORDER OF
HON'BLE THE CHIEF JUSTICE**



**(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL**

IN THE HIGH COURT OF MADHYA PRADESH
PRINCIPAL SEAT AT JABALPUR / BENCH AT INDORE / BENCH AT GWALIOR

Case No: _____ / _____

Petitioner(s)/ Appellant(s) : _____

Vs.

Respondent(s) : _____

Application for submitting consent of all the concerned/contesting parties or their advocates for Physical Final Hearing of the case

In the light of Standard Operating Procedure (SOP) dated 11/02/2021 (for physical final hearing of the cases, on Thursdays, on the basis of written consent), the undersigned declares and submits as under:

1. As per Court order dated ___/___/_____ the matter falls under Final Hearing stage.
2. Reasons for urgency for physical final hearing of the matter: _____
_____.
3. Undersigned has obtained written consent of all the concerned/contesting parties or their advocates for physical final hearing of the matter. The same is enclosed with this application.
4. Undersigned undertakes that advance copy of this application has been supplied to the counsel for respondent(s) / petitioner(s).

PRAYER

The matter may kindly be listed for Physical Final Hearing on the basis of written consent given by all the parties or their advocates in this regard.

Signature: _____

Name: _____

Mobile No. _____

Counsel for Petitioner(s)/Respondent(s) No. _____

Enrollment No. _____

Signatures for consent:

1. Sign. _____ Name: _____ Mobile No. _____ (Counsel for Respondent(s)No. __ / Petitioner(s) Enrollment No. _____	2. Sign. _____ Name: _____ Mobile No. _____ (Counsel for Respondent(s)No. __ / Petitioner(s) Enrollment No. _____	3. Sign. _____ Name: _____ Mobile No. _____ (Counsel for Respondent(s)No. __ / Petitioner(s) Enrollment No. _____
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