

HIGH COURT OF ORISSA: CUTTACK

GUIDELINES FOR USING ZOOM VIDEO CONFERENCING (VC) APPLICATION TO APPEAR IN VIRTUAL HEARING

- The VC Link and Meeting ID/ Passcode to join virtual hearing with respect to every Bench shall be available in the Cause List Notice published in Hon'ble Court's website.
- Learned counsel/ parties in person may refer to the **Guidelines and Zoom Manual under Annexure-I and Annexure-II** (below) respectively for the purpose of appearing in virtual hearing.
- It is advisable to initiate steps for joining the Virtual Hearing sufficiently before the scheduled /expected time to avoid any last minute difficulties.

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 Cause List 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 high speed 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:-

- A. By clicking Zoom VC Link (through Desktop/ Laptop or Mobile Phone)**
- B. By entering ZOOM Meeting ID and PASSCODE (through Desktop/ Laptop or Mobile Phone)**

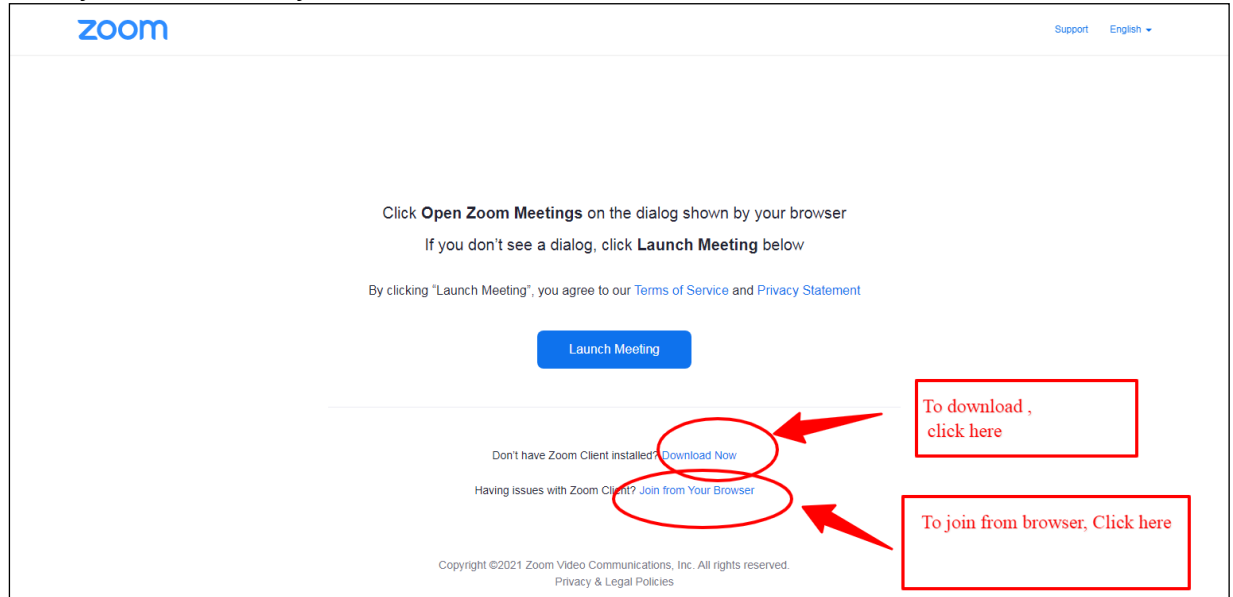
CONNECTING BY USING ZOOM VC LINK WHEN JOINING THROUGH LAPTOP/DESKTOP

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:-

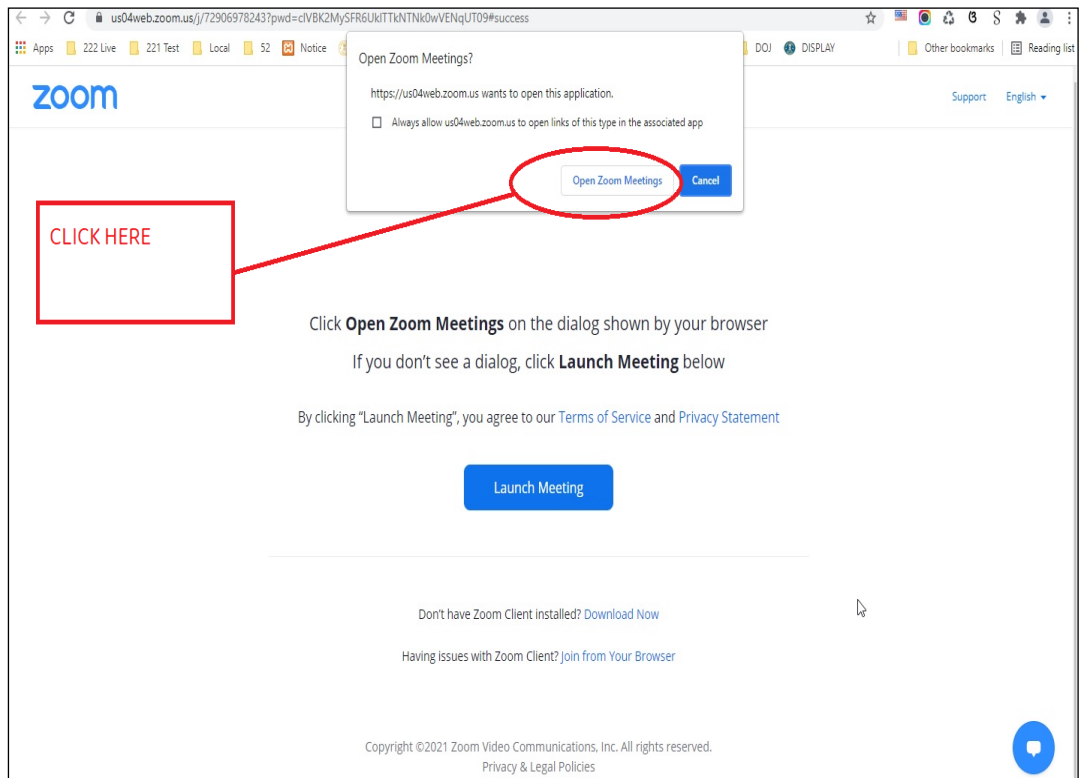


One can proceed to select download now option. After download is complete, please click on the downloaded file. Proceed to install. Wait till installation is complete.

