

THE HIGH COURT OF ORISSA : CUTTACK

VACATION BENCH COMPOSITION FOR 21/10/2021



V.C.Link	Hon'ble Judge(s)	Sitting Time
C.J'S 2ND FLOOR (NEW BUILDING) THROUGH HYBRID MODE Please refer to detail notice for more information.	THE CHIEF JUSTICE MR. JUSTICE B.P.ROUTRAY	11:00 A.M.
C.J'S 2ND FLOOR (NEW BUILDING) THROUGH HYBRID MODE Please refer to detail notice for more information.	THE CHIEF JUSTICE	AFTER D.B.
23 1ST FLOOR THROUGH HYBRID MODE Please refer to detail notice for more information.	MR. JUSTICE B.P.ROUTRAY	AFTER D.B.
8 4TH FLOOR THROUGH HYBRID MODE Please refer to detail notice for more information.	MISS JUSTICE SAVITRI RATHO	11:00 A.M.

Date:18/10/2021

THE HIGH COURT OF ORISSA, CUTTACK



NOTICE

It is hereby notified for all concerned that Benches will function through hybrid arrangement (virtual on Zoom VC Platform/physical mode).

The guidelines and manual under **Annexure-I** and **Annexure-II** may be referred to for video conferencing mode on Zoom VC Platform. The Standard Operating Procedure dated 11.02.2021 uploaded in the Website of the Court shall be strictly followed.

Hon'ble The Chief Justice & Hon'ble Shri Justice B.P.Routray will sit in Division Bench at 11.00 A.M. on 21.10.2021. The Single Bench of Hon'ble The Chief Justice and Single Bench of Hon'ble Shri Justice B.P.Routray will function after rising of Their Lordships' Division Bench.

Hon'ble Miss Justice S.Ratho will sit Single at 11.00 A.M. on 21.10.2021 and take up the matter published for Her Ladyship's Single Bench.

Cause Lists for Vacation Courts dtd.21.10.2021 have been uploaded in the website of the Court.

(The V.C. links and helpline numbers for various benches are provided in the following pages)

Bench	Link for appearing through VC before Bench	Helpline Number
Hon'ble The Chief Justice and Hon'ble Shri Justice B.P.Routray	For Hearing https://us02web.zoom.us/j/85927732295?pwd=bjRCOTkvTlNlbnBlcENPeThkWEZtQT09 Meeting ID: 859 2773 2295 Passcode: 1234	7978107731

- 1. Learned Counsel / Party-in-person are requested to join the Video Conferencing for their respective items / cases by entering their name / identity and item number in correct manner.**

2. Learned Counsel / Party-in-person are requested to not switch OFF their camera as long as they are connected in the Video Conferencing session.

3. Connectivity of Learned Counsel / Party-in-person to VC session may be subject to compliance of (1), (2) and (3) above. If any participant in the Video Conferencing session is found to have joined without having entered his/her name / identity and item number in correct manner or if any participant is found to be keeping the camera turned OFF during the Video Conferencing then such participant(s) may be disconnected from the VC session or dealt with in the manner directed by the Hon'ble Bench.

Bench	Link for appearing through VC before Bench		Helpline Number
Hon'ble The Chief Justice	For Hearing	https://us02web.zoom.us/j/85927732295?pwd=bjRCOTkvTlNlblBicENPeThkWEZtQT09 Meeting ID: 859 2773 2295 Passcode: 1234	7978107731

1. Learned Counsel / Party-in-person are requested to join the Video Conferencing for their respective items / cases by entering their name / identity and item number in correct manner.

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Bench	Link for appearing through VC before Bench	Helpline Number
Hon'ble Shri Justice B.P.Routray	https://us02web.zoom.us/j/83285476970?pwd=YlZSN2pEMFVMUFGVkVSyTV0aWVqUT09 Meeting ID: 832 8547 6970 Passcode: 1234	9090021760

****The Cases which are passed over by the Single Bench of Hon'ble Shri Justice B.P.Routray may be taken up as and when directed by the Bench.**

- 1. Learned Counsel / Party-in-person are requested to join the Video Conferencing for their respective items / cases by entering their name / identity and item number in correct manner.**
- 2. Learned Counsel / Party-in-person are requested to not switch OFF their camera as long as they are connected in the Video Conferencing session.**
- 3. Connectivity of Learned Counsel / Party-in-person to VC session may be subject to compliance of (1), (2) and (3) above. If any participant in the Video Conferencing session is found to have joined without having entered his/her name / identity and item number in correct manner or if any participant is found to be keeping the camera turned OFF during the Video Conferencing then such participant(s) may be disconnected from the VC session or dealt with in the manner directed by the Hon'ble Bench.**

Bench	Link for appearing through VC before Bench	Helpline Number
Hon'ble Miss Justice S.Ratho	https://us02web.zoom.us/j/85753235892?pwd=WmRhV0FkMEJWN0lqWVBPUktjTlFIUT09 Meeting ID: 857 5323 5892 Passcode: 1234	8249173728

The Cases which are passed over by the Single Bench of **Hon'ble Shri Justice S.Ratho may be taken up as and when directed by the Bench.

1. **Learned Counsel / Party-in-person are requested to join the Video Conferencing for their respective items / cases by entering their name / identity and item number in correct manner.**
2. **Learned Counsel / Party-in-person are requested to not switch OFF their camera as long as they are connected in the Video Conferencing session.**
3. **Connectivity of Learned Counsel / Party-in-person to VC session may be subject to compliance of (1), (2) and (3) above. If any participant in the Video Conferencing session is found to have joined without having entered his/her name / identity and item number in correct manner or if any participant is found to be keeping the camera turned OFF during the Video Conferencing then such participant(s) may be disconnected from the VC session or dealt with in the manner directed by the Hon'ble Bench.**

Learned Counsel/Parties in person are requested to follow the below mentioned instructions carefully while joining V.C. through the respective link. In case of any difficulty, the helpline numbers assigned to a particular Bench may please be contacted.

1. Learned Counsel/ Party-in-Person shall join the V.C. one item prior to his/her matter in order to prevent undue load in the V.C. session which may lead to disconnection and disruption in Court proceeding e.g. Learned Counsel whose case is listed at item no.11 shall join the V.C. only when item no.10 is taken up by the Court and not before that.

2. Learned Counsel/Party-in-person shall keep their microphone muted except while interacting with the Bench.
3. Learned Counsel/Party-in-person whose cases are listed as item nos.1 & 2 shall join the V.C. sufficiently prior to start of Court time.
4. Learned Counsel/Parties are requested to regularly watch the Display Board website of the Hon'ble Court which is available at 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.
5. Any testing shall be concluded sufficiently prior to start of Court. Once the Court is in Session, no attempts should be made by anyone to join the V.C. except in the manner stated above.
6. Learned Counsel are requested to write their respective item numbers, wherever applicable, while joining the V.C. Session through Zoom Meetings.

In view of the ongoing crisis caused due to the pandemic, all concerned are requested to cooperate with the above arrangements.

THE HIGH COURT OF ORISSA,

BY ORDER,

CUTTACK

Sd/ S.P.Ray Choudhury

18/10/2021

THE 18TH OCTOBER, 2021

DEPUTY REGISTRAR (JUDL.)

Annexure-I

(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. Learned Counsel and Litigants may appear through Video Conferencing before a Bench by following the Zoom VC Manual at **Annexure-II**.
2. Learned Advocates / Parties-in-person may install “Zoom Meetings” in their devices for better experience.

Application in their Mobile Phones from Android Play Store or Apple Store.

3. The VC link for every Bench is mentioned in the CauseList Notice. While accessing this notice/document in soft format in website of Hon'ble Court, the concerned Advocates may please click such link for appearing before their concerned Bench. Please ensure that the link is not shared with anyone unconnected with the case. The Bench may direct for removal of any participant during Virtual Hearing for any reason deemed fit and proper.

In case of any difficulty, the helpline numbers assigned to a particular Bench may please be contacted.

4. 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.
5. Sometimes to avoid disturbance or overlapping of sound or upon direction of the Bench, the operator may restrict the unmuting facility. In such a case, Kindly wait till your item number is called. Please do not unmute the microphone until your item number reaches. Microphone should again be muted once the interaction with the Bench is over.
6. 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.
7. If for any reason, Video conferencing cannot be held through Zoom Application, the case may be heard in any other method as the Bench directs.
8. 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.

9. 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.
10. 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.
11. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing and they should be properly dressed.
12. 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.
13. 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. **Surrounding noise or other kind of disturbance such as highspeed fan should be avoided as far as possible to ensure clear transmission of voice.**
14. 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.
15. Recording and / or publishing or sharing of the VC proceeding is strictly prohibited.

