

**(Guidelines for appearing through Video Conferencing from Remote Locations)**

If the learned Counsel intend to appear through Video Conferencing from their respective Homes/Offices/Any other Remote Location, they may please follow the procedure laid down below :-

1. “Jitsi Meet” Application shall be used for Video Conferencing. It works both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates / Parties-in-person are requested to install “Jitsi Meet” Application in their Mobile Phones from Android Play Store or Apple Store. If someone wants to use the application from Laptop/Desktop, URL – **<https://meet.jit.si/>** may be opened in the web browser. The users are not required to open any account in this application.
3. Advocates who intend to appear through Video Conferencing from their homes/offices are requested to submit intimation in this regard through email ID **od.hc-vc@gov.in** or **ohc.vc.courts@gmail.com** not later than 8.30 AM on the date of hearing. The e-mail may be sent to both the above IDs.
4. In such e-mail, the concerned Advocates/Parties shall intimate their preference to appear through Video Conferencing and also state the following :-
  - a. Case Number and Item Number in Cause List
  - b. Name of Advocate / Party
  - c. Party for whom appearance is sought
  - d. E-mail ID where VC related intimation shall be sent
  - e. Mobile Phone Number (preferably where **whatsapp** is installed)
5. The Advocates or Parties-in-person shall be ready with their Mobile Phones or Laptop/Desktop during the Hon’ble Court’s sitting timings. Before the scheduled time of hearing, a link for joining VC shall be sent as reply via the same e-mail ID from which the above intimation is received or the e-mail ID mentioned in 4(d) and , if necessary, through SMS to the mobile number (provided by the Counsel/Party).

6. It shall be ensured by the concerned Advocate/Party to whom the link is sent that such link for joining VC is not accessed by anyone other than him/her without prior intimation to the Court as the link is generated to join for their particular case.

7. **Ordinarily only the concerned Advocates/Party-in-Person whose cases are listed at item numbers which are immediately next to the item number being currently heard by the Bench, shall join the VC (in case they are appearing through VC from remote location).**

**e.g. No. 1 In case Advocates of Items Nos. 1 to 4 are all appearing through VC from home. Then Advocates for Item No. 1 and 2 shall join the VC five minutes prior to the commencement of Court proceeding. When Item Number 2 is taken up, Advocate/Partiies of Item No.3 shall join VC in the manner stated above, and so and so forth.**

**e.g. No.2 In case out of Item Nos. 1 to 10, only Advocates of Item Nos. 7 and 8 are appearing through VC from home, then Advocate of Item No. 7 shall join VC when Item No. 6 is taken up and that of Item No. 8 shall join when Item No. 7 is taken up.**

**8. Advocates/Parties who are going to appear through VC from their homes/offices are requested to regularly watch the Display Board website of the Hon'ble Court which is available at [www.ohcdb.in](http://www.ohcdb.in) to ascertain which Item Number is being taken up by the Bench. It is advised to keep the browser refreshed frequently while viewing this website to avoid lag in reflection of updated data in said website.**

9. Notwithstanding the above, the concerned Bench may direct as to which and how many number of participants may be joined in VC session at a time keeping in view the functionality of VC software and various related factors.

10. Advocate/Party upon joining the Video Conferencing, **may please immediately mute their microphone to avoid interruption in an ongoing case proceeding.** (This can be done by clicking on the microphone icon in the Control panel appearing at the bottom of the VC Screen. To un-mute, the same icon be clicked again.)

11. During video conferencing, the Advocates/ parties-in-person are requested to keep the screen rotation of their mobile on and to hold the mobile phone in landscape position.

12. If for any reason, Video conferencing cannot be held through “Jitsi Meet”, the case may be heard in any other method as the Bench directs including by Video call through **Whatsapp**. Therefore, it is advisable that Advocates/Parties should provide such mobile number in their request e-mail as at point no. (3) and (4) which has **Whatsapp** installed in it.

13. Robust bandwidth/network connectivity has to be ensured by the Advocate/Party in such device through which it is intended to join the Video Conferencing. It shall also be the responsibility of the Advocate/Party to arrange camera, microphone etc which are required for joining Video Conferencing.

14. It is highly important that if VC is being joined through a mobile phone then its network signal should be steady and no call should be made to / from such phone during VC session or else the connection shall get disrupted.

15. In case for any reason connection gets disconnected before the hearing of the matter is over, Advocates/Parties shall again follow the same method as stated above to rejoin the Video Conferencing.

16. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing and they should be properly dressed.

17. Only one person may speak at a time or else there will be overlapping of voices and echo shall be caused thereby disturbing the proceeding. The participant of the VC who is not interacting with the Bench should mute the microphone to avoid disturbance/overlapping of sounds.

18. As far as possible silence should be maintained in the surrounding area so that there is no noise interference while the Hon’ble Bench and the Counsel are interacting through VC.

19. If any participant of the VC shall perform any act which is either not related to the hearing or is done without the permission of the Bench then he/she may get disconnected from VC and action as directed by the Bench may be taken in the matter.

