

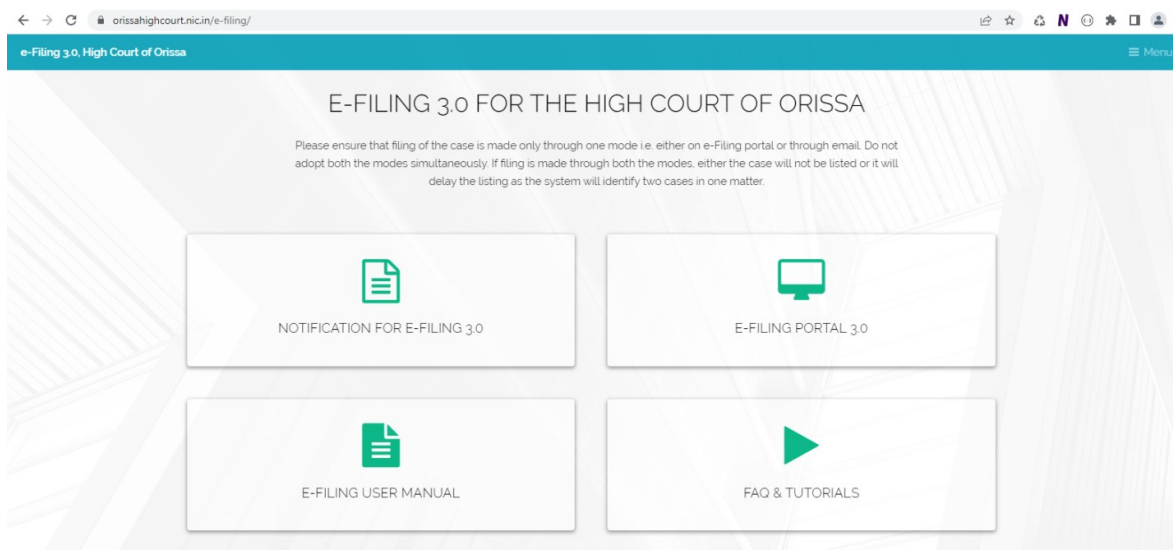
SOP FOR ADVOCATES VIRTUAL HIGH COURT

STEP-1

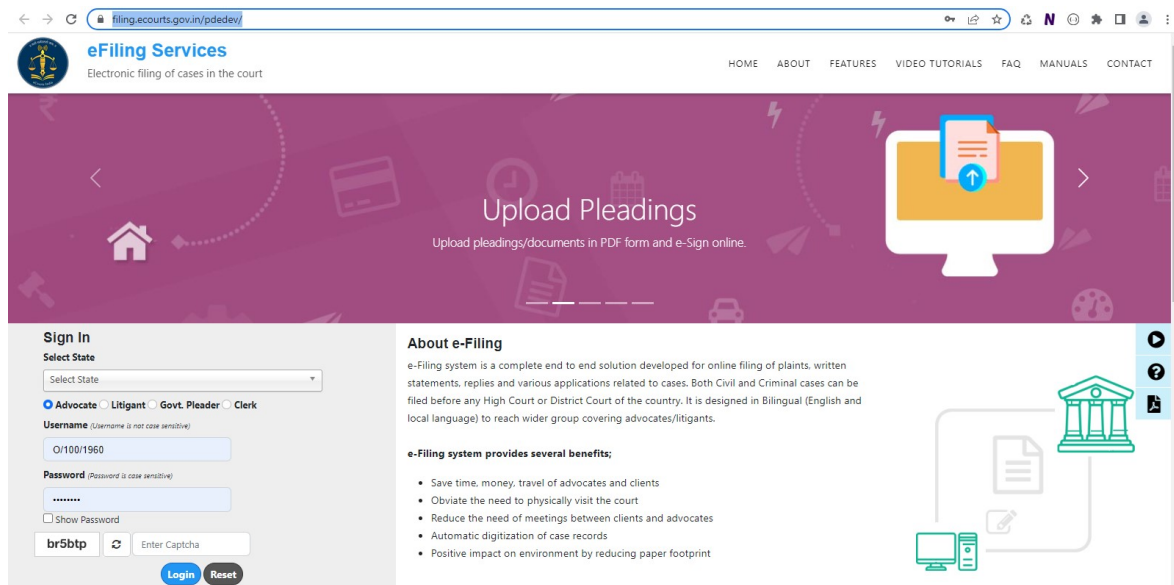
Filing of cases

The advocates desirous of filing their cases before the High Court of Orissa shall file their cases through e-filing portal of High Court. They are advised to register themselves in the e-filing 3.0 version and file their case through e-filing facilities of High Court. The link is provided in the website and is also given below for reference.