N.B: Please refer to the Zoom User Manual in the next page (Annexure II).

ANNEXURE- II

ZOOM USER MANUAL

There are two options for connecting to Video Conferencing through Zoom:-

By clicking Zoom VC Link (through Desktop/ Laptop or Mobile Phone

By entering ZOOM Meeting ID and PASSCODE (through Desktop/ Laptop or MobilePhone)

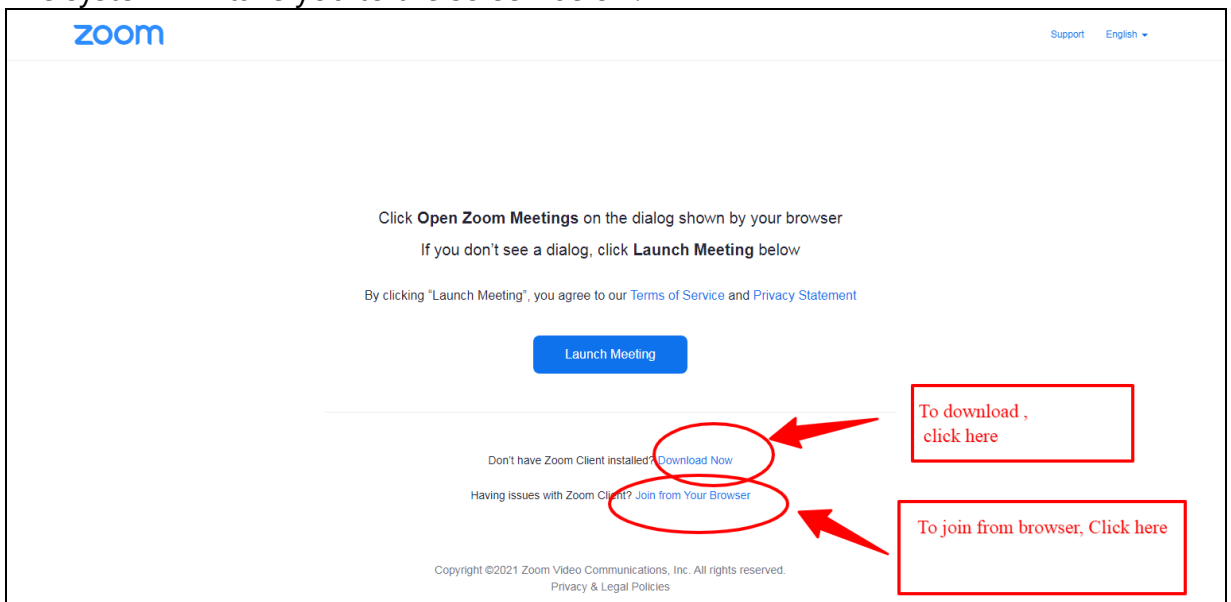
CONNECTING BY USING ZOOM VC LINK WHEN JOINING THROUGH LAPTOP/DESKTOP

1. Click on given Zoom Link published in the Cause List Notice for particular Bench.

For example: -

<https://us02web.zoom.us/j/84202003923>

The system will take you to the screen below:-

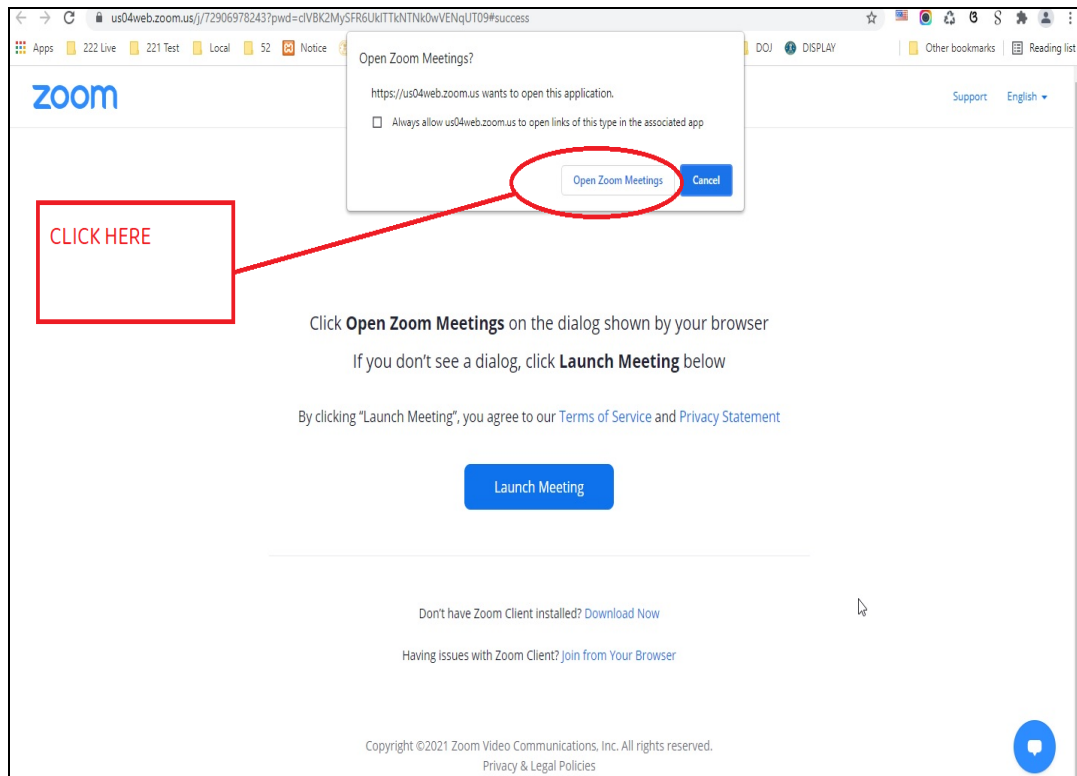


One can proceed to select download now option. After download is complete, please click on the downloaded file. Proceed to install. Wait till installation is complete.

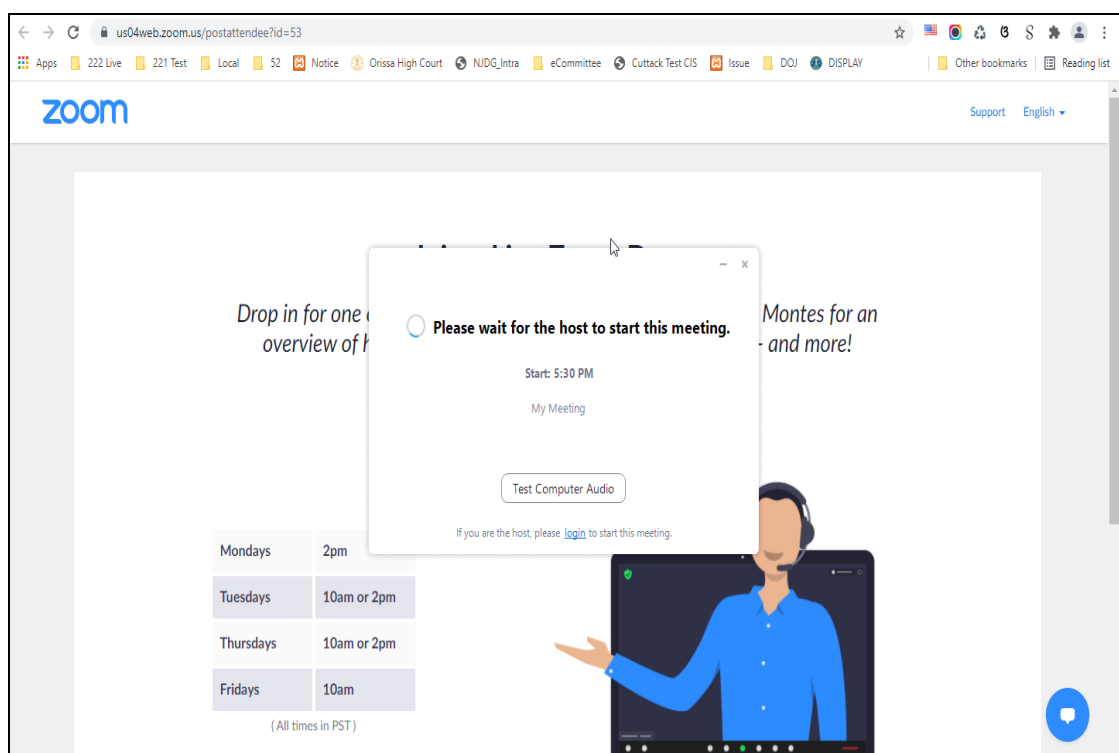
or

Select the option "Join from Your Browser".

