

## ***Appendix F***

### *Standard Operating Procedure issued on behalf of the High Court for hybrid hearing*

#### **THE HIGH COURT OF ORISSA, CUTTACK**

In pursuance to the resolution of the Hon'ble Court dated 28.01.2021, the following Standard Operating Procedure for hearing of cases through hybrid arrangement, i.e., through both virtual and physical modes are framed.

#### **STANDARD OPERATING PROCEDURE FOR HEARING OF CASES THROUGH HYBRID ARRANGMENT IN THE HIGH COURT OF ORISSA WITH EFFECT FROM 15.02.2021**

##### **1. EXERCISE OF OPTION**

- (i) Hearing of the matters shall be permitted through both physical and virtual modes.
- (ii) The parties through their learned counsel or where appearing in person, may opt to appear before the Bench either physically or through video conferencing. Hearing may be accordingly conducted simultaneously through physical appearance and virtual mode depending on the choice exercised by the parties and the learned counsel in a given case. If no such option is exercised, it will be deemed that the lawyer/party in person shall appear in virtual mode.
- (iii) While appearing in virtual mode, lawyers/parties in person will observe basic etiquette consistent with the dignity of the Court.
- (iv) If a party or learned counsel is desirous of appearing through virtual mode from a remote location before a particular Bench then an intimation to that effect along with the name, item number, case details etc. shall be sent to the Court Master concerned by a separate phone number, to be supplied later between 8.00 p.m. to 10.00 p.m. of the previous date of hearing of the case. The mobile number of the Court Masters shall be published in the cause list along with the links.
- (v) All cases shall ordinarily be taken up as per their turn in the cause-list.
- (vi) Parties in Person as well as Advocates who have opted to appear through virtual mode, shall watch the website of the Court's Display Board at [www.ohcdb.in](http://www.ohcdb.in) as has been done during full-fledged virtual hearing and join the hearing at least two items before their turn is reached in a particular slot.

##### **2. PHYSICAL HEARING**

- (i) Entry/Exit to the Advocates/Clerk and/or party in person shall be permitted only on showing their identity card or pass issued by the High Court/High Court Bar Association/ Odisha State Bar Council or, in case of a party in person any other accepted Identity card.

- (ii) After entering into the High Court Building, the Advocates/Party in person would proceed to the designated waiting areas of the concerned Courts, as earmarked by the Registry and wait for their turn to enter the concerned court rooms where physical hearing of their case(s) is to be taken up.
- (iii) Only one advocate and his clerk shall be permitted for one party. Designated senior counsel shall be accompanied by only one assisting counsel.
- (iv) The Advocate Clerk accompanied by the Advocate shall be allowed entry into the Court for the limited purpose of delivering bulky case files up to the earmarked waiting areas outside/nearby the concerned court room and place the same on the tables/racks/shelves. Such Advocate Clerks shall leave the court room immediately thereafter and shall enter again only to re-collect the same. The learned Advocates are advised to allow their clerks to accompany them only in case the files/record is bulky.
- (v) Crowding/gathering in the corridors shall be avoided.
- (vi) Advocates/Party in person will ensure that they enter the Court premises only for arguing their cases and shall leave the Court premises as soon as the hearing for the day is over.
- (vii) Litigants and parties who are represented by an Advocate, shall only be allowed to enter the court room only where their personal appearance is required by virtue of a Court order.
- (viii) Advocates appearing in more than one case may wait at the designated waiting area for appearing in the next case and ensure that no crowding takes place in the corridor.

### **3. OTHER ARRANGEMENTS**

- (i) Acrylic/glass/polycarbonate partitions have been installed between the dais and the lawyer's gallery as well as between arguing counsel of opposite side.
- (ii) The Hand sanitizers installed shall be used by Advocates/Parties in person before entering and after exiting the court room.
- (iii) As per seating is concerned, social distancing norms shall be observed both inside and outside the court room.
- (iv) At any given time, lawyer/parties in person in five cases shall remain in the court room, when the next four cases in the list exhausted for mentioning of matter before a Bench in physical mode, lawyers should stand in a queue and follow social distancing norms. Not more than five advocates shall be allowed in the Court Hall for the purpose of mentioning at a time, which shall be short and specific.

#### 4. GENERAL PREVENTIVE MEASURES

- (i) All persons in the High Court premises shall wear face masks at all times.
- (ii) Respiratory etiquettes be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- (iii) Spitting of pan/gutkha/tambakhu etc. shall be strictly prohibited.
- (iv) The seating/standing capacity in the canteen/cafeteria/eating places shall be restricted to half of the present capacity; further the rules of social distancing shall be followed.
- (v) There shall be strict adherence to all the directions/ guidelines/SOPs/advisories relating to COVID-19 issued by the Government and health authorities from time to time.

*NOTE:* This Standard Operating Procedures (SOP) shall be subject to further modification, from time to time as may be required.

BY ORDER OF THE CHIEF JUSTICE  
REGISTRAR  
GENERAL