<https://www.orissahighcourt.nic.in/e-filing/>



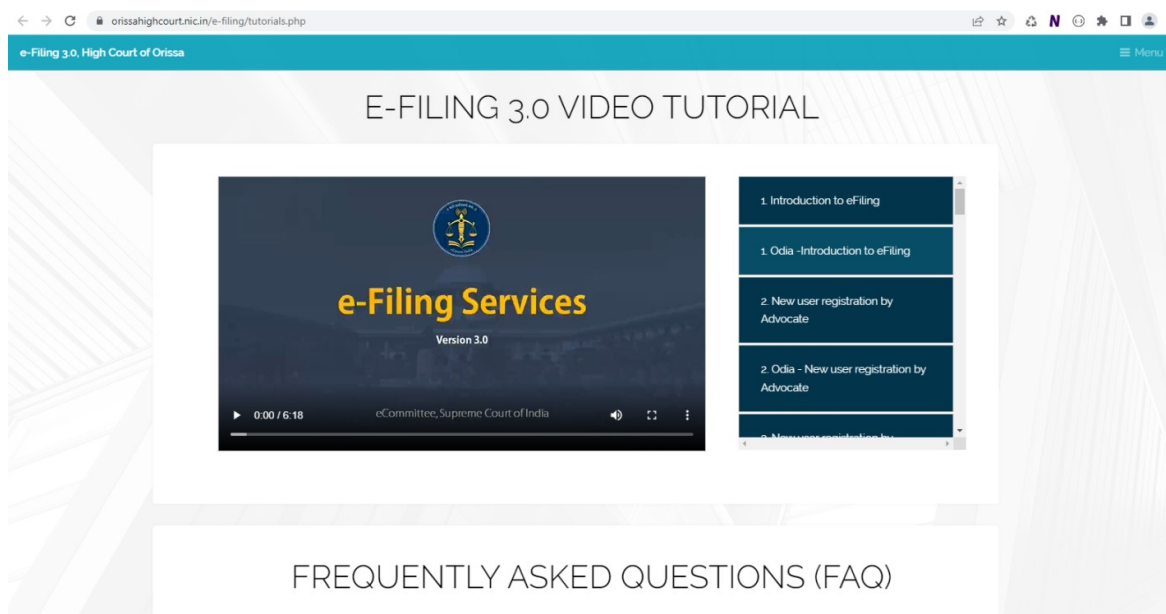
<https://filing.ecourts.gov.in/pdedev/>



In case advocates are facing any difficulties in filing their cases, they may avail the facilities at the e-filing counter of the respective Districts. The staff in-charge of the e-filing centre shall assist the advocates for the purpose of e-filing.

The District Judges of the concerned districts where the Virtual High Court has been established shall conduct hands on training programmes at least twice a month for the first three months for the interested advocates at such time and date as they deem fit depending upon the requirement and after three months as and when required. The training shall be imparted by the Master Trainer/ System officer/System Assistant posted in the respective districts. Advocates are requested to see the videos/FAQs in the website of the High court of Orissa whose link is provided below.