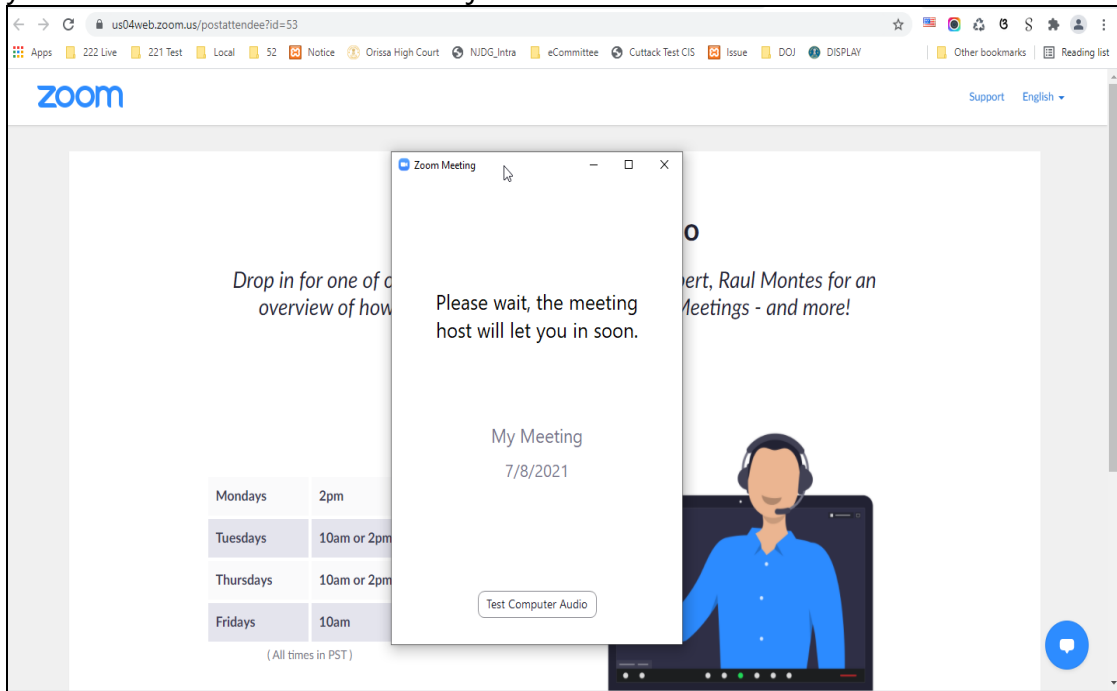
2. Click on "Open Zoom Meetings".



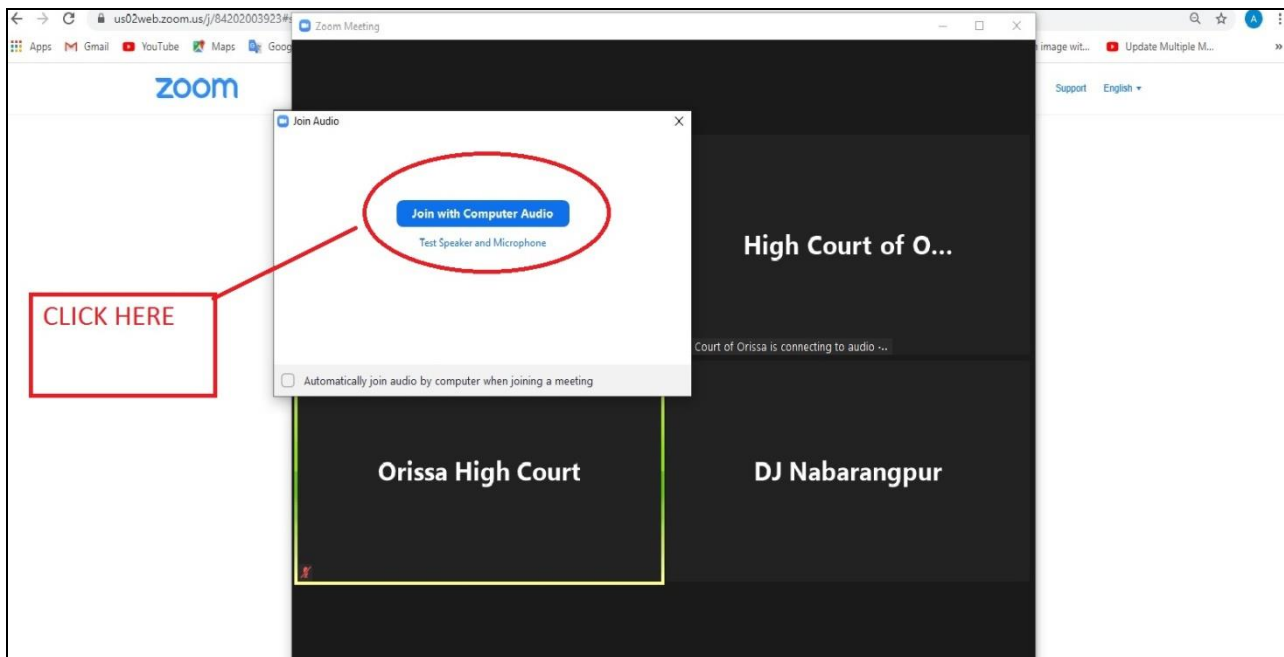
3. a) If the Video Conferencing has not started, then please wait until the host starts the VC.



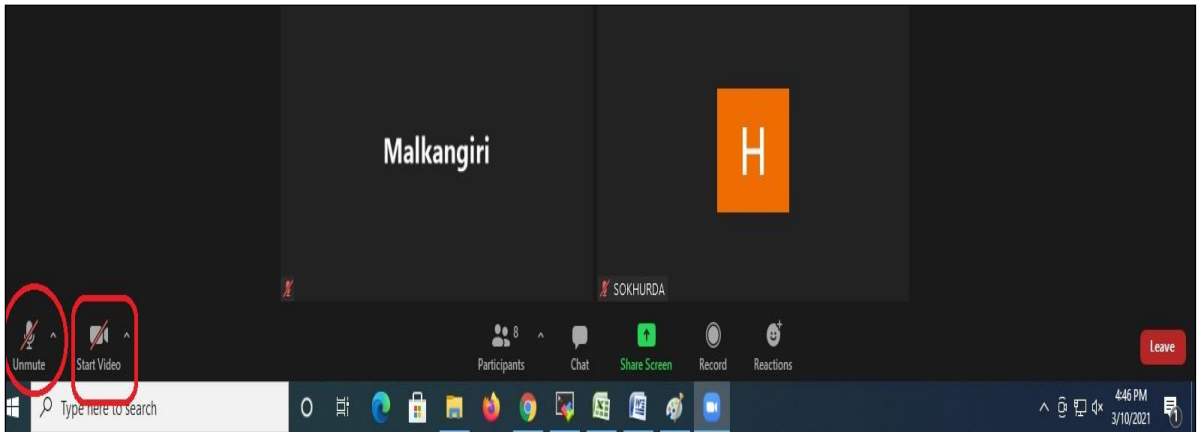
b) If virtual waiting Room has been enabled for a particular Bench, then the following message will be shown. In such a case, please wait for the host to let you in. This shall however be subject to the direction of the concerned Bench.



4. Select the option "Join with Computer Audio" to remain audible. The system may ask for permission to allow using the device camera and microphone. The same may be allowed.



5. Tap or click "Unmute" and "Start video". Please ensure that there is no red diagonal line across the video and microphone icons.