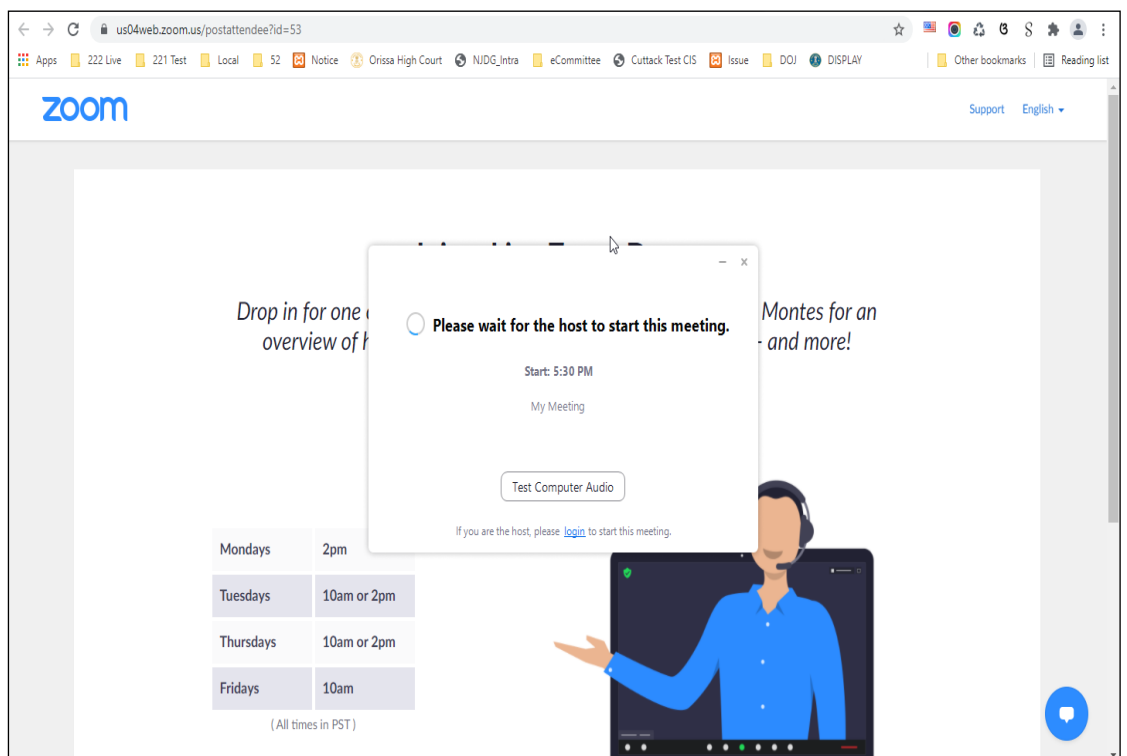
or

Select the option "Join from Your Browser".

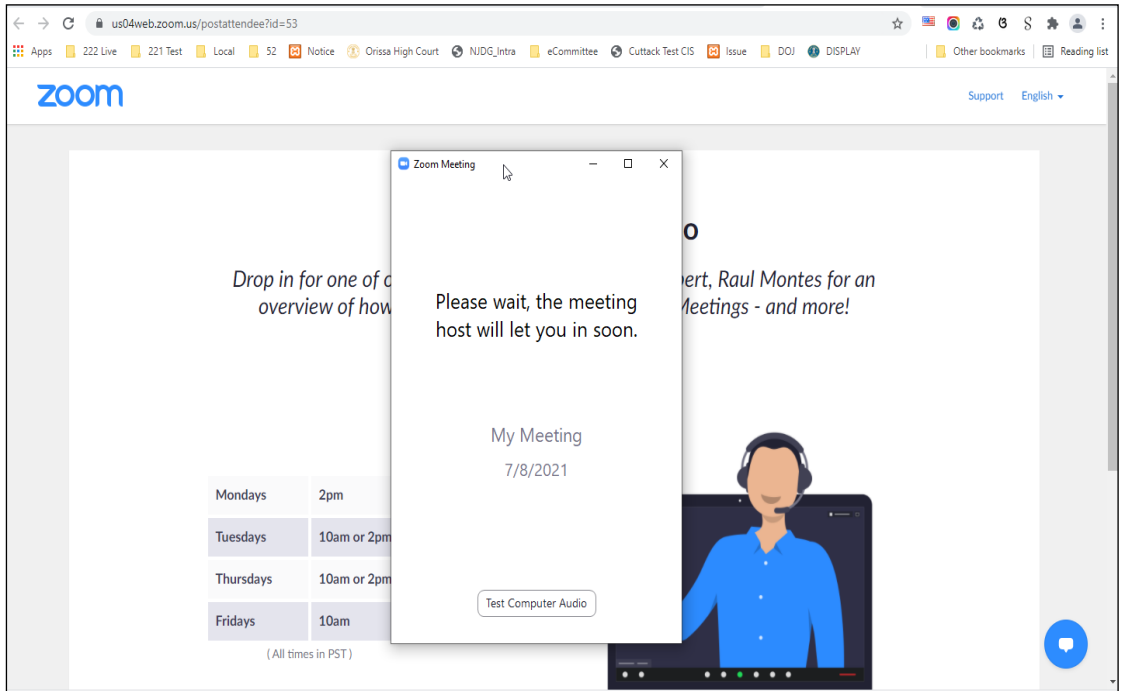
2. Click on "Open Zoom Meetings".



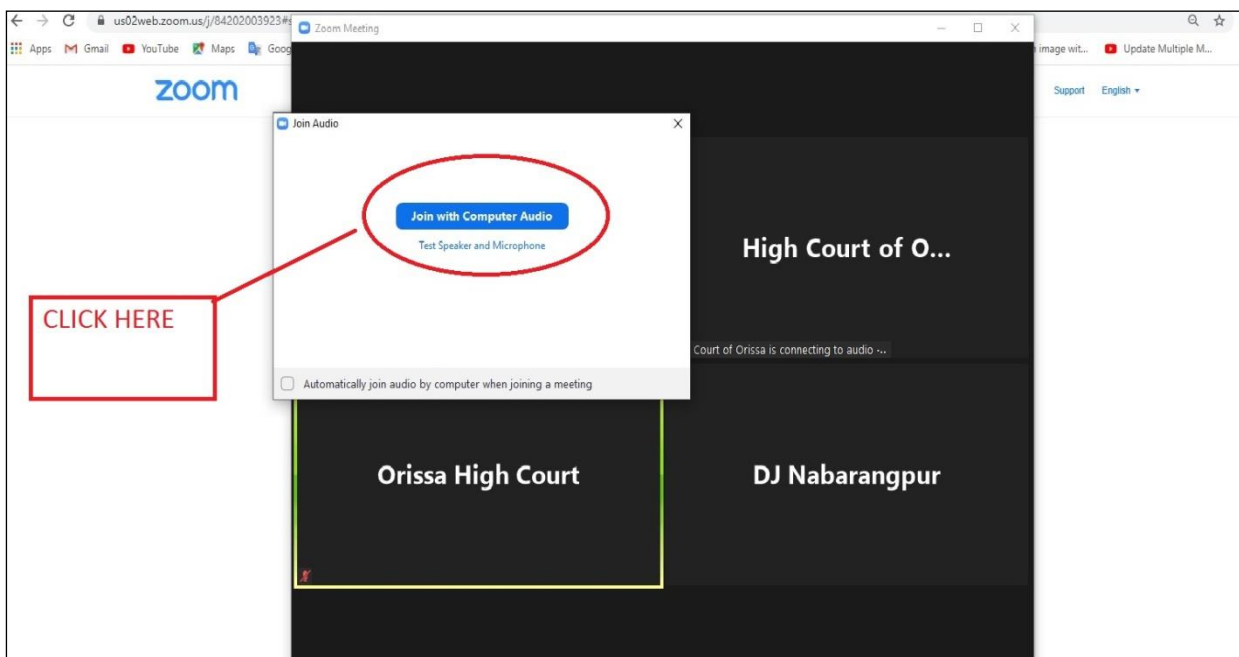
3. a) If the Video Conferencing has not started, then please wait until the host starts the VC.