<https://www.orissahighcourt.nic.in/e-filing/tutorials.php>



STEP-2

Payment of Court Fees

- i. The advocate who have registered themselves in the e-filing portal and have filed the cases are to make the payment through the e payment portal whose link is given below:

<https://www.orissahighcourt.nic.in/ecourtfees/>

The screenshot shows the 'E-COURT FEES' website for the High Court of Orissa. The main heading is 'E-COURT FEES' with the tagline 'Online payment of Court Fees for the High Court of Orissa & District Courts anywhere anytime.' Below this, there are three distinct sections:

- ePay:** eCourts Digital Payment. Description: 'ePay - ECOURTS DIGITAL PAYMENT. Procure eCourt fees through the ePay portal.'
- Stock Holding Corporation of India Ltd. (SHCIL):** Description: 'Procure eCourt fees on Stock Holding Corporation of India Ltd (SHCIL) portal.'
- NOTIFICATION FOR E-COURT FEES:** Description: 'Read the notification for online payment of Court fees in the High Court of Orissa.'

- ii. Payment of court fee through e-filing portal shall be same as applicable for High court provided under Part IV, Chapter XX of the Rules of the High Court of Orissa 1948.

The screenshot displays the 'ePayments' section of the High Court of Orissa website. The interface includes a navigation bar with 'eFiling Services' and various menu items. The main area is titled 'ePayments' and contains a search bar, a 'Court Fee' button, and a form with fields for 'Payee Name', 'Mobile Number', 'Party', and 'Amount (₹)'. A 'Terms and Conditions' section is visible at the bottom.

STEP-3

Scrutiny/ Removal of defects

- i. The cases which will be e-filed shall be scrutinized by the Stamp Reporters at the High Court. The concerned advocates shall receive a message through their registered mobile numbers in case any defects are pointed out in their cases.
- ii. Thereafter, the advocates shall visit the website of the High Court to know the exact defects pointed out by the Stamp Reporter and take steps for removal of such defects. The link for the same is provided below:

<https://www.orissahighcourt.nic.in/new-cases-filed/>

The screenshot shows the website interface for the High Court of Orissa. The main heading is 'New Cases Filed/ Defect List'. Below this, there is a search bar and a table of case entries. The table has three columns: Date, Heading, and Download. The entries are as follows:

Date	Heading	Download
25-01-2023	Defect List on 25/01/2023	164.4 KB
25-01-2023	New Cases filed on 25/01/2023	76.56 KB
24-01-2023	Defect List on 24/01/2023	160.61 KB
24-01-2023	New Cases filed on 24/01/2023	81.27 KB
20-01-2023	Defect List on 20/01/2023	219.64 KB

On the right side, there is a 'Quick Links' sidebar with the following items: Case Status / Cause List / Orders / Judgments, Cause List (In PDF Format), **New Cases Filed/ Defect List**, Certified Copy Status, Case Pendency/ Disposal Report, Notification, Recruitment Corner, and Tender Notice.

- iii. Advocates shall remove the defects through e-filing facilities. If any original document is required to be filed for removing the defect, such document shall be submitted at the office of the Virtual High Court in the respective districts which shall be forwarded by the concerned staff to the High Court by registered post through the Issue and Despatch section of the concerned district court.

STEP-4

Filing of interim applications and additional documents in pending cases

- i. The interim applications and additional documents required to be filed in a pending case can be done through e-filing.
- ii. Requisite required to be filed in a pending case shall be submitted in the office of the Virtual High Court. The concerned staff in-charge shall send the same to the High Court by registered post through the Issue and Despatch section of the concerned district court.

STEP-5

Mentioning for urgent Listing

For urgent listing of their cases the advocates can mention through the Online Mentioning Portal of the High court of Orissa between 8 AM to 12 Noon on each working day in the link provided in the website of the High Court Orissa. The

mentioning may be made by filling the required fields in the portal. The portal is self explanatory and user friendly. After completion of the process of mentioning, an acknowledgement will be generated in the said portal. The online requests for listing shall be examined at the High court and listed on the basis of the urgency.

The Link of the Portal will be provided in the Website.