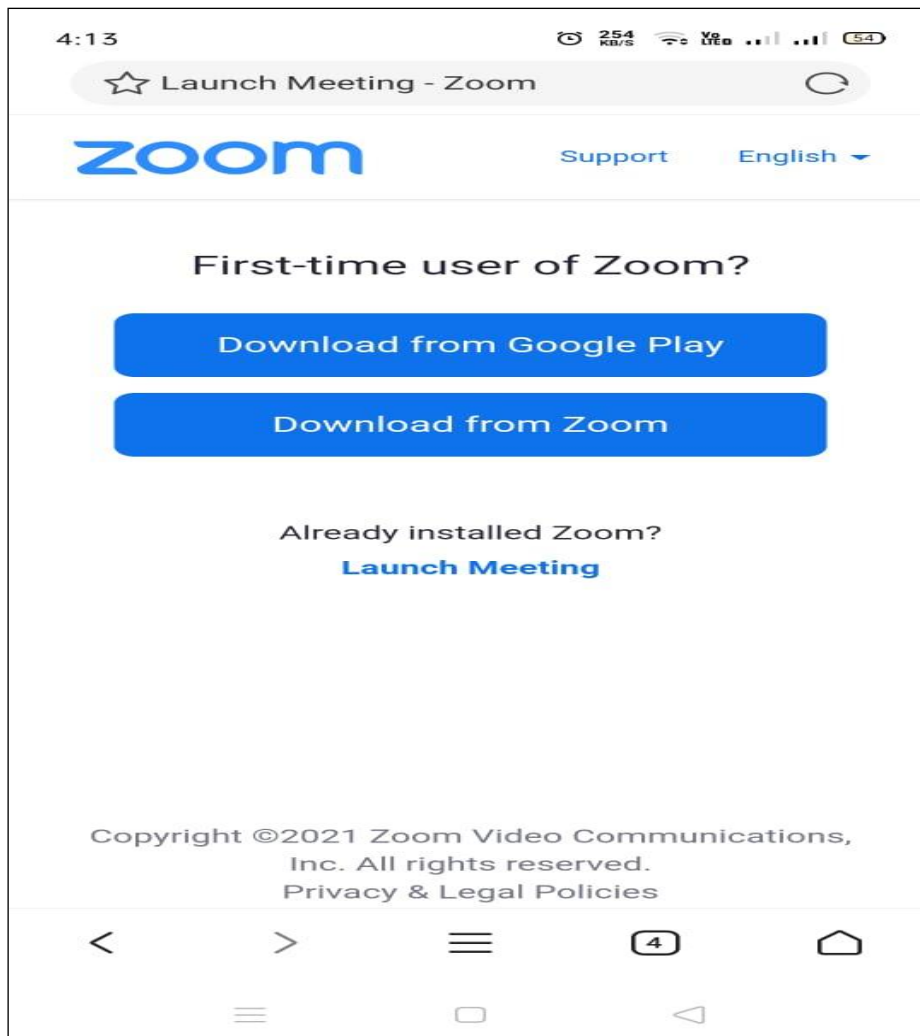
- You can select the camera or audio source you would like to use if you have available options.
- If you have only one camera or audio source, it will be selected by default.

CONNECTING TO ZOOM USING ZOOM LINK THROUGH MOBILE PHONE

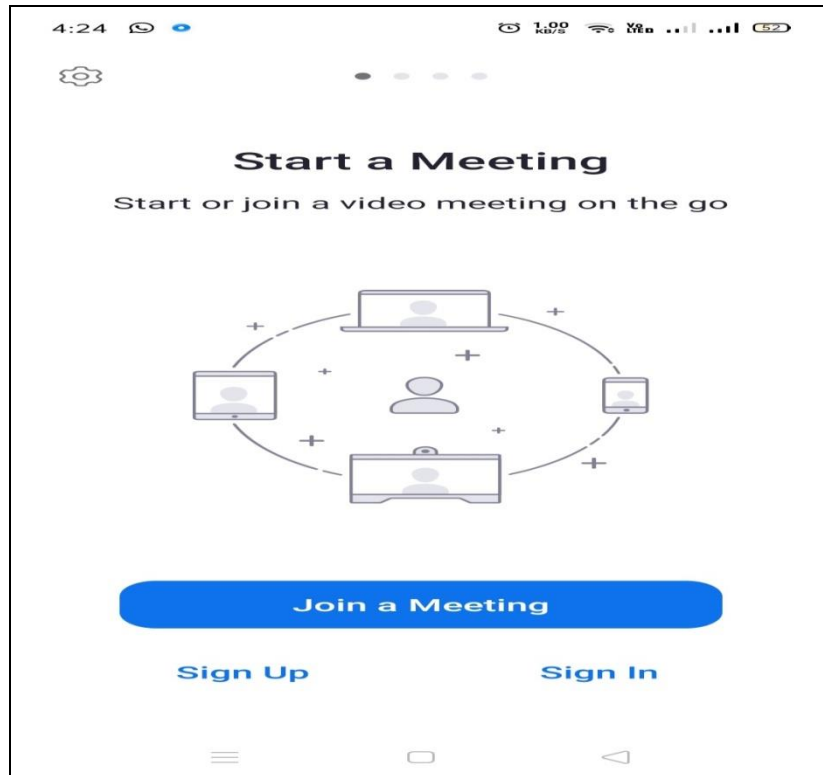
1. Click on given Zoom Link. For example:-

<https://us02web.zoom.us/j/84202003923>

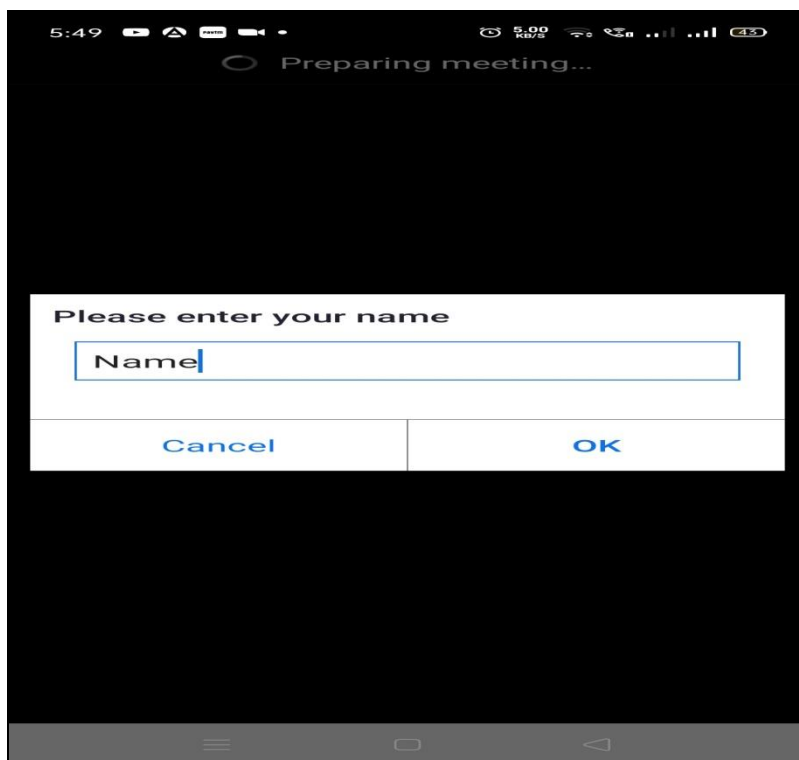
The system will take you to the following screen:-

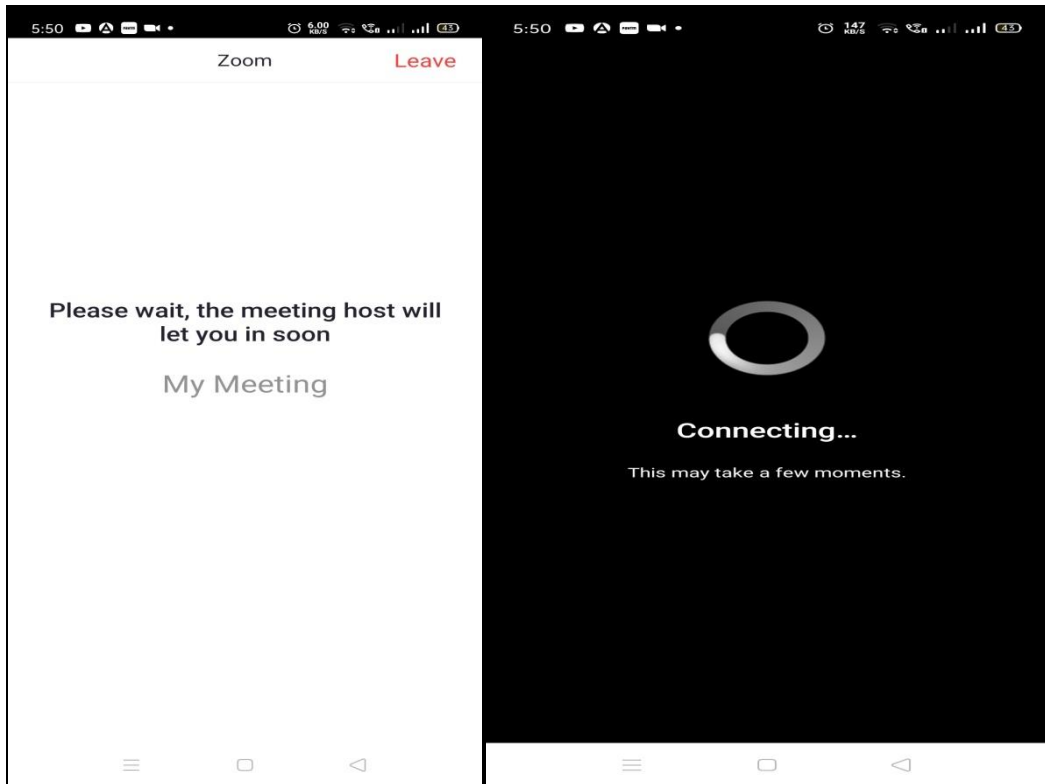


One can proceed to select download option depending on the Mobile Phone in use. Wait till installation is complete