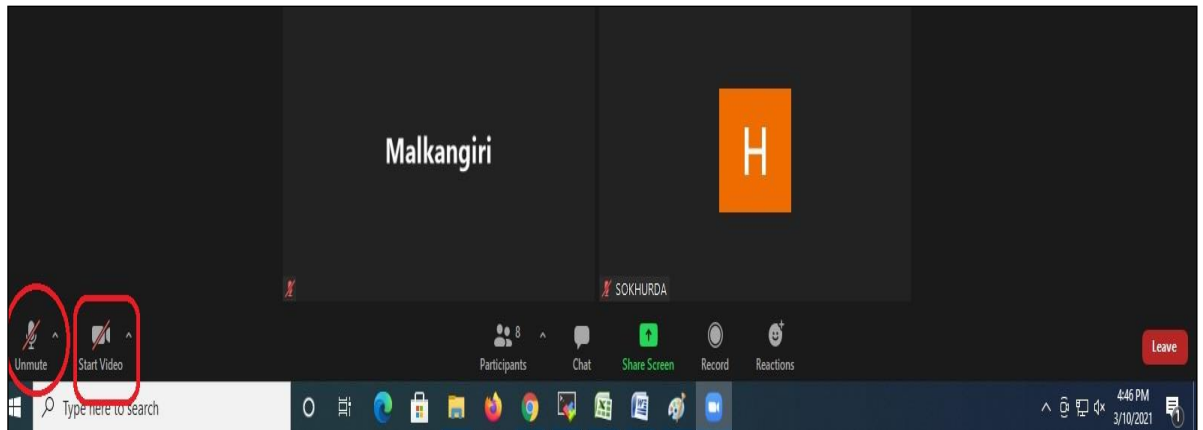
b) If virtual waiting Room has been enabled for a particular Bench, then the following message will be shown. In such a case, please wait for the host to let you in. This shall however be subject to the direction of the concerned Bench.



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.



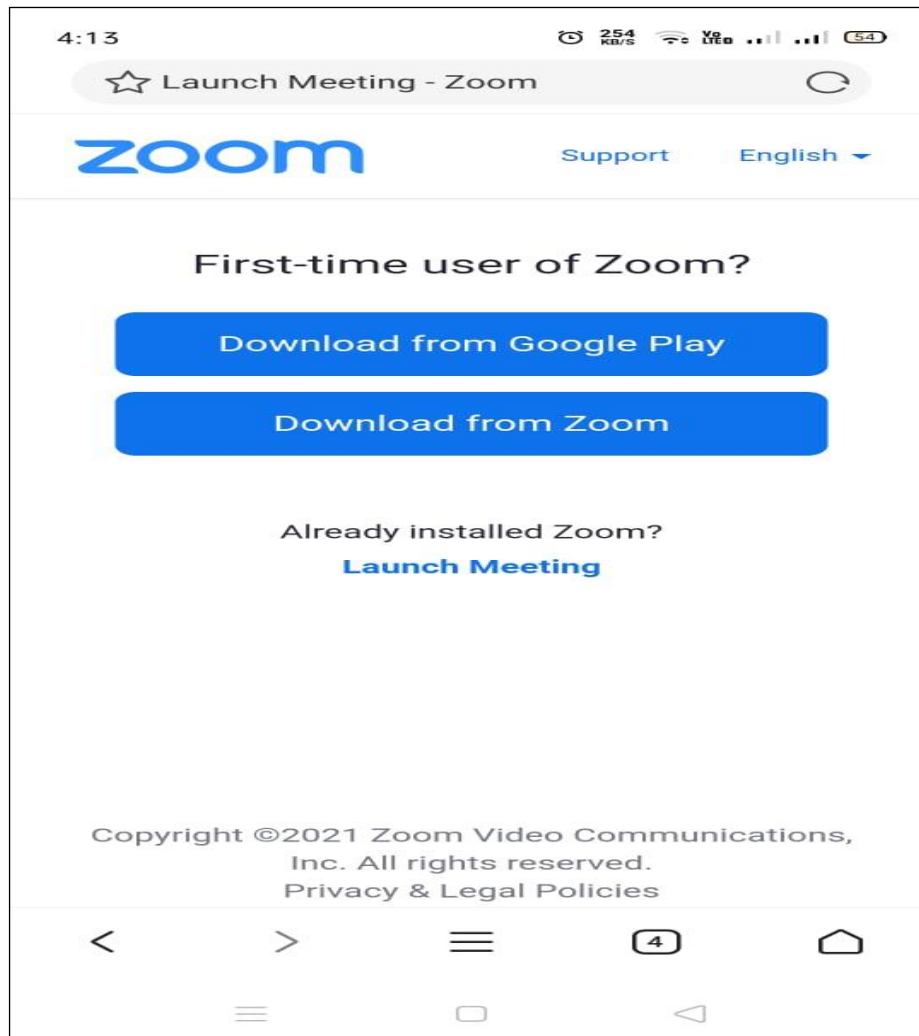
- You can select the camera or audio source you would like to use if you have available options.
- If you have only one camera or audio source, it will be selected by default.

CONNECTING TO ZOOM USING ZOOM LINK THROUGH MOBILE PHONE

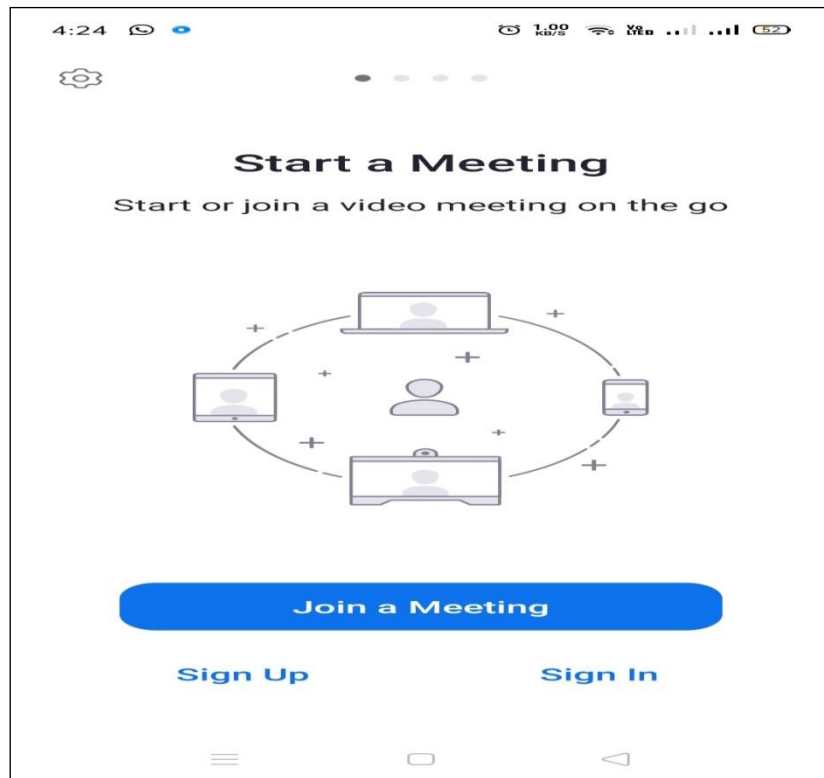
1. Click on given Zoom Link. For example:-

