

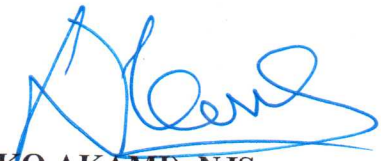
THE GAUHATI HIGH COURT  
(HIGH COURT OF ASSAM:NAGALAND:MIZORAM & ARUNACHAL PRADESH)  
KOHIMA BENCH

NOTIFICATION

Dated Kohima, the 4<sup>th</sup> June, 2020.

No. HC(K)7/06/J-I/\_\_\_\_\_/:: It is hereby informed to all concerned for adherence to the below mentioned guidelines:-


1. Every filing/registration of petition, affidavits, etc. is done well in ahead of time. Document of any kind presented in the filing section at eleventh hour in respect of a case already reflected in the Daily Cause List will not be accepted, but will only be processed in usual course of time.
2. Citation memos etc. if any, for the immediate case should also be presented at least one hour ahead of hearing.
3. Since the cases are taken up through virtual court, concerned learned counsel(s) are directed to adhere to video conference SOP and do the testing one day ahead of the hearing date. Annexed here below are the **Notification dated Guwahati, the 15<sup>th</sup> April, 2020 and the Standard Operating Procedure (SOP)**. Those learned counsel(s) intended to joint video conferencing facility from their homes may avail registration. Contacts be made to the Programmer (9612904628) and the Systems Officer (9774415996) of the Registry. No eleventh hour request will be entertained for joining video conference from home.
4. Application(s) for certified copy and delivery should be routed only through the designated counter.
5. Learned counsels are advised to have limited number of colleagues for court appearance in order to maintain proper norms of social distancing.

  
(NEIKO AKAMI), NJS  
Registrar

Gauhati High Court Kohima Bench

Memo No.HC(K)7/06/J-I/ 443-454 / Dated Kohima, the 4<sup>th</sup> June, 2020.  
Copy to:-

1. The President, Nagaland Bar Association, Dimapur/ Dimapur Bar Association, Dimapur/ Kohima Bar Association, Kohima/ Mokokchung Bar Association, Mokokchung/ High Court Bar Association, Kohima.
2. The Sr. Addl. Advocate General, Nagaland, Kohima.
3. The Addl. Advocate General, Nagaland, Kohima.
4. The Deputy Registrar, (Judicial)/ (Admn.) Kohima Bench.
5. The Assistant Registrar (Judicial)/ (Admn.) Kohima Bench.
6. The Administrative Officer (J) Filing/ Bench/ Establishment/ Accounts Sections, Kohima Bench.
7. The Programmer/Systems Officer, Kohima Bench with a request to upload the above mentioned Notification in the website.
8. Notice Board.



(NEIKO AKAMI), NJS  
Registrar  
Gauhati High Court Kohima Bench



## STANDARD OPERATING PROCEDURE[SOP] FOR THE LEARNED ADVOCATES FOR VIDEO CONFERENCING HEARING

The following Standard Operating Procedure (SOP) is issued to detail the guidelines, in support of Notification dated 15-04-2020, issued by the Gauhati High Court for hearing cases through video-conferencing:

- a) Once a case is listed for hearing, the Registry may call any Ld. counsel and require to test the device or its connectivity, and every Ld. counsel is required/requested to cooperate with such staff/official and abide by the instructions given, so that the hearing by Video-conference may be smoothly conducted.
- b) Upon joining to the virtual Court room, the arguing counsel shall introduce to the Hon'ble Bench and shall thereafter wait for further instructions.
- c) On being asked, Learned counsel may make submissions and after completion of the same shall immediately mute the MIC of his device.
- d) Ld. Counsel of both parties shall invariably keep their MIC on 'mute' at all times, except when the Hon'ble Bench requires them to make submission(s); thus, when one Ld. Counsel is making submissions, it is imperative that all other participants shall keep their respective MIC **muted** failing which the possibility of MIC catching audio feed from the speakers and creating 'echo/noise disturbance' would become very high and may disturb the proceedings.
- e) Simultaneous submissions by more than one Ld. counsel at any given time should be avoided and each Ld. Counsel may indicate requirement to speak/submit by asking for permission from Hon'ble Bench, **by raising a hand**. Once permitted by the Hon'ble Bench, the Ld. counsel shall first 'unmute' the MIC and thereafter make submissions.
- f) Hearing through video-conferencing means participating in **COURT PROCEEDINGS**, hence it is expected that Ld. Counsel of both the parties to be appropriately dressed as expected for appearance before a court and that they would not resort to any indecorous conduct or comment; further, Ld. counsel for the parties are required to ensure that the proceedings by video conference are neither recorded/stored nor broadcast, in any manner whatsoever, as **recording/copying/storing and/or broadcasting, by any means**, of the hearings and proceedings before the Hon'ble High Court are **expressly prohibited**;
- g) Ld. Counsel of both the parties are required to **stay online till Hon'ble Bench concludes** the hearing of their matter. After conclusion of the case the parties are required to disconnect the connection immediately.