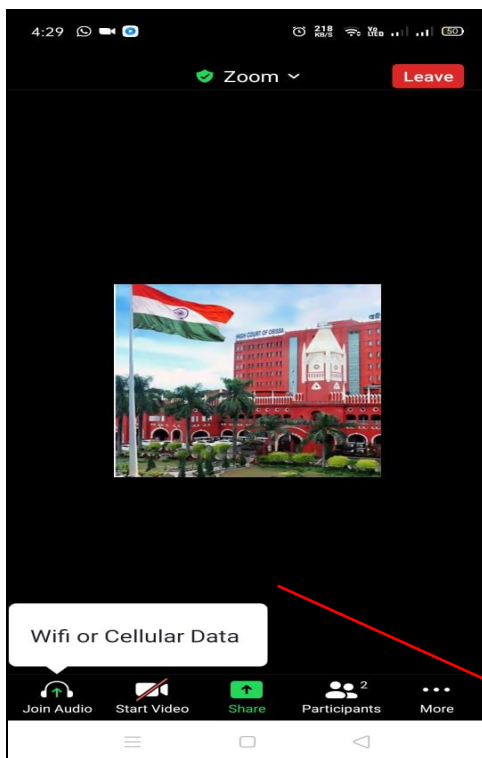


Enter your Name or any other details





2. Select **“Join with Computer Audio”** or **“Join with Wifi or Cellular data”** to remain audible.



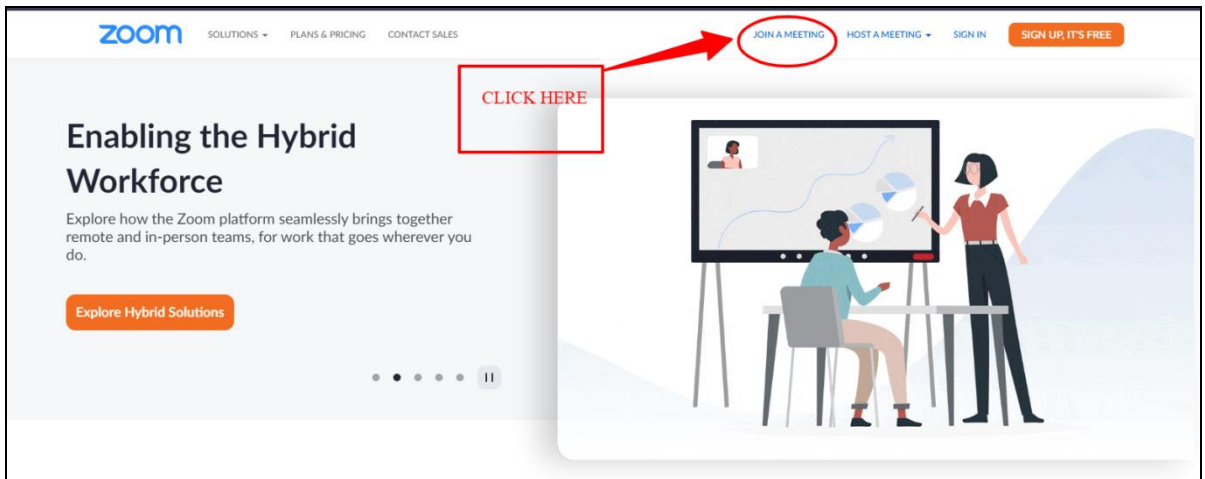
**CLICK THIS TO
REMAIN AUDIBLE
IN VC**

3. You have connected successfully to the zoom meeting.

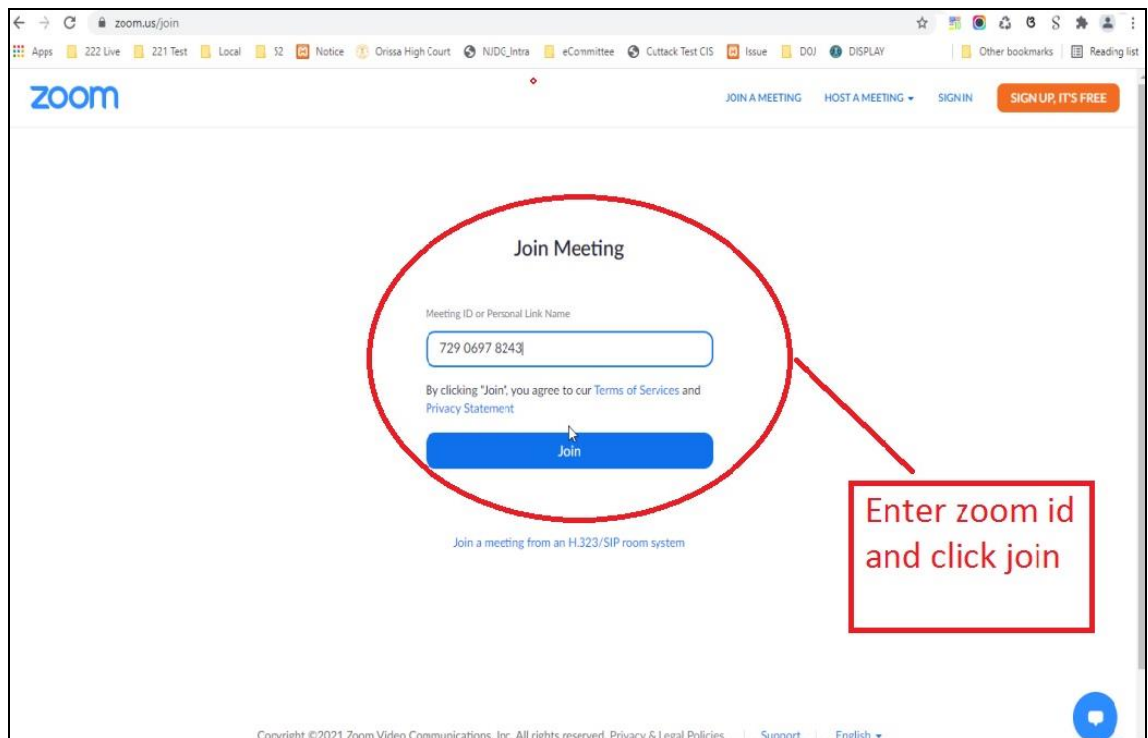


CONNECTING TO ZOOM USING ZOOM ID AND PASSCODE(Joining through Laptop/Desktop)