The screenshot shows the 'ONLINE MENTIONING PORTAL FOR URGENT LISTING' for the 'HIGH COURT OF ORISSA'. The form is organized into three main sections:

- Case Details:** Includes fields for 'Virtual High Court Districts' (Please Select), 'Case Type' (Please Select), 'IA Number', 'Case Number', 'IA Year' (Please Select), 'Case Year' (Please Select), and 'Date of Mentioning' (27/05/2023).
- Details of Party/Advocate:** Includes fields for 'Name of Petitioner', 'Name of Opposite Party/Parties', 'Party Seeking Listing' (Please Select), 'Name of the Advocate of the Party Seeking Listing', 'Advocate Mobile Number', 'Bar Enrollment Number', 'Name of the Advocate/Advocates appearing for the Opp. Parties', 'Nature of The Urgency', and 'Date on which Listing is sought'.
- Additional Details:** Includes a field for 'Apply to the Office' (HIGH COURT OF ORISSA).

At the bottom, there is a 'Word verification' step showing the number '743869' and a prompt to 'Please enter the characters shown above'.

STEP-6

Listing of Cases

An automated message will be sent to the registered mobile number of the advocate concerned in the event of listing of the case.

STEP-7

Virtual hearing

Learned Counsel/Parties in person are requested to follow the instructions given below carefully while joining V.C. through the respective link which are published every day in the notice whose link is give below

<https://www.orissahighcourt.nic.in/cause-list/>

The screenshot shows the Orissa High Court website's Cause List page. The page has a blue header with the court's logo and name, a search bar, and a navigation menu. Below the header, the page title is "Cause List". A breadcrumb trail shows "Home > Cause List". A "Print" button is located in the top right corner. The main content area contains a table with the following data:

Cause List	View/Download	Uploaded On
Notice	2.36 MB	25-01-2023 07:40 PM
Weekly List	5.66 MB	20-01-2023 08:10 PM
Supplementary List	4.09 MB	25-01-2023 07:11 PM
Lawazima	40.19 KB	25-01-2023 07:11 PM
Lokadalat	2.37 MB	20-01-2023 08:11 PM
Bench Composition	706.21 KB	30-12-2022 08:17 PM

On the right side, there is a "Quick Links" sidebar with the following items:

- Case Status / Cause List / Orders / Judgments
- Cause List (In PDF Format)**
- New Cases Filed/ Defect List
- Certified Copy Status
- Case Pendency/ Disposal Report
- Notification
- Recruitment Corner
- Tender Notice

In case of any difficulty, the Court Master may be contacted through the helpline numbers assigned to a particular Bench published in the Cause List.

Note: It is not mandatory to attend the dedicated virtual High court Centre for hearing of the matter. The virtual hearing can be done from any location as per the rules specified hereinafter.

- iii. Advocates/ Party-in-Person shall join the V.C. two items 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. 09 is taken up by the Court and not before that.
- iv. Advocates/Party-in-person shall keep their microphones muted except while interacting with the Bench.
- v. Advocates/Party-in-person whose cases are listed as item nos.1 & 2 shall join the V.C. sufficiently prior to start of Court time.
- vi. Advocates/Parties are requested to regularly watch the Display Board on the website of the High Court which is available at www.ohcdb.in and also displayed on the screen outside the Virtual Court room 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 through mobile/personal laptop to avoid lag in reflection of updated data in said website.

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- vii. If any person wants to test his/her proper VC connectivity, it shall be done sufficiently prior to start of Court proceedings. Once the Court proceeding begins, no attempt shall be made by anyone to test or join the V.C. except for the hearing purpose in the manner stated above.
- viii. Advocates are requested to write their respective item numbers, name of the advocate appearing and the name of the place from which appearing, while joining the V.C. Session through Zoom Meetings.
- ix. Advocates who are interested to conduct their cases through the Virtual High Court shall intimate the item no. and the Bench to the concerned staff in charge of the Virtual High Court centre in the district immediately after the publication of the cause list, preferably from 8 PM to 10 PM in the preceding day of the hearing on the mobile number of the staff in charge of Virtual Court or from 9.30 AM to 10.15 AM on the day of hearing at the Virtual High Court Centre. A worksheet shall be prepared by the staff in charge before commencement of Court proceedings i.e., 10.30 AM to coordinate the Virtual hearings in different Benches.
- x. Upon receipt of such information, the concerned staff in-charge of the centre shall allocate the Cabin and shall intimate the concerned court master regarding the appearance of the concerned advocate through the Virtual court room of the concerned District.
- xi. In the event more than one case is to be conducted at the same time in different Benches, the concerned staff in charge shall take steps well in advance to allocate VC Cabins/Virtual Court Room/VWDC of the District Court for the said purpose as far as practicable and subject to availability without causing hindrance to the regular and scheduled functioning of the District Court.
- xii. In case none of the above VC facilities becomes available to facilitate any Advocate when the matter is called for hearing, the concerned staff in charge of the centre shall use the webcam of his office computer to inform the difficulty to the Hon'ble Judge(s) presiding over the Bench. The matter may be taken up on availability of the cabin, subject to the permission of the Bench.

