

ANNEXURE - A

Standard Operating Procedure (SOP) for resumption of **physical hearing** at the **Principal Seat, High Court of Bombay** with effect from **11th January 2021** :

- 1) The Courts taking up matters through physical mode will not entertain any matter through virtual mode. Request for virtual hearing of any matter may therefore not be made.
- 2) The Advocates / Parties-in-person shall mention their matter only by filing Praecipe through e-mail on the designated e-mail ID of the concerned Court.).
- 3) Mentioning for circulation of the matter will not be allowed in the Court.
- 4) In case of fresh matter, the Advocate / Party-in-person shall first file the matter with filing department, get stamp/lodging number and then move the Praecipe by mentioning said stamp/lodging number on it and setting out the urgency.
- 5) In case of mentioning a matter which has been filed after lockdown, the date of filing original papers be mentioned on the Praecipe.
- 6) The Advocates / Parties-in-person shall forward only the Praecipe for mentioning the matter. They shall not forward soft copy of the matter along with the Praecipe.
- 7) No Praecipe without mentioning number of the matter will be entertained.
- 8) The Advocate / Party-in-person shall also serve the Praecipe on the other side.
- 9) All Praecipos should be sent 48 hours (excluding holidays) in advance before proposed listing of the matter. Praecipos received after stipulated time will not be responded to or will not be placed before the Hon'ble Judge. If, the matter is not listed, it is deemed that the Bench has declined for circulation of the matter.
- 10) The daily cause list for the Courts hearing matters through physical mode may not exceed 50 cases.
- 11) The Court working hours will be 11.00 a.m. to 1.30. p.m. and 2.30 p.m. to 4.30 p.m.
- 12) To observe strict norms of social distancing entry into the Court Room for the purpose of attending physical hearings shall stand restricted to :
 - i) One Advocate per party whose Vakalatnama is on record or who has been duly authorized and whose case is listed for hearing on Board of concerned Court.

- ii) Senior Counsel / ongoing counsel engaged by any such Advocate.
- iii) Registered clerk only for limited purpose of delivering heavy and bulky case files of such Advocates at the designated point.
- iv) Party-in-person, where such party is pursuing the case without any legal assistance.
- v) Entry in the Court Room shall be permitted to those Advocates / Party-in-person whose matter is called out for hearing and also for the Advocates whose matter is immediate next subject to availability of space.
- vi) Rest of the Advocates may wait outside the Court Room / Bar Room, while maintaining social distancing norms.
- vii) The Display Boards shall be functional for their information and convenience.
- viii) Strict adherence to social distancing norms inside the Court room shall be followed by all concerned.

- 13) Advocates should discourage their clients from attending Courts, unless their presence is absolutely required.
- 14) The following mandatory norms to be followed by all the concerned who are permitted to enter the Court premises / Court Room :
 - i) Wearing of mask at all times, even during arguments in Courts.
 - ii) The lawyers appearing in the Court would be required to appear in the usual Court attire.
 - iii) Adherence to all the directions / guidelines / SOPs / Advisories issued by the Government of India and the State Government in respect of COVID-19 protocol.

GENERAL INSTRUCTIONS

(A) Entry and Exit Points :

- a) Advocates may be accompanied by maximum one colleague and an authorized clerk, if any, in person with proper proof of identification would be permitted to enter the Court premises from the designated entry point i.e. Gate No.4 (behind HSBC Bank Building). The exit point for them shall be Gate No.3 (University side Gate).
- b) The entry and exit for Court staff and police personnel in the Court premises shall be through the Gate No.4 (behind HSBC Bank Building) and Gate No.5 (CTO Building side Gate). The litigants specially permitted shall enter through Gate No.4 (behind HSBC Bank Building) and the exit point for them shall be Gate No.3 (University side Gate).

- c) The entry and exit for Registry members and office cars shall be from Gate No.6 (PWD Building).
- d) Every person entering the Court premises shall mandatorily wear face mask at all the time and follow the recent SOP issued by MOH/State Government, staff of the court shall use sanitiser and mask as indicated in the health advisories already issued by the MOH/State Government. The social distancing shall be the rule for all movements in the Court Premises including at the entry points.

(B) PHYSICAL FILING :

- (a) Physical (i.e. paper based) filings of all categories of Appellate and Original Side matters will be started with effect from 1st December 2020.
- (b) A special filing counter has been set up at Ground Floor, Annexe Building.
- (c) Filing counter timings shall be 10:00 a.m. to 3.00 p.m. on all working days.
- (d) One Advocate/firm/party in person may file a maximum of two matters at a time irrespective of category.
- (e) Only proceedings duly signed by the petitioner/plaintiff/applicant and the Advocate concerned, and properly affirmed or notarised with proper court fees challan shall be accepted as per the regular practice of lodging prior to lockdown.
- (f) All matters filed in hard copy / physical form will be kept separately in a box for at least 24 hours. Only thereafter the Registry will take up the matters for scrutiny and lodging/filing numbers shall be given to the matters as per the regular procedure. These numbers will be intimated by SMS.
- (g) The following mandatory norms to be followed at the time of filing by all the concerned :
- i) Wearing of mask all the times.
 - ii) Maintain Social Distance all the times.
 - iii) Adherence to all the directions / guidelines / SOPs / Advisories issued by the Government of India and the State Government in respect of COVID-19 Protocol.

By Order,

Sd/-

Date : 7th January, 2021

REGISTRAR GENERAL
High Court, Bombay