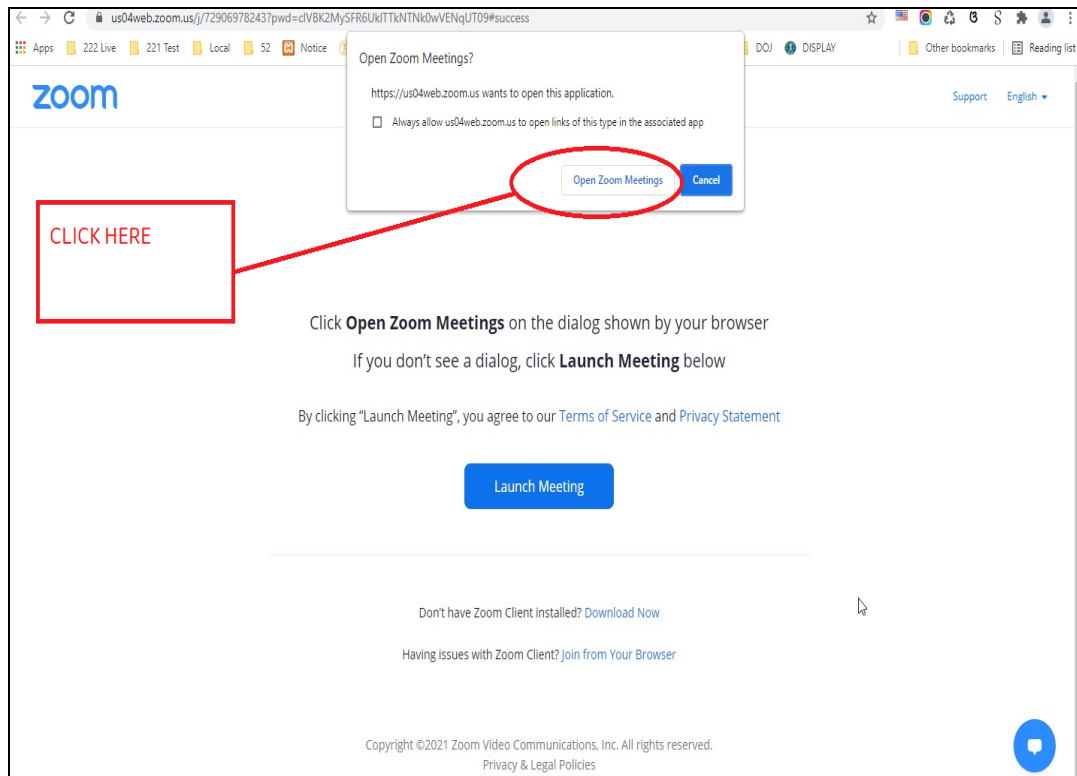
1. Click on Zoom from google and then Click on "Join a Meeting":-



2. Enter Your meeting ID and click on join.



3. Click on "open zoom meetings".



The screenshot shows a web browser window with the Zoom website. A modal dialog box titled "Open Zoom Meetings?" is displayed, asking for permission to open the application. The dialog contains the text "https://us04web.zoom.us wants to open this application." and a checkbox labeled "Always allow us04web.zoom.us to open links of this type in the associated app". Two buttons are visible: "Open Zoom Meetings" (highlighted with a red circle) and "Cancel". A red box on the left contains the text "CLICK HERE" with a red arrow pointing to the "Open Zoom Meetings" button.

zoom

Support English

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

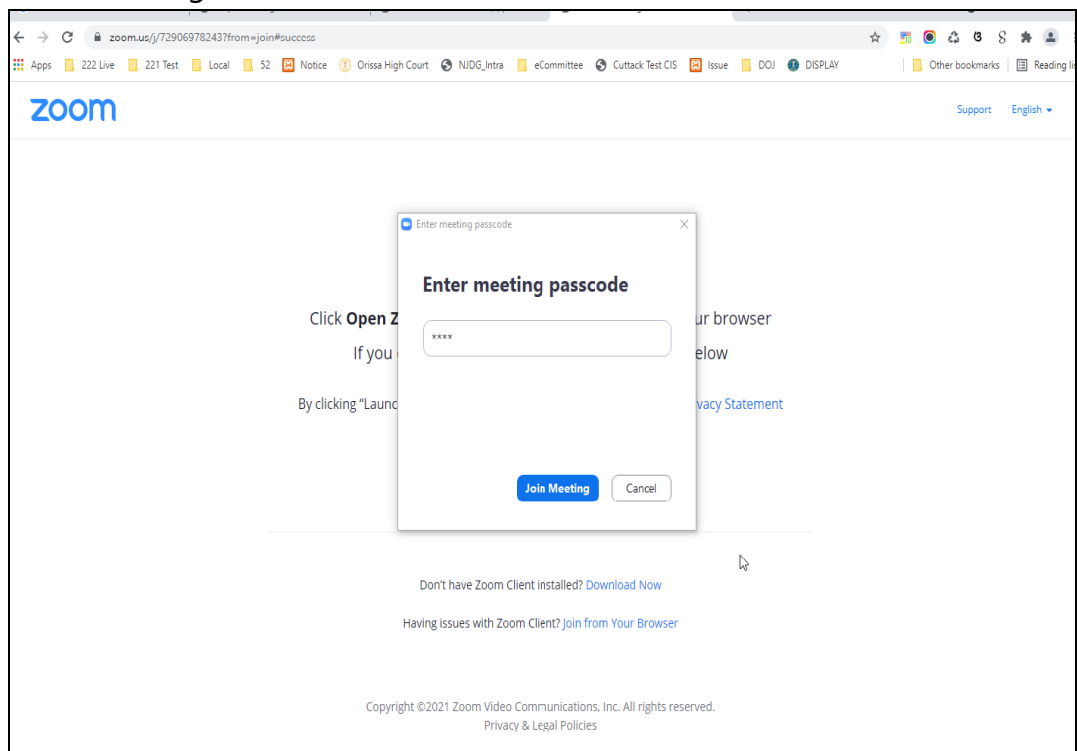
Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

Having Issues with Zoom Client? [Join from Your Browser](#)

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Privacy & Legal Policies

4. Enter meeting Passcode.



The screenshot shows the Zoom website with a modal dialog box titled "Enter meeting passcode". The dialog has a text input field containing four asterisks (****) and two buttons: "Join Meeting" and "Cancel".

zoom

Support English

Click **Open Z** ur browser
If you below
By clicking "Launc" vacy Statement

Enter meeting passcode

Enter meeting passcode

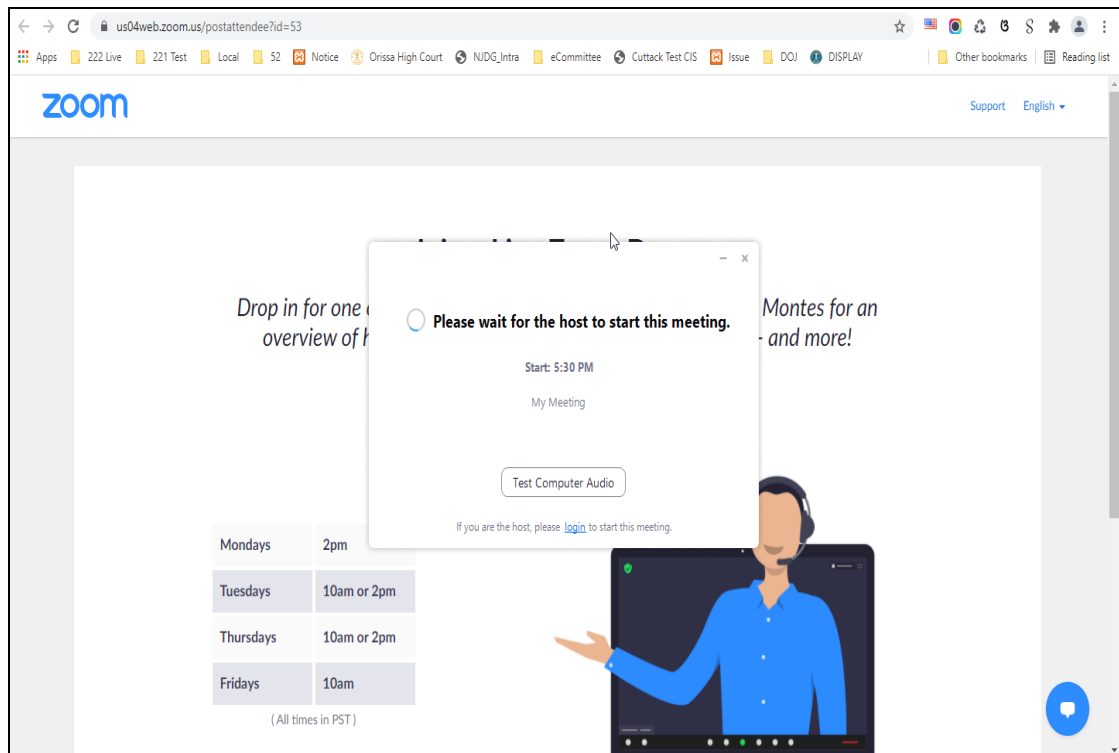
Join Meeting Cancel

Don't have Zoom Client installed? [Download Now](#)

