

## HIGH COURT OF KERALA

### **Guidelines/Procedure for Video Conferencing**

(Attachment to the Notification No: A1-9763/2020 dated 13.04.2020)

Through its order dated 06.04.2020 in Suo Motu Writ (Civil) No. 5/2020, the Supreme Court of India has invoked the power under Art.142 of the Constitution to authorise all High Courts to adopt measures required to ensure the robust functioning of the judicial system through the use of video conferencing technologies. In keeping with the spirit of the said directions, and in supercession of all earlier instructions issued in this regard, the following procedure is prescribed for the filing and disposal of cases through Video Conferencing.

#### **General instructions:**

1. Participants at the Video Conference would need to download the required app, on to the device that they plan to use for video conferencing.
2. Inasmuch as these are court proceedings, the participants would also have to adhere to the prescribed dress code while attending the Video Conference. The participants shall also refrain from using any recording device to record the proceedings during the Video Conference.

#### **Filing Procedure:**

3. (a) All petitions, applications, appeals, revisions etc shall be sent to the Registry in the manner prescribed hereafter with copy to the State Government or Central Government wherever applicable in the email address given below, with a memo as contemplated in Section 8 of the Kerala High Court Act, 1958, stating reasons for the urgent hearing. All requirements as prescribed shall be strictly followed while sending the matter through email.

Sl No	Court	Subject	Case Filing email id	AG/PP email	CGC email
1	Division Bench	DB Matters Urgent	vacdbfile.hc-ker@kerala.gov.in	dbcases2ago@gmail.com	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:krraj1970@gmail.com">krraj1970@gmail.com</a>
2	Bail Application	Bail Application	vacbailfile.hc-ker@kerala.gov.in	bacases2ago@gmail.com	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:krraj1970@gmail.com">krraj1970@gmail.com</a>

3	Civil & Criminal	Civil & Criminal	vaccivcrfile.hc-ker@kerala.gov.in	sbcivilcriminalmatters2ago@gmail.com	<a href="mailto:jaishankar.cgc@gmail.com">jaishankar.cgc@gmail.com</a> & <a href="mailto:krraj1970@gmail.com">krraj1970@gmail.com</a>
4	Writ Petition	Writ Petition	vacwpcasefile.hc-ker@kerala.gov.in	writpetitions2ago@gmail.com	<a href="mailto:jaishankar.cgc@gmail.com">jaishankar.cgc@gmail.com</a> & <a href="mailto:krraj1970@gmail.com">krraj1970@gmail.com</a>

(b) The email as above shall be sent **after 9 A.M and before 12 noon** on all working days from Monday to Friday. Any case filed **before 9 A.M. and after 12 noon** on working days will not be entertained by the Registry and for all practical purposes it would stand discarded.

4. While sending the matter as above, the procedure indicated below shall be followed, failing which the Registry will treat the case as defective.

(a) An undertaking shall be given by the Counsel to the effect that he will produce the physical copies of the documents, along with necessary fees and charges applicable, when the court registry resumes its normal functioning, within the time limit notified by the Registry for the purpose.

(b) All petitions and annexure/exhibits shall be sent as a single **PDF document**. Additionally, the head note in the format given below, shall be separately sent as a **Word document**. The PDF document containing the entire pleadings, and the word document containing the head note, shall be sent in a **single email**. Multiple emails will not be accepted.

(c) The Counsel shall also fill up the details of the individual case in the format given below in soft copy (A4 size paper) and forward the same to the Registry in word/ open-office/rich text format.

**FORMAT**

**For Bail Application:**

B.A. No. .... OF 2020

(CRIME NO.....OF 2020 OF .....POLICE STATION,  
.....DISTRICT)

Petitioners/Accused Nos.....

1. (Name and address)
2. (Name and address)
3. (Name and address):

By Adv. Sri.....

Respondents/complainants:

1. State of Kerala, Represented by the Public Prosecutor,  
High Court of Kerala, Ernakulam, Kochi-682 031.
2. The Sub Inspector of Police, xxxxxxxxxxxx

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**For Writ Petition:**

W.P(C) No. .... OF 2020

Petitioner/PETITIONERS Nos.....

1. (Name and address) :
2. :

3. :

By Adv. Sri.....

Respondent/Respondents::

1. State of Kerala, Represented by the Government Pleader, High Court of Kerala, Ernakulam, Kochi-682 031.
2. xxxxxxxxxxxxxxx

#### APPENDIX

Exts.1:

Exts.2:

#### **5. Grievance Cell:**

Dedicated helpline No: **9562424455** will be available for responding to any grievance, from 10 A.M. to 4 P.M. on all working days.

**Email : [urgenthearinghck@gmail.com](mailto:urgenthearinghck@gmail.com)**

## **APPENDIX I to the Guidelines/Procedure for Video Conferencing**

### **VIDEO-CONFERENCING ETIQUETTE**

- As the Video Conference hearing is an alternative to the regular court hearing, participants should ensure that the same decorum is maintained in the virtual courtroom as well.
- The participants must be appropriately dressed, and where there is a prescribed dress code, it must be scrupulously adhered to.
- Before logging into the virtual court, test the microphone and the webcam that is going to be used for the virtual hearing. Testing these gadgets during the hearing can cause a disturbance to others in the court hall.
- While logging into the virtual court hall, the microphone must be muted so as to filter out any unwanted sounds from the participants' surroundings. The microphone shall also be put on mute whenever the participant does not need to speak at the hearing.
- The participant shall ensure that he is in a room that is free from disturbance caused by sound or from people passing by. The background of the room must also be plain/sober so as to ensure visual clarity at the time of the virtual hearing.
- Participants shall also refrain from tinkering with the mouse or keyboard of a computer that is used for the Video Conference, and also avoid keeping a cell phone in close proximity to the computer.
- No person is allowed to record Court proceedings or take photographs of the proceedings. Strict action would be taken if any Court proceedings published or shared without the written permission from the registry.
- The participants are requested to enter the video conference before the commencement of the court proceedings to avoid technical interference with the proceeding. Once Session of the participant is over, he or she shall mute the mike and stop the broadcasting his or her video. The participants also ensure adequate power supply maintained for their devices throughout the proceedings.

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