(Guidelines for appearing through Video Conferencing from Remote Locations)

If the learned counsel/party in person intends to appear through Video Conferencing from their respective homes/offices/any other remote location, they may follow the procedure laid down below:

- i. Learned counsel/Litigants/party in person may appear through Video Conferencing before a Bench by following the Zoom VC Manual at **Annexure-II** published regularly with the Notice of High Court of Orissa.
- ii. 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.
- iii. 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.
- iv. Sometimes to avoid disturbance or overlapping of sound or upon direction of the Bench, the operator may restrict the un-muting facility. In such a case, advocates are requested to wait till their item number is called. Please do not un-mute the microphone until item number reaches. Microphone should again be muted once the interaction with the Bench is over.
- v. 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.
- vi. 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.
- vii. 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.

- viii. 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.
- ix. All applicable decorum as maintained in a Courtroom shall be maintained by Advocates/Parties appearing through Video Conferencing and they should be properly dressed.
- x. 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.
- xi. 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.
- xii. Recording and/or publishing or sharing of the VC proceeding is strictly prohibited.

STEP-8

Grant of certified copy

- i. Copy applications shall be filed at the copying section of the District Court/ outlying station by 3 PM every working day;
- ii. Copy applications so received shall be scanned at the e-Filing Station after 3 P.M.
- iii. There shall be dedicated email ids of the Copying Section of the High Court and the Copying Sections of district receiving copy application on behalf of the respective Virtual High Court Centre. The Copying Section of the District Court shall send the scanned copies in PDF format along with an excel sheet with the details of the copy applications from the dedicated email id of the copying section to the dedicated email id of the Copying Section of the High Court. It is made clear that all the copy applications received in a day shall be scanned and attached in a single mail to be forwarded to dedicated e-mail ID of the copying section of the High Court of Orissa by the respective Centre.
- iv. Upon receipt of the said application, it shall be downloaded and the normal process of requisition of records, assessment of amount of Court fee to be

deposited shall be made and the same shall be prepared in another PDF format which shall be notified in the website of High Court of Orissa.

- v. The Advocate shall visit the website of High Court of Orissa for payment of requisite fees and after depositing the requisite fees through the Link which shall be published in the website, furnish the said receipt to the Staff in-Charge at the Virtual High Court centre;
 - vi. The dedicated Section of the High Court of Orissa upon receipt of payment for the certified copy shall send it through post for which no extra payment shall be borne by the Advocate/party in person.
 - vii. The Advocate concerned who shall apply for the certified copy shall receive 3 messages which shall be sent by the certified copy application system of the High Court of Orissa i.e.
 - viii. It is hereby notified that your application for the certified copy has been received by the High Court of Orissa;
 - ix. It is hereby notified that the total amount for the certified copy has been notified in the website of the High Court of Orissa. Kindly visit the website for the total amount and pay it online through the link provided;
 - x. It is hereby notified that the certified copy applied by you has been prepared and has been dispatched to Virtual High Court at your respective District.
 - xi. The copying section of the respective Districts shall supply the certified copy and take a signature of the concerned Advocate/Party in person on the said register as proof of supply of the certified copy.
 - xii. The rules of the Copying applicable to the High Court of Orissa shall also be applicable to the certified copies filed through above procedure.
 - xiii. The payment for the certified copy shall be made by the Advocate holding the power /Party in person for the case through e-payment gateway of SBI. The link for the e-payment gateway shall be published in the website of the High Court of Orissa.
 - xiv. The advocate should be cautious in making the payment through the payment gateway and should fill up the correct details, information and amount as there shall be no refund of excess/wrong payment and the same shall be forfeited.
 - xv. The reports shall be generated at 6 PM on each working day of High Court of Orissa and the certified copy shall be processed only after successful payment.
 - xvi. The payment shall only be possible through internet banking, SBI cards, Rupay Cards and UPI. Payment through Master Cards and VISA Cards will not be available at initial stage.
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Guidelines for functioning of Virtual High Court in Districts