20. Recording and / or publishing or sharing of the VC proceeding is strictly prohibited.

21. The VC Helpline Numbers which shall be published in the Cause list Notice may be contacted immediately in case of any difficulty in joining the VC session of the Benches mentioned against such number.

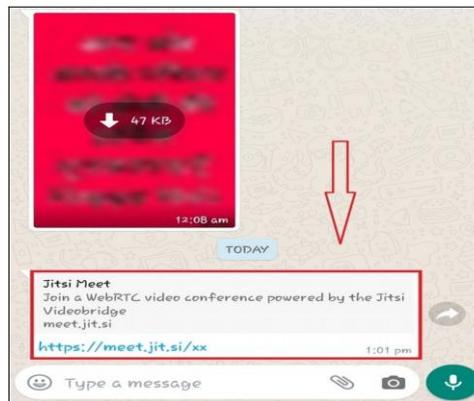
# JITSI MEET MANUAL

## Instructions for Video Conferencing

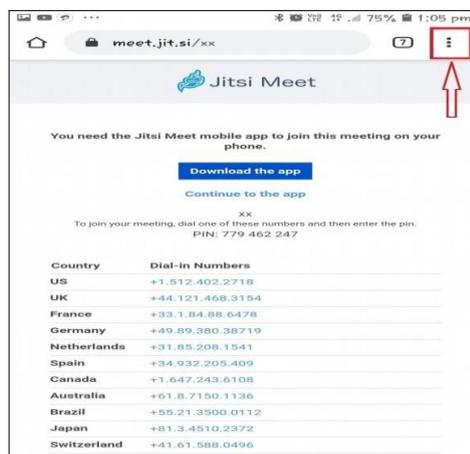
- Users will be sent a Link of meeting through SMS/WhatsApp message on mobile number provided by them well in advance
- There are two procedures for VC through Jitsi Meet, user may opt any one of these
  - A. Using Internet Browser (Latest Google Chrome) on Mobile/Laptop/PC/Desktop
  - B. Installing Jitsi Meet App on your Mobile

### A. Using Internet Browser (Latest Google Chrome)

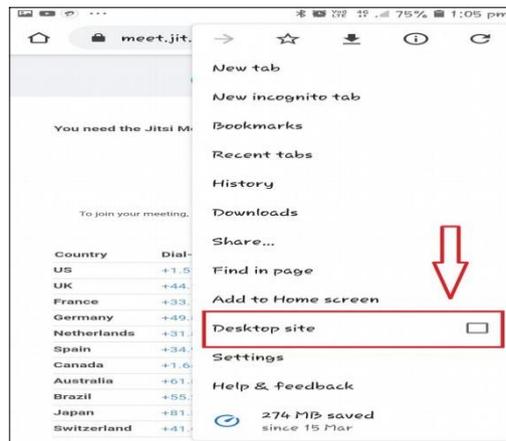
- **NOTE:-** It is advised to use latest Google Chrome Browser because meeting link might not be supported by all browsers
1. **FOR MOBILE BROWSER:** Click on the blue colored Link of meeting through SMS/ WhatsApp message on mobile number/SMS/WhatsApp



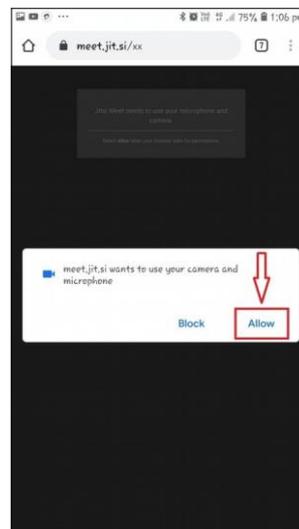
2. Soon after clicking link, it will open browser of Mobile(use Google Chrome Browser)
3. Inside your browser you will see 'options symbol' generally shown as three dots or three lines as seen in picture given below.



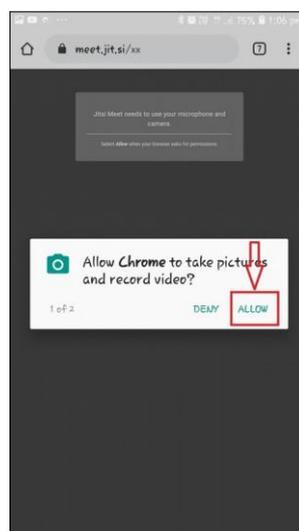
4. Click on this Options Symbol (three dots/three lines), a list will be opened containing any one option like Desktop Site, Desktop View, Desktop Version and Desktop Mode. Select this option through Check-Box Tick.



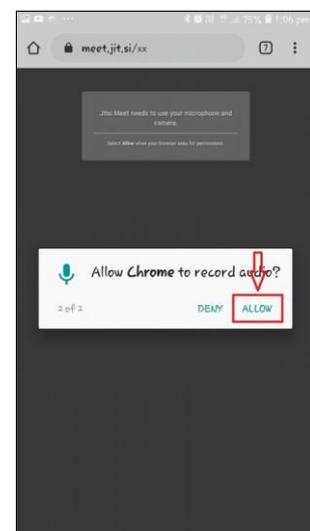
5. Soon after Choosing 'Desktop Site Option' Jitsi Meet webpage will ask permission for using Mic and Camera of your Mobile Handset. Kindly allow these permissions.