THE GAUHATI HIGH COURT  
(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM & ARUNACHAL PRADESH)  
**KOHIMA BENCH**

**NOTIFICATION**

Dated Kohima, the 17<sup>th</sup> April, 2020.

NO.HC(K)13/2012/Estt/ 641 / ::: In pursuance to Notification dated 15.04.2020 issued by the Principal Seat of Gauhati High Court and for regulating the functioning of limited Court at Kohima Bench w. e. f. 20 04.2020 during the national lockdown, the following officers are appointed as Nodal Officers.

1. Shri E. L. Watty, Deputy Registrar (Judicial) - 9436010054
2. Shri Francis Sote, Systems Officer - 9774415996
3. Shri Amento Asumi, Programmer - 9612904628

The following e-mail id has been created for sending and receiving requests for urgent hearing of matters.

**For all types of cases : regghckohima@gmail.com**

The learned Counsels are required to give intimation to the Computer Cell, 3 (three) working days prior to the proposed hearing to anyone of the Nodal Officers. The learned Counsels should submit cogent reasons for such urgent listing of matters via e-mail in the format **Annexure I** prescribed herewith and the same shall be placed before the concerned Hon'ble Judge holding a particular roster on a given date. If the Hon'ble Judge is of the view that the matter is of urgent nature, the same shall be listed before the Court as per the process mentioned in Notification dated 15.04.2020.

SD/-

**(NEIKO AKAMI), NJS**

Registrar

Gauhati High Court Kohima Bench

Memo No.HC(K)13/2012/Estt/ 641-648 / Dated Kohima, the 17<sup>th</sup> April, 2020.

Copy to:-

1. The Registrar General, Gauhati High Court, Guwahati-1, for information.
2. The Private Secretary to Hon'ble Mr. Justice S. Serto for his Lordship's information.
3. The Private Secretary to Hon'ble Mr. Justice S. Hukato Swu for his Lordship's information.
4. All Officers of Kohima Bench
5. The President, Bar Association, High Court, Kohima, Dimapur and Mokokchung.
6. Shri E.L. Watty, Deputy Registrar (J) for information and necessary action.
7. Shri Francis Sote, Systems Officer for information and necessary action.
8. Shri Amento Asumi, Programmer for information and necessary action.

  
**(K. ADANI LOLI)**  
Joint Registrar

Gauhati High Court Kohima Bench



**THE GAUHAT HIGH COURT**  
**(HIGH COURT OF ASSAM; NAGALAND; MIZORAM AND ARUNACHAL PRADESH)**

**NOTIFICATION**  
*Dated Guwahati the 15<sup>th</sup> April, 2020*

Whereas Hon'ble the Chief Justice has been pleased to issue directions vide Notification No. 18 dated 24<sup>th</sup> March, 2020, regulating Court working of the Gauhati High Court in the Principal Seat at Guwahati as well in the outlying Benches and also the subordinate Courts in the States of Assam, Nagaland, Mizoram and Arunachal Pradesh, for avoidance of mass gatherings or postponement of mass gatherings till Novel Coronal Virus (COVID 19) disease spread is contained;

And whereas such regulation of court functioning was extended till 19<sup>th</sup> April, 2020 vide order dated 2<sup>nd</sup> April, 2020 in view of the national lockdown announced by the Government of India till 14<sup>th</sup> April, 2020.