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

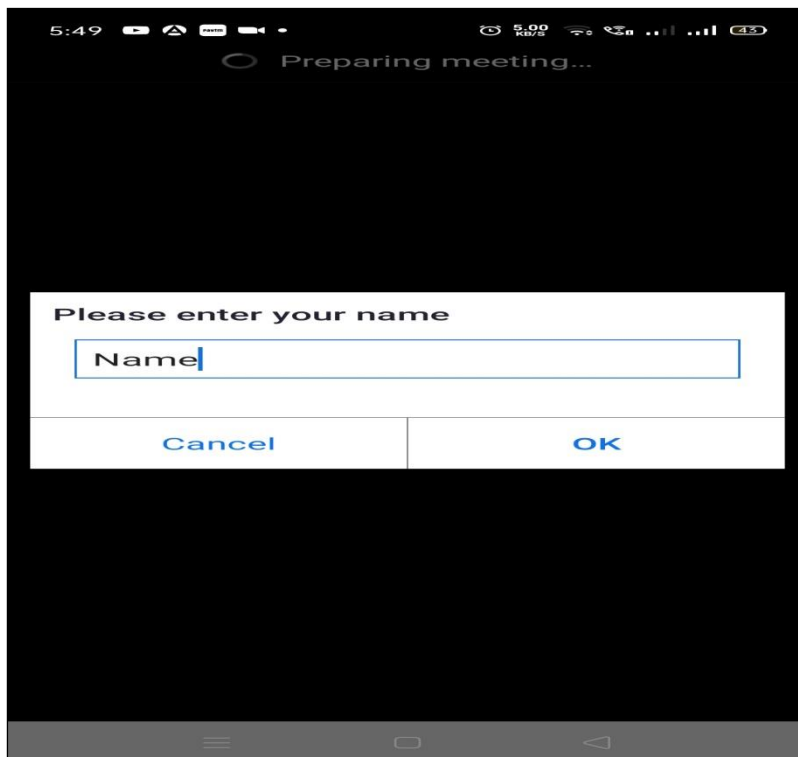
The system will take you to the following screen:-

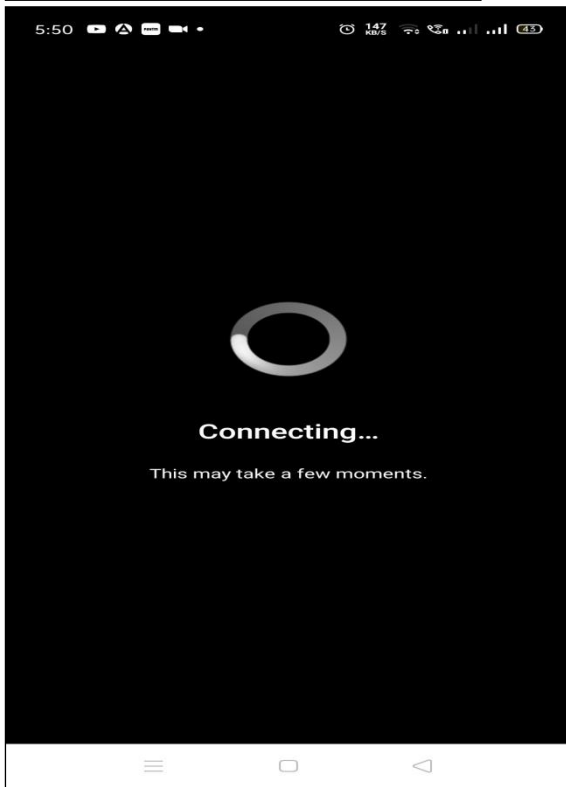
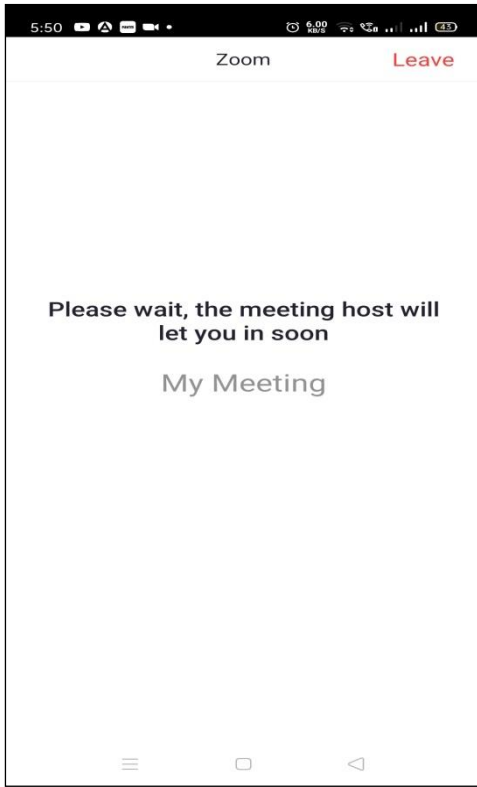


One can proceed to select download option depending on the Mobile Phone in use. Wait till installation is complete