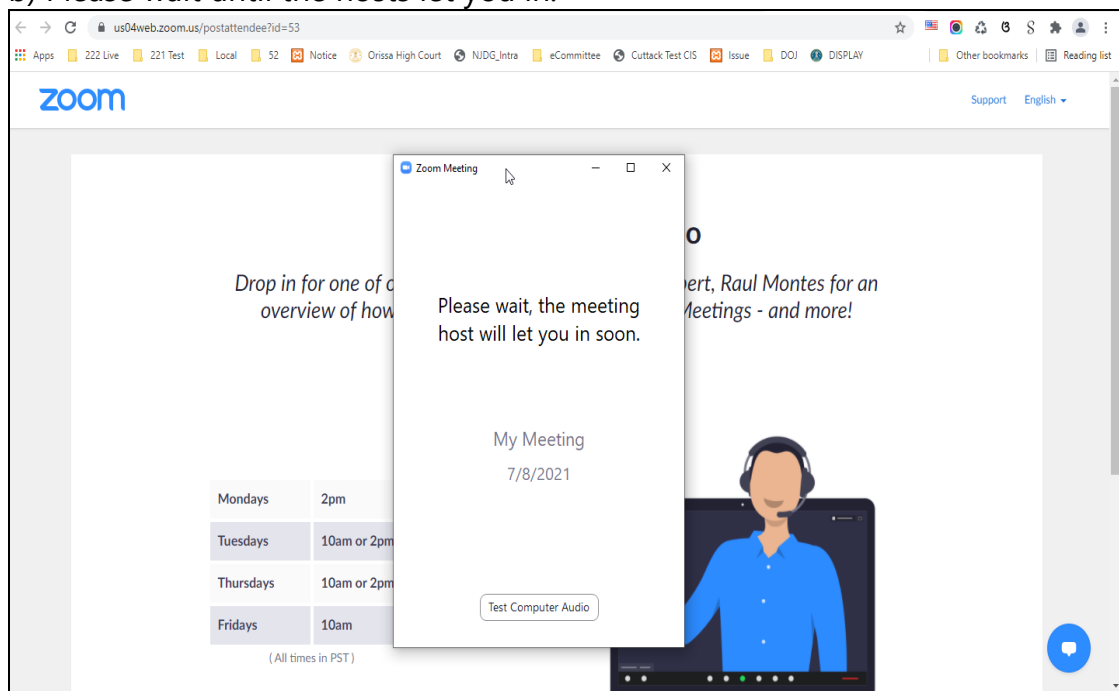
Having Issues with Zoom Client? [Join from Your Browser](#)

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Privacy & Legal Policies

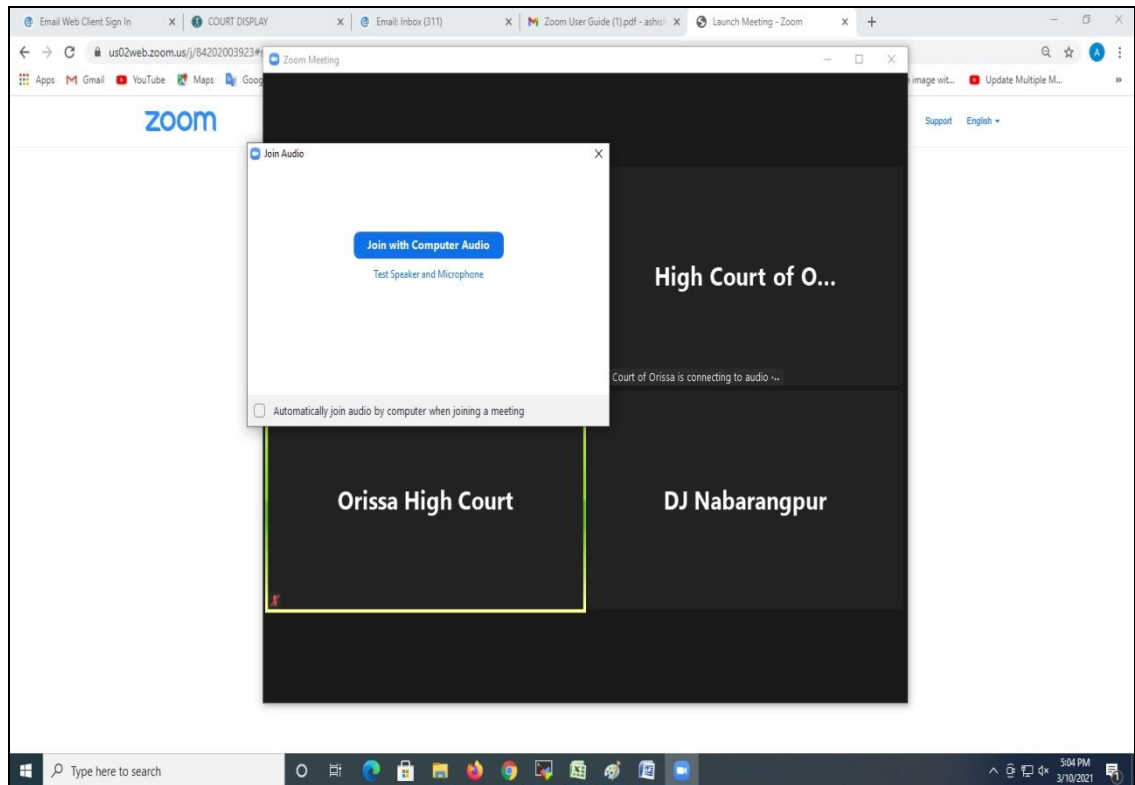
5. a) Please wait until the host starts the meeting.



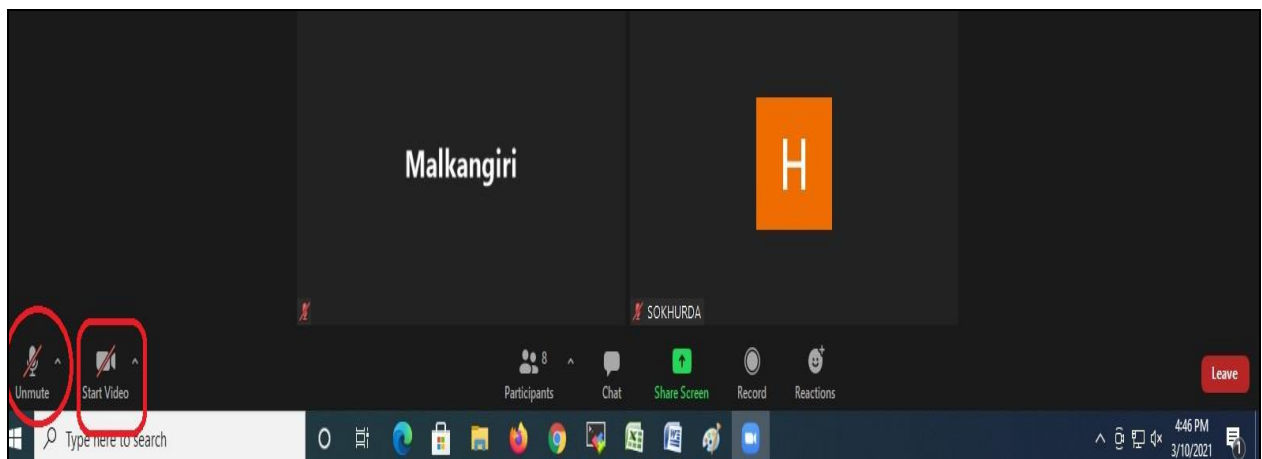
b) Please wait until the hosts let you in.



6. After admitted by Host select **“Join with Computer Audio”**.

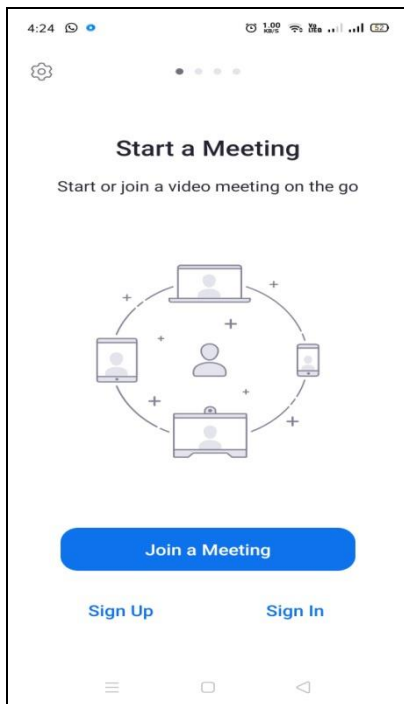


7. Tap or click **“Unmute”** and **“Start video”**; ensure that there is no red diagonal line across the video and microphone icons.
- You can select the camera or audio source you would like to use if you have available options.
 - If you have only one camera or audio source, it will be selected default(above).