In continuation to the general SOP issued, the following guidelines are formulated for smooth functioning of the Virtual High Court in the Districts of Sambalpur, Bolangir, Rourkela (Sundergarh), Kalahandi, Jeypore (Koraput), Berhampur (Ganjam), Bhubaneswar (Khurda), Puri, Bhadrak and Balasore..

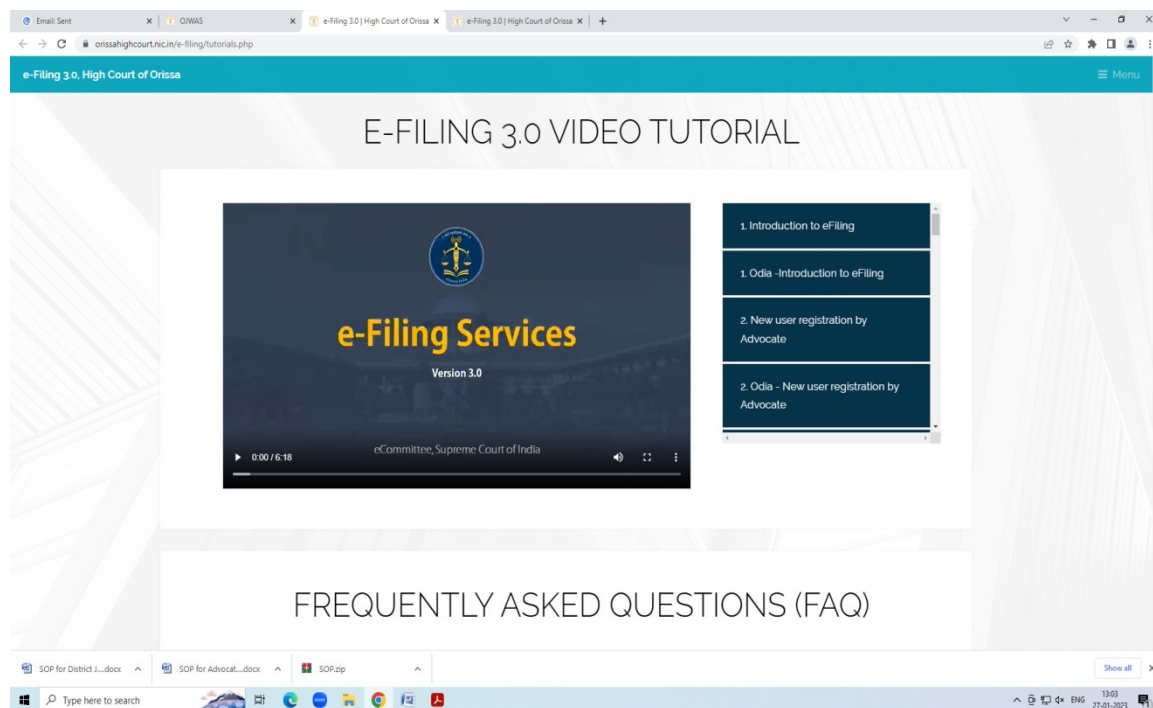
1. The Advocates/ Parties in person can appear through the Virtual High Court Centres and conduct their cases before High Court of Orissa.
2. Special care is to be taken to ensure that the Virtual Court Centres are echo proof and proceedings inside the centre are not audible outside. Sound proofing of walls, ceiling and other necessary infrastructure are required to be ensured in such a manner that the voice is not audible to the other nearby rooms or to the next VC cabin wherever there are more than one or likely to be made operational besides the 1st cabin in future.
3. As far as practicable, the space for the Virtual Court Centre is to be allocated inside the existing court building as per the information submitted earlier by the concerned districts to this court. Prefabricated cabins are also to be explored for the above purpose. If no space is available and if any new construction is undertaken then the matter is to be intimated in advance to the Registrar (Vigilance) of the Court.
4. The Advocates are to be made aware of the facilities made available to them to file cases directly in the High Court of Orissa through e-filing portal, remove defects in their cases, mention through online mentioning portal, appear virtually through the above Virtual Court Centres and obtain certified copies of orders/judgment. Training

programs may also be held to create awareness among the Advocates and use of the equipments is to be demonstrated.