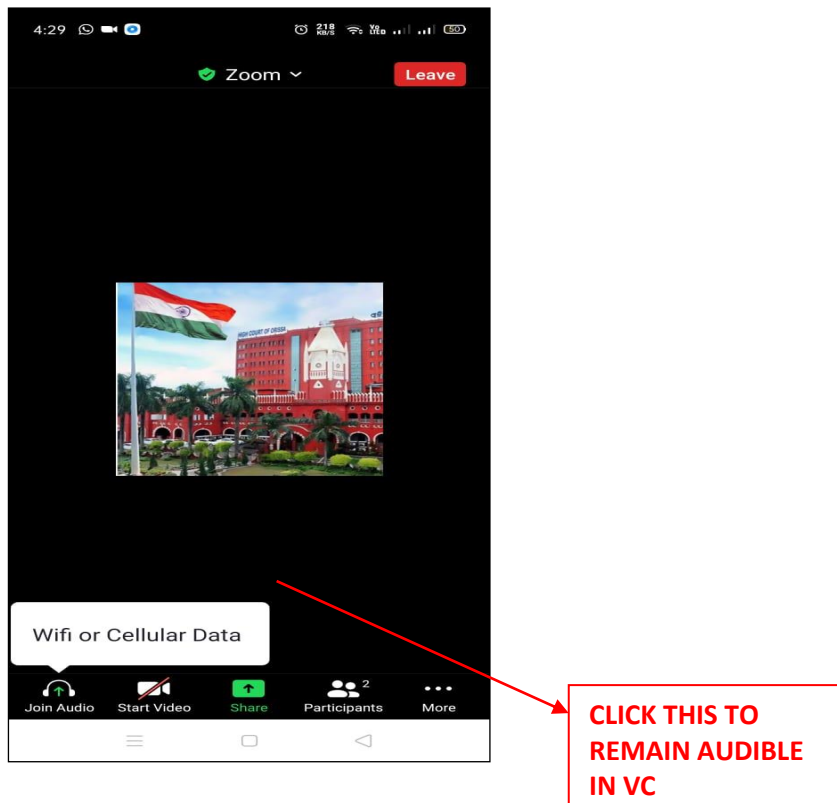


Enter your Name or any other details

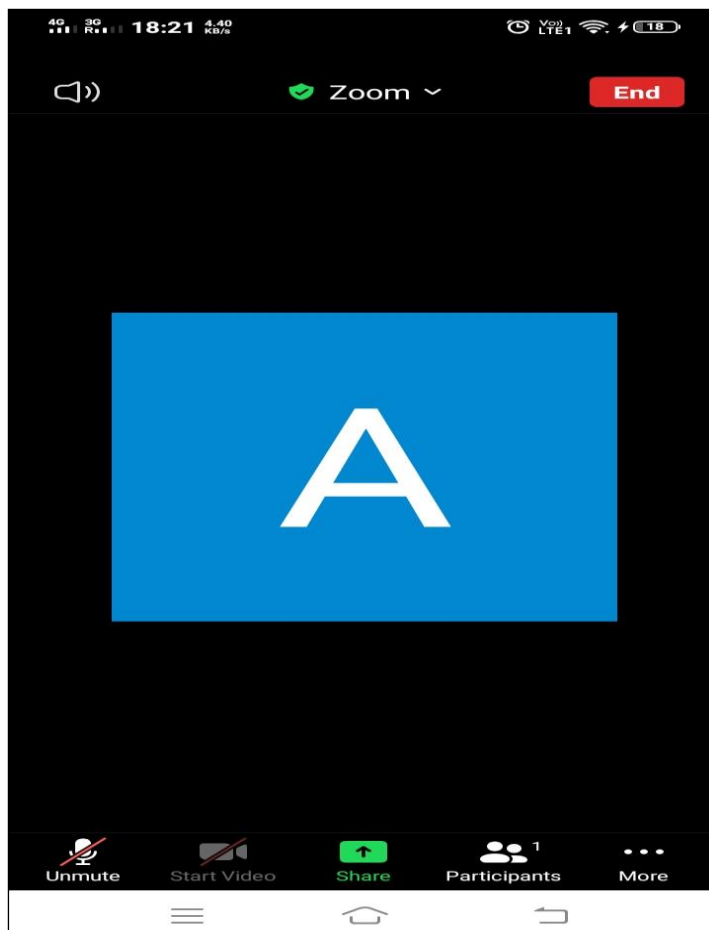




2. Select **“Join with Computer Audio”** or **“Join with Wifi or Cellular data”** to remain audible.

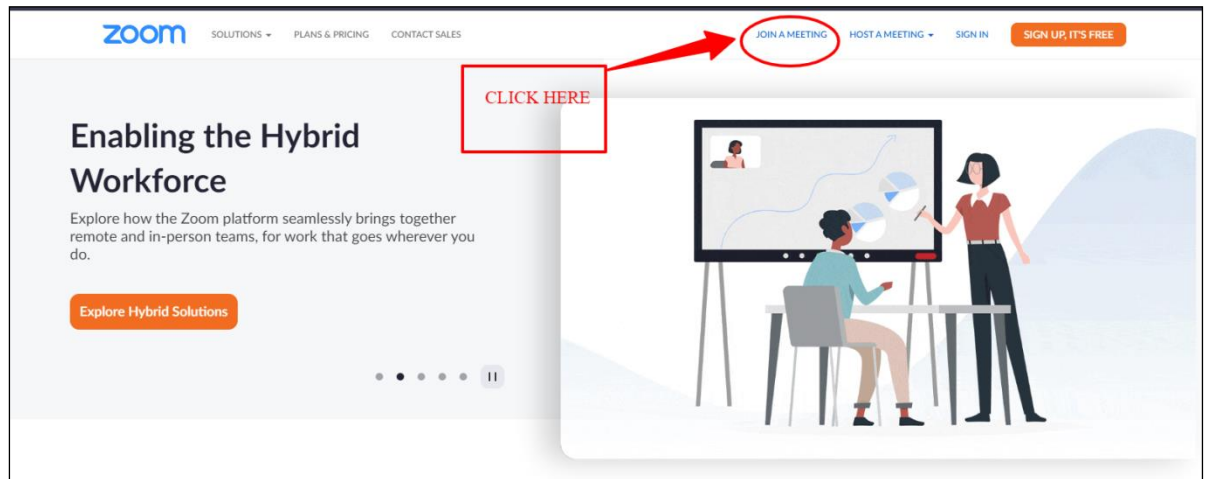


3. You have connected successfully to the zoom meeting.

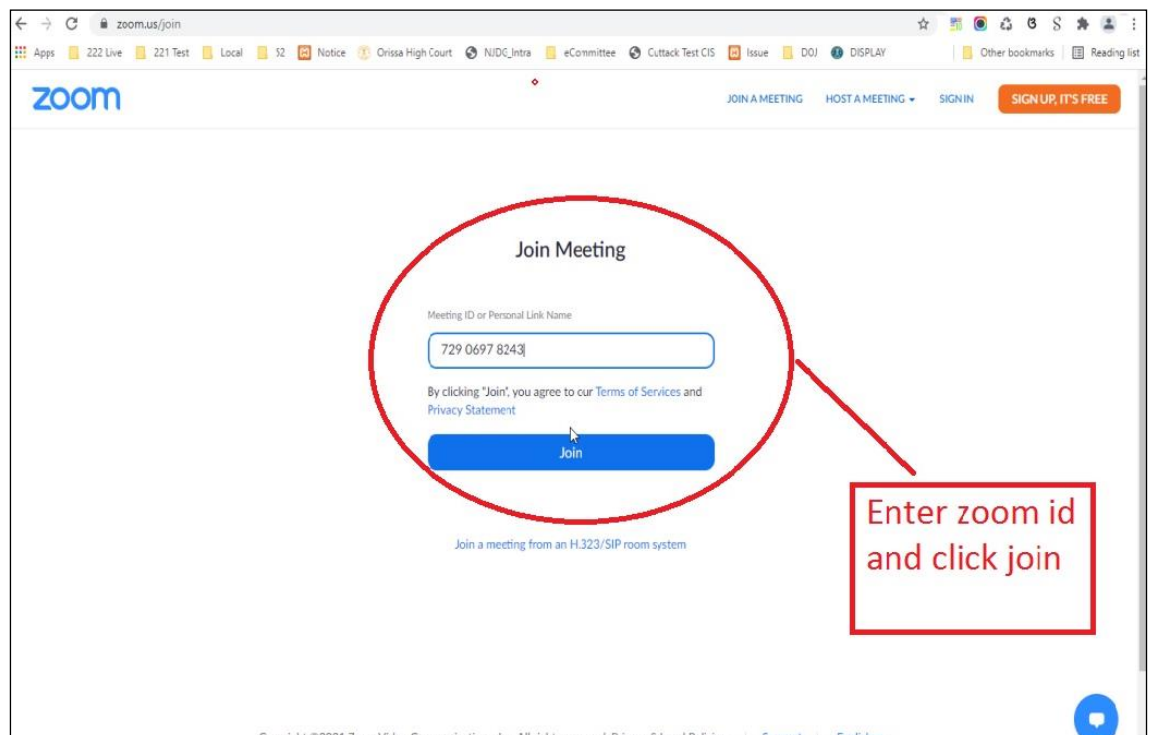


CONNECTING TO ZOOM USING ZOOM ID AND PASSCODE (Joining through Laptop/Desktop)

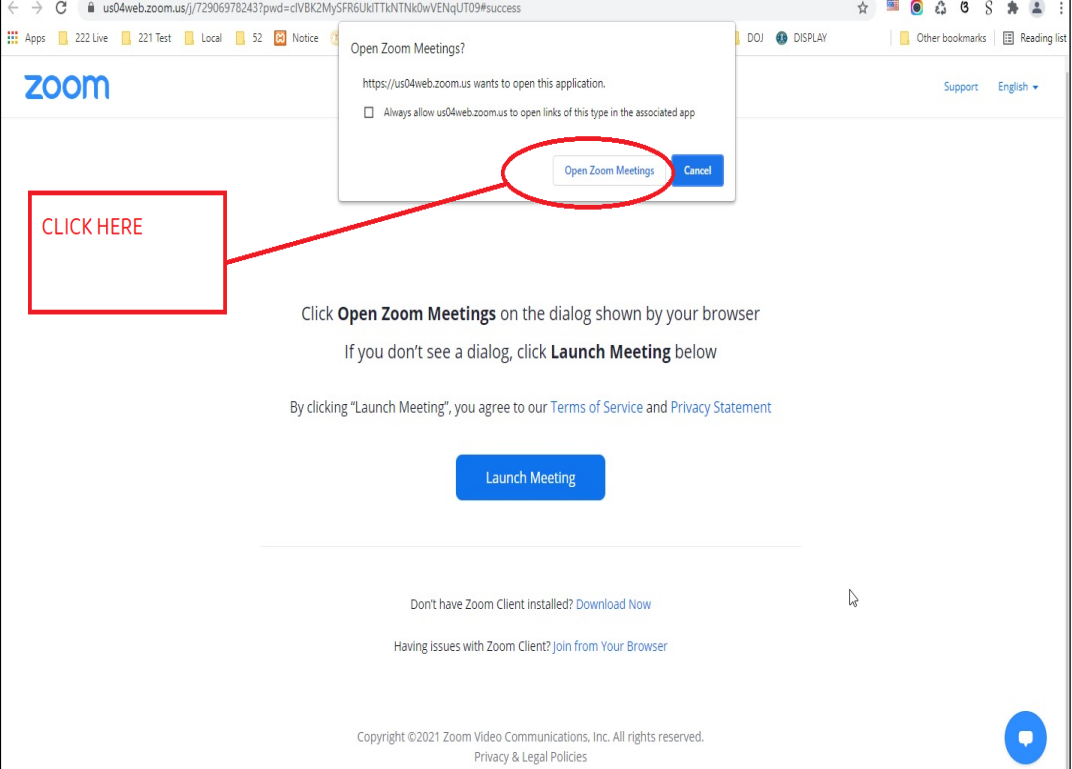
1. Click on Zoom from google and then Click on "Join a Meeting":-