And whereas the national lockdown has been further extended till 3<sup>rd</sup> May, 2020. The limited Court functioning is to resume from 20<sup>th</sup> April, 2020.

Now in terms of the aforesaid Notifications and in view of change in circumstances, Hon'ble the Chief Justice has been pleased to issue the following directions:-


1) In the Principal Seat at Guwahati only the cases of urgent nature will be taken up in the Court rooms equipped with video conferencing facilities, so as to maintain social distancing between the learned Advocates and the Hon'ble Judges.

In the High Court complex separate facility has been arranged from where learned Advocates can make their submission. The Hon'ble Judges shall sit at remote locations.

2. (a) In case any learned Advocate desires to conduct his/her case from his/her residence/office in the Principal Seat, Guwahati, he/she will be required to observe the protocol detailed hereinbelow.

(b) In cases such as specified in para 2(a) above, the learned Advocate must have internet connection with bandwidth not less than 5 Mbps.

(c) Learned Advocate shall be required to download "VidyoMobile" (for mobile phone user) from Play Store or App Store; or "VidyoDesktop" (for desktop or laptop user) from the

  
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URL <http://ecourtvc.nic.in/download.html?lang=en> for the purpose of availing the facility of videoconferencing.

(d) The learned counsel shall be required to give intimation to the Computer Cell 3 (three) working days before proposed hearing on any of the following mobile numbers:

Sri Prakash Sarma, Project Manager : 94351-18497  
Sri Mukul Bhattacharjee, Systems Analyst : 98540-31670  
Sri Bikash Kr. Sarma, Programmer : 99541-07107

(e) In respect of outlying Benches in the States of Nagaland, Mizoram and Arunachal Pradesh, respective Registrars are directed to publish notifications regarding Nodal Officers with their contact numbers.

(f) The Computer Cell of the Gauhati High Court, on receipt of such intimation, will provide a set of user name and password to the concerned Advocate to get connected to the concerned Court room on the date of hearing.

(g) A link shall be sent to the concerned learned Advocate by the Registry immediately before the time of hearing of the case and the concerned Advocate shall join the video conferencing facility using 'VidyoDesktop'/'VidyoMobile' Application.


A time slot shall be allotted against each such case during which the learned Advocate shall have to conclude the arguments.

(h) The following e-mail i/ds have been created for sending and receiving the request for urgent hearing of the matters. Learned Advocates shall request with cogent reasons for such urgent listing of the matters via e-mail in the format **Annexure-A** prescribed herewith, and the same shall be placed before the concerned Hon'ble Judge holding a particular roster on a given date. Once the Hon'ble Judge is of the view that the matter is of urgent nature, the same shall be listed before the Court, via the process above detailed.

**For civil cases** : **urgentcivil.ghc@gmail.com**

**For criminal cases** : **urgentcriminal.ghc@gmail.com**

**For writ petitions &  
Other matters** : **urgentwrit.ghc@gmail.com**

  
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(i) In respect of outlying Benches in the States of Nagaland, Mizoram and Arunachal Pradesh, respective Registrars are directed to create similar e-mail i/ds and publish notifications to that effect.

3) Cases are to be filed in the manner as already in vogue. The Index of each case is required to clearly give the nature of document, page numbers etc. The petition is required to be sequentially page numbered.

Soft copies/legible scanned copies of the petitions along with all the annexures in pdf form shall be submitted in a pen drive, along with the hard copy of the petitions thus filed.

After transferring the data from the pen drive by the Filing Section, the same shall be returned to the concerned learned Advocate.

4) The data in the pen drive must be exact replica of the original petition and any deviation therefrom shall be viewed seriously.

The concerned Advocate shall submit a certificate stating that the data available in the pen drive is the exact replica of the original petition.

5) All District Courts in the States of Assam, Nagaland, Mizoram and Arunachal Pradesh working under the jurisdiction of the Gauhati High Court are hereby directed to make necessary arrangements of videoconferencing facility in the similar manner as envisaged in this Notification, and take up urgent matters through videoconferencing.

6) The directions issued vide Notification No. 19 dated 24<sup>th</sup> March, 2020 shall stand extended till 3<sup>rd</sup> May, 2020.

  
15/4/2020  
**REGISTRAR GENERAL**

Copy forwarded to:

All concerned