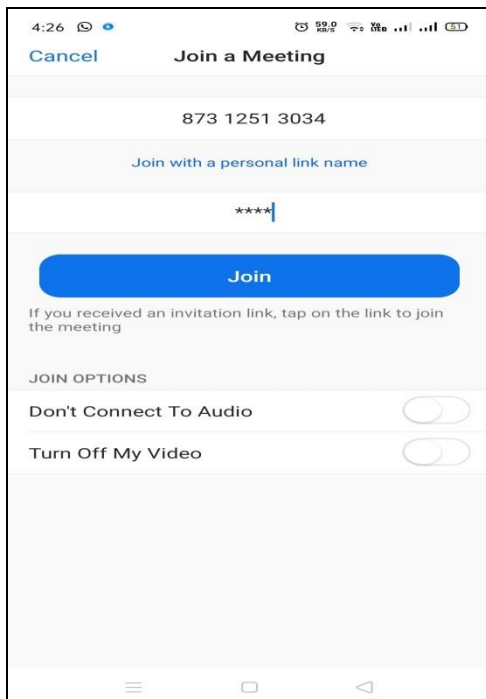


JOIN USING ZOOM ID AND PASSCODE THROUGH MOBILE PHONE

1. Open Zoom App installed in your Mobile phone.
2. Click on **"Join a Meeting"**.

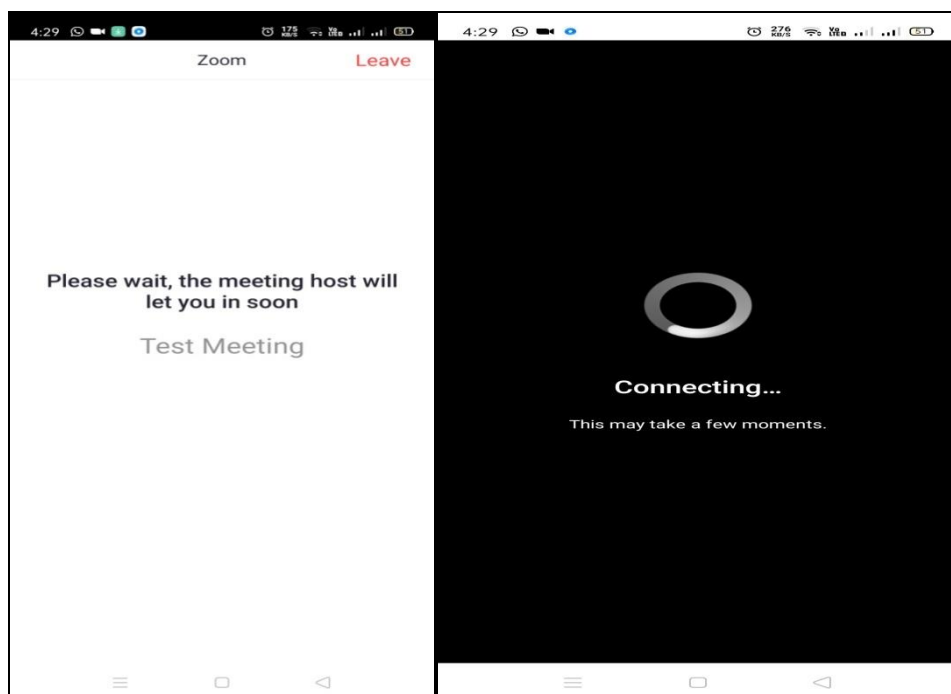
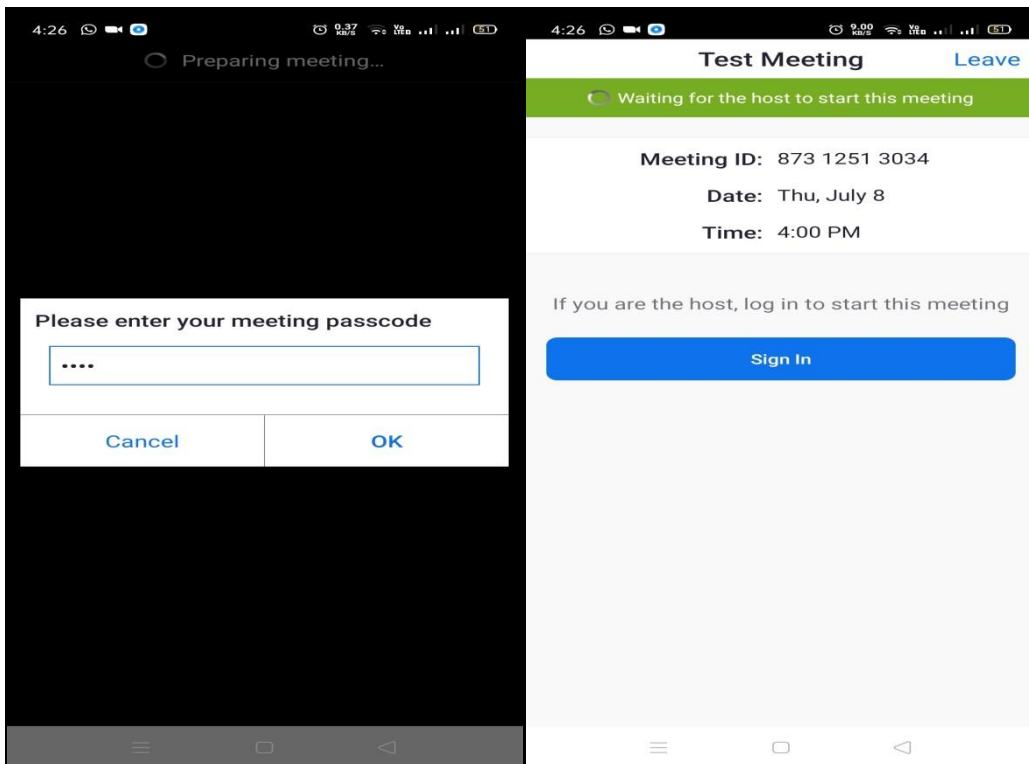


3. Enter Zoom ID as shown in image below:-

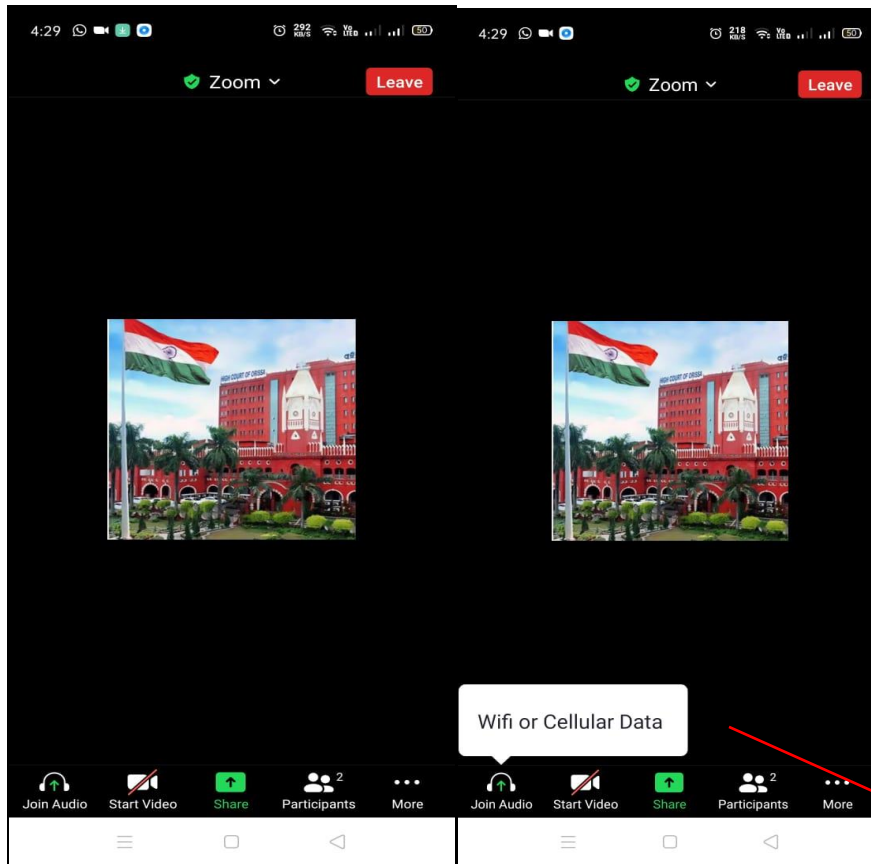


Always join with microphone muted and video off. The Camera may be turned on after joining and microphone may be unmuted when necessary.

4. Please enter Your Meeting passcode and wait until the host starts the meeting.



5. After admitted by Host, select the option **“Join with Computer Audio”** or **“Join with Wifi or Cellular data”**.



**CLICK THIS TO
REMAIN
AUDIBLE IN VC**

6. You have connected successfully to the zoom meeting.