2. Enter Your meeting ID and click on join.

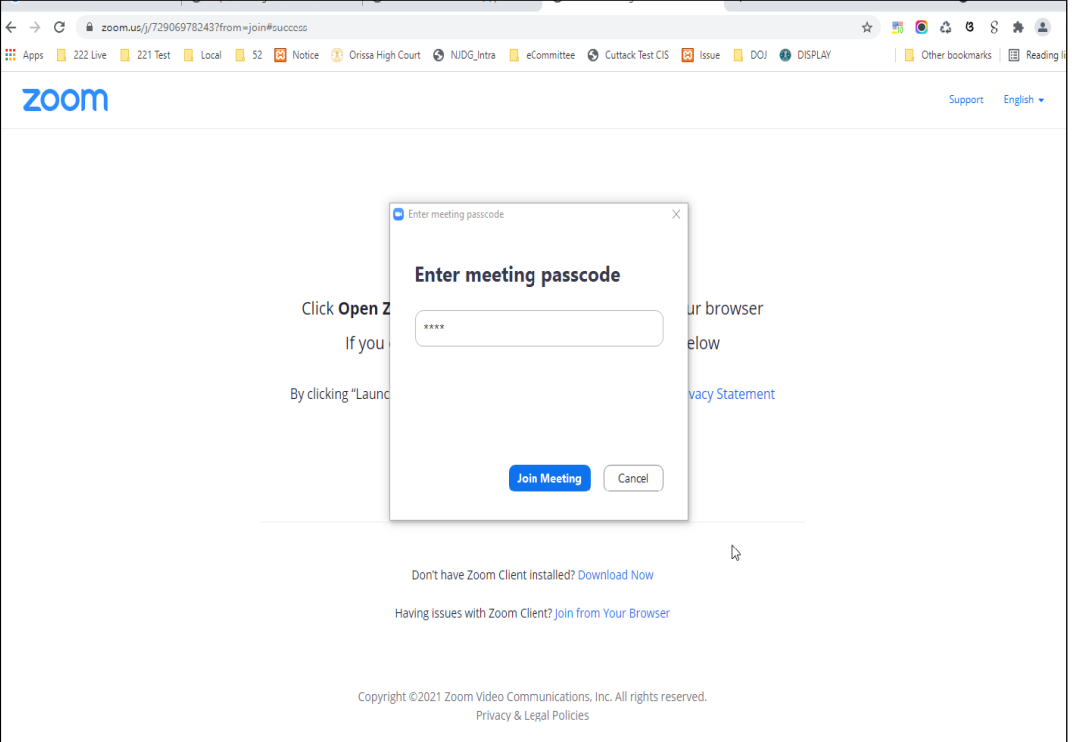


3. Click on "open zoom meetings".



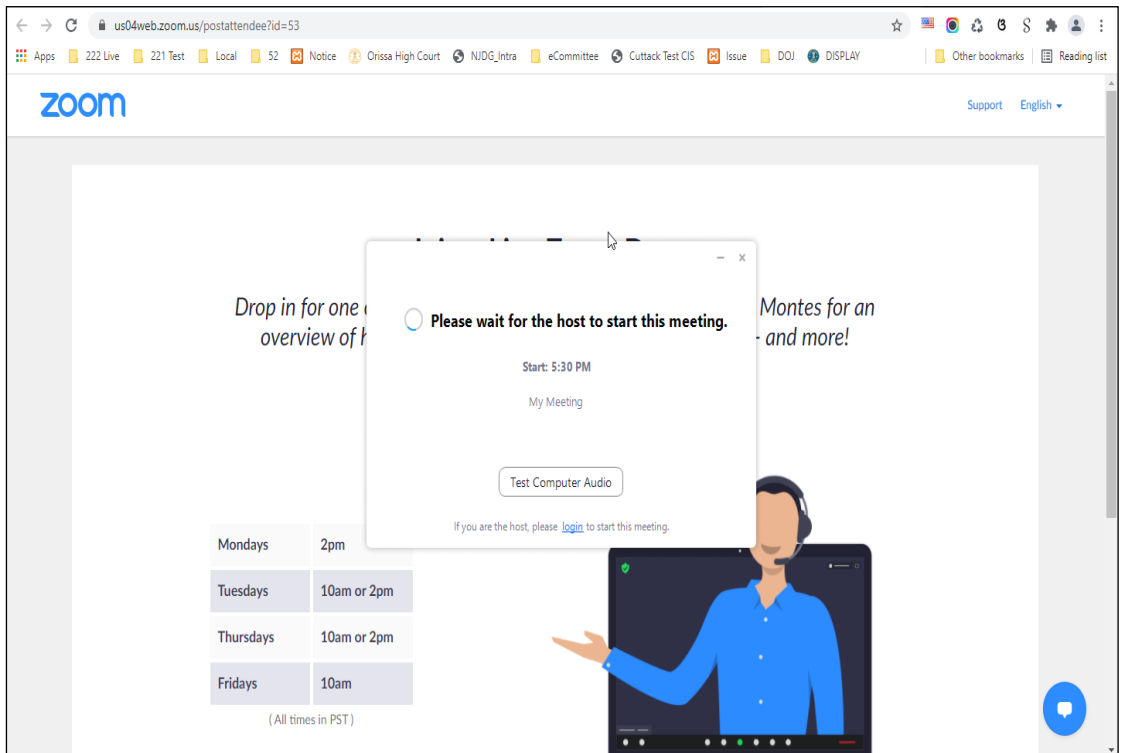
The screenshot shows a web browser window with the Zoom logo and a URL. A dialog box titled "Open Zoom Meetings?" is displayed, asking for permission to open the application. The dialog includes a checkbox for "Always allow us04web.zoom.us to open links of this type in the associated app" and two buttons: "Open Zoom Meetings" and "Cancel". A red box labeled "CLICK HERE" points to the "Open Zoom Meetings" button. Below the dialog, the page contains instructions: "Click **Open Zoom Meetings** on the dialog shown by your browser. If you don't see a dialog, click **Launch Meeting** below." A blue "Launch Meeting" button is visible. At the bottom, there are links for "Download Now" and "Join from Your Browser", and a copyright notice for Zoom Video Communications, Inc. (2021).