*Permission to Use Camera and Microphone*

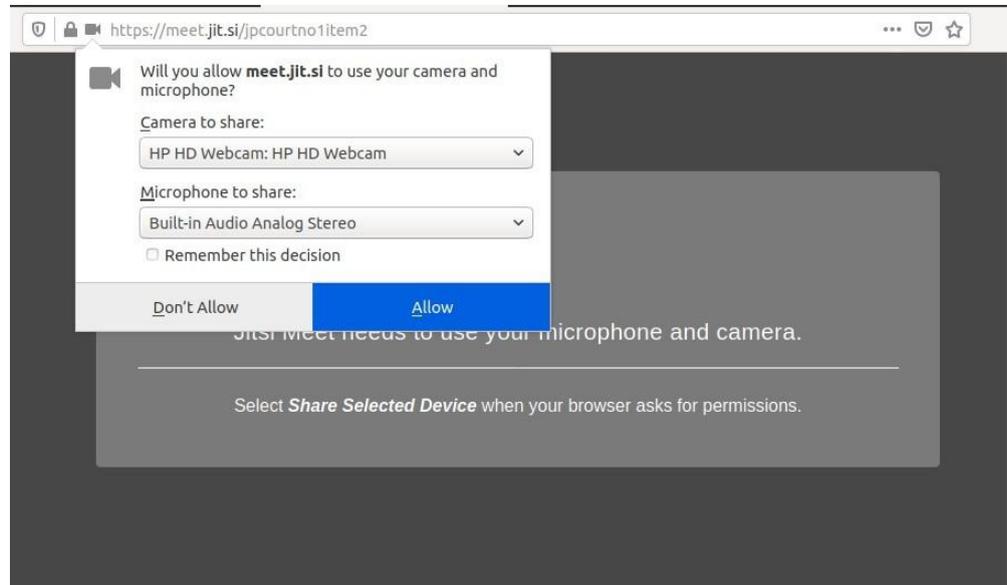


*Permission to use Camera*



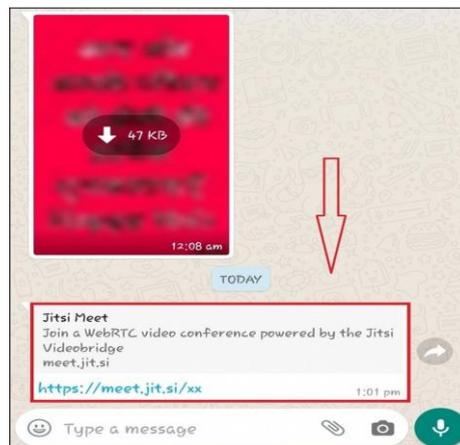
*Permission to record Audio*

6. Video Conferencing will start soon after allowing permissions. Ensure Mic and Camera icon are not Mute.
7. **ON Laptop/PC/Desktop Internet Browser:** Users who wish to perform Jitsi Meet Video Conferencing on laptop/PC/Desktop please copy-paste the link sent to you in address bar of Chrome Browser. Thereafter allow Camera and Mic permissions and you will join the VC directly.



## **B. Installing Jitsi Meet App on your Mobile**

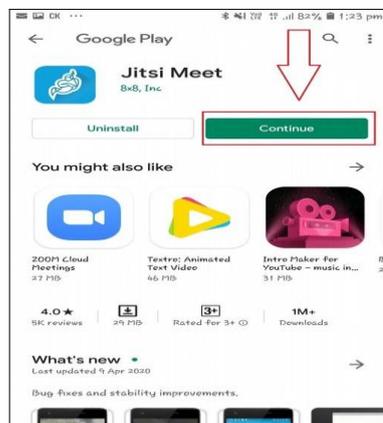
1. Click on the blue colored Link of meeting through SMS/WhatsApp message on mobile number/SMS/WhatsApp.



2. Link will open in Mobile Browser. Two Options will be displayed on screen – 'Download the App' and 'Continue to the App'. Clicking on any one of them will take you to Google Play Store or App Store



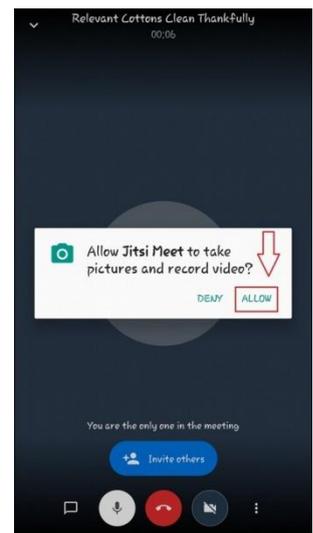
3. Kindly Install the Jitsi Meet App and press Continue



4. After opening Jitsi Meet will ask for camera and mic permissions, kindly allow



*Allow Audio Permission*



*Allow Camera Permission*

5. Video Conferencing will start soon after allowing permissions. Ensure Mic and Camera icon are not Mute