4. Enter meeting Passcode.

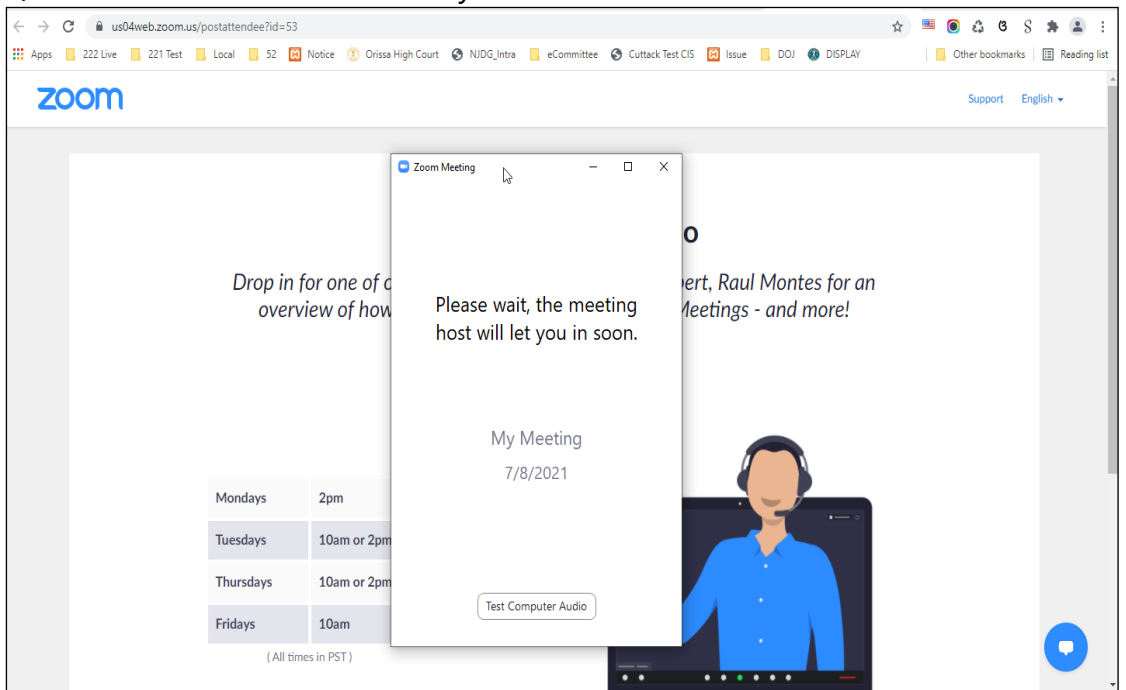


The screenshot shows the Zoom web interface with a dialog box titled "Enter meeting passcode" overlaid. The dialog has a text input field with four asterisks (****) and two buttons: "Join Meeting" and "Cancel". The background page shows the Zoom logo and the same "Launch Meeting" button as in the previous screenshot. The URL in the browser address bar is "zoom.us/j/72906978243?from=join#success". The page also includes the same "Download Now" and "Join from Your Browser" links and copyright notice.

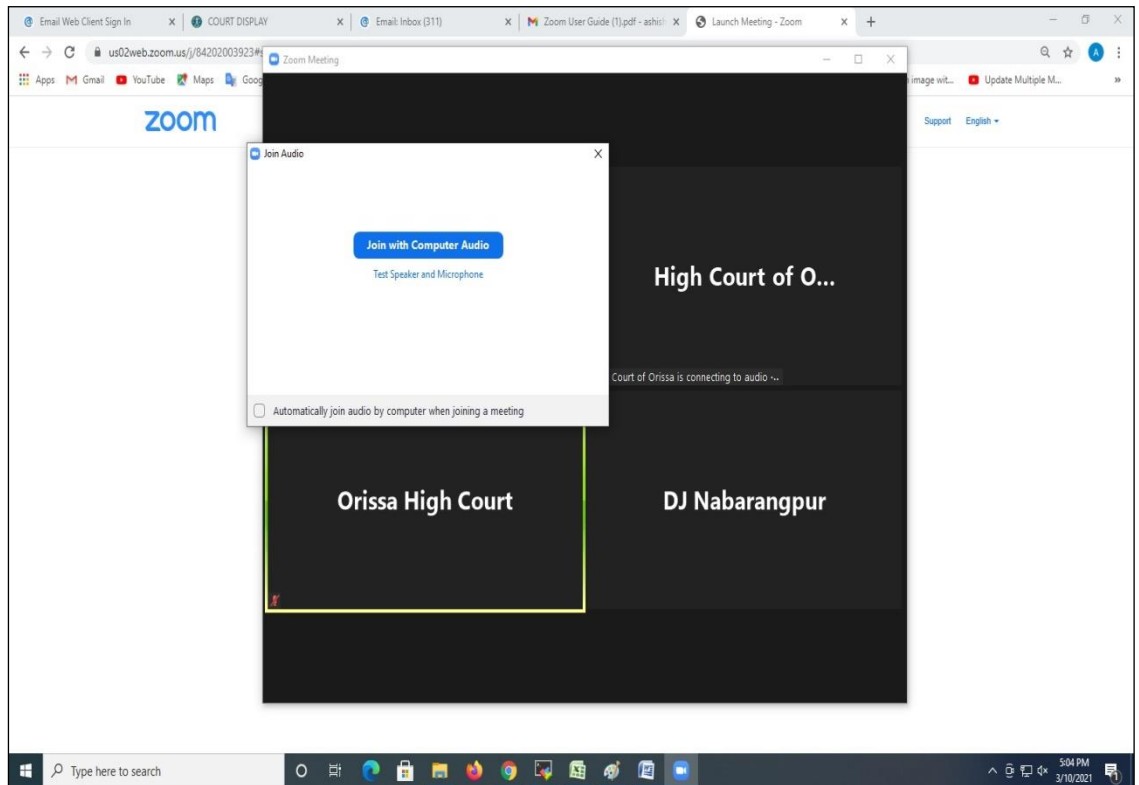
5. a) Please wait until the host starts the meeting.



b) Please wait until the hosts let you in.

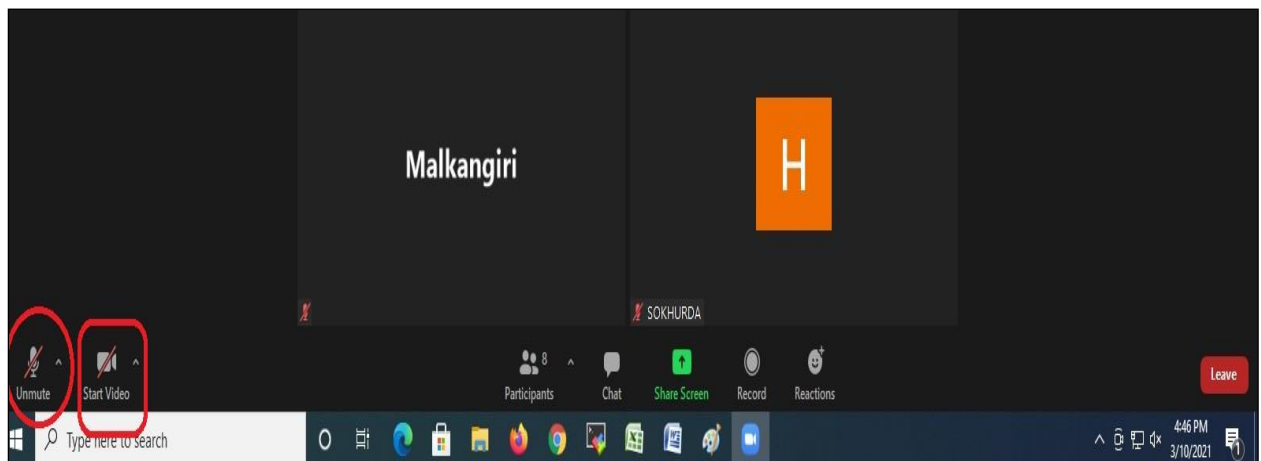


6. After admitted by Host select **“Join with Computer Audio”**.



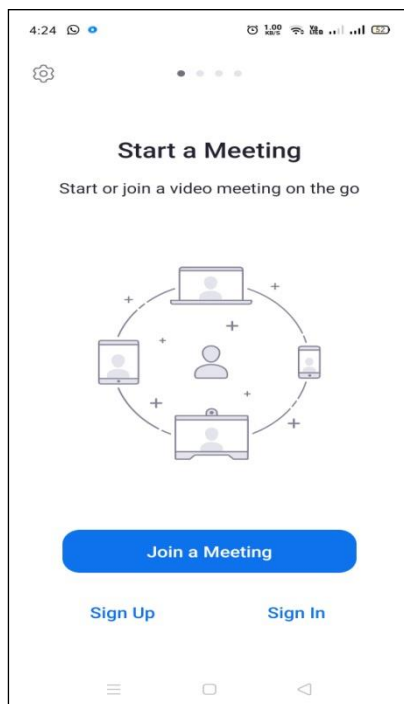
7. Tap or click **“Unmute”** and **“Start video”**; ensure that there is no red diagonal line across the video and microphone icons.

- 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).

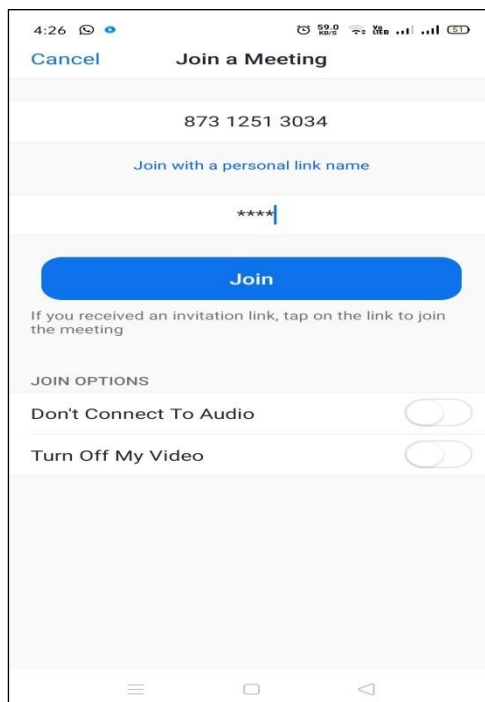


JOIN USING ZOOM ID AND PASSCODE THROUGH MOBILE PHONE

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

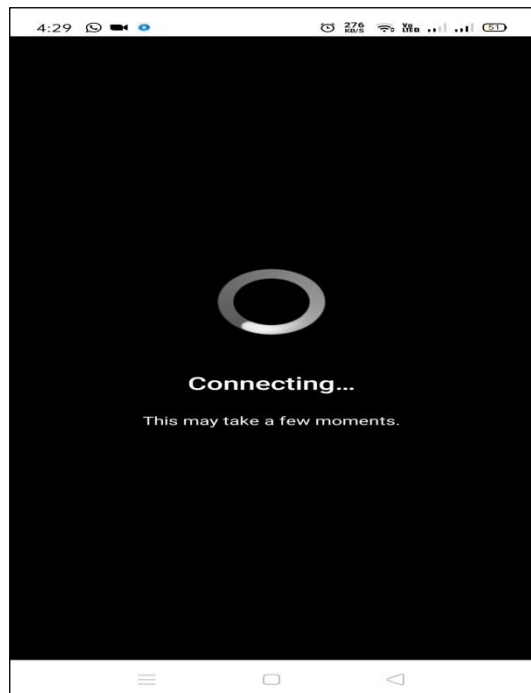
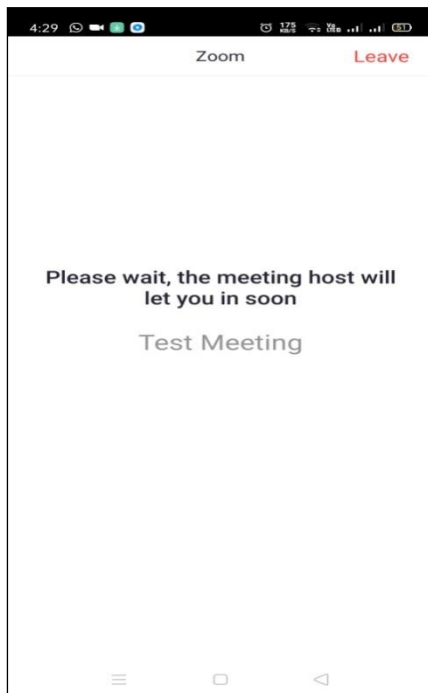
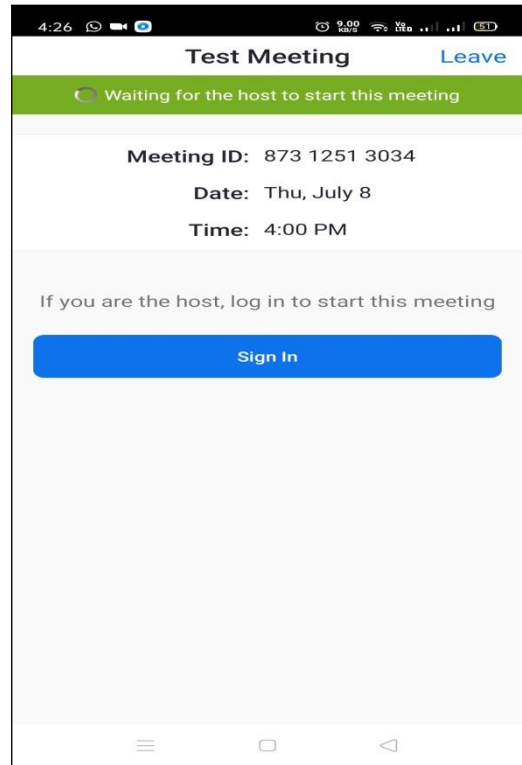
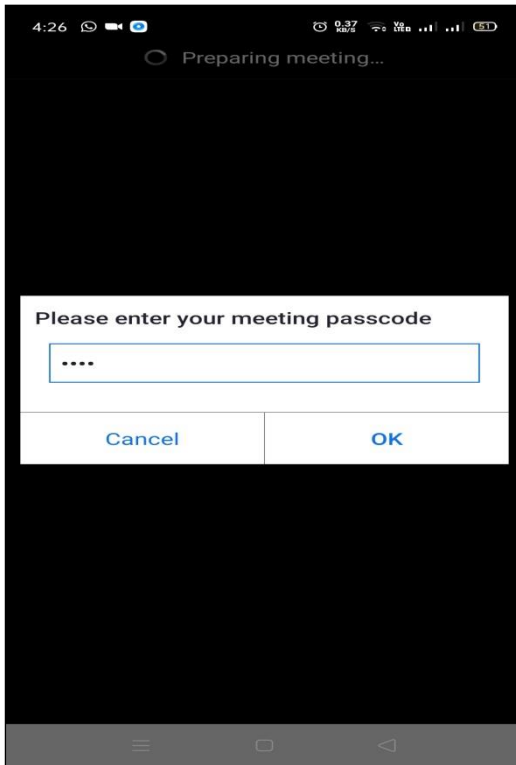


3. Enter Zoom ID as shown in image below:-



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”**.



6. You have connected successfully to the zoom meeting.