5. The existing e-filing stations are to be utilized for the e-filing of cases in the High Court of Orissa. Stations having more than one e-filing counter shall dedicate one counter for the High Court. In case of multiple advocates filing at the same time, facilities would be there to get tokens to simply submit the case records and later collect the filing number.
6. Two staffs from the High Court would be deputed to each of the concerned districts to make the Virtual High Court of Orissa operational and the District Courts are requested to provide support as and when required to make the project a successful one.
7. The Technical Personnel provided to the District Courts shall assist in these VC cabins on priority basis until other staffs are allocated for the said purpose and in their absence the System Officer/System Assistant/Technical Assistant will provide the necessary assistance for the smooth functioning of the Virtual High Court Centres. Staff of the district courts must be imparted training through the master trainers, if available at the headquarters, or through the System officers/System Assistants.
8. The District Judges of the concerned districts where the Virtual High Court Centres have been established shall conduct hands on training programmes at least twice a month for the first three months for the interested advocates and their clients at such time and date as they deem fit depending upon the requirement and after three months as and when required. The training shall be imparted by the Master Trainer/ System officer/System Assistant posted in the respective

districts. Advocates are requested to watch the instructions/Tutorial videos/FAQs uploaded on the website of the High court of Orissa the link for which is provided below.

<https://www.orissahighcourt.nic.in/e-filing/tutorials.php>



9. The advocates and the staff engaged in the VC cabin are to be impressed upon to follow the rules and manuals which are published on the website of the Hon'ble Court every day.

Administrative Guidelines for the District Judges with respect to Virtual Court Centres

1. The CCR of the staff in charge of the Virtual High Court shall be dependent upon the performance report of the concerned Registrar/JIC, Nizarat and the CCR shall be entered by the concerned controlling officer at the High Court in consonance with the performance report.
2. In case the staff in charge of the Virtual High Court of Orissa is on leave for a considerable period/EL, prior intimation be made to the High Court to provide a substitute for the same and in case the staff in charge avails Casual leave due to any emergency, the District Court shall provide one of their staff to remain in day to day routine charge of the concerned staff in charge of the Virtual Court Centre to ensure that the work is not affected.
3. The attendance of the Staff in charge and the other staffs deputed by the High Court shall be maintained by the District Office in a separate Register which shall be put up before the Registrar Civil Courts/JIC, Nizarat on each working day as per High Court of Orissa Calendar.
4. Another group D staff is to be engaged by the District Office to assist the said Centre.
5. The Virtual High Courts of the aforementioned districts would be provided with the following articles for which tender has already been floated and would be delivered soon:
 - One 55 Inch LED Television
 - One All in one Desktop/Desktop with accessories
 - One speaker with camera
 - One document Visualizer

- One computer table
- Two computer chairs
- FTTH connectivity and onetime cost for implementation of internet

(In case of delay of the delivery of the tendered articles, for the purpose of testing, the District Courts are requested to provide the equivalent ICT hardware articles which have recently been provided to the Districts through OCAC (or through GeM for Sambalpur).

At present there will be an additional need of one Display Monitor, Two computers and two tables for the functioning of the back office rooms and the same shall be assigned from the ICT hardware articles which have recently been provided to the Districts through OCAC (or through GeM for Sambalpur) till the High Court provides the same.

6. A separate Register shall be maintained by the copying section of the respective Districts for receiving the copy applications pertaining to cases of High court. The Register shall be put up before the Judge-in-Charge, Copying of the respective places in the similar manner as done for copy applications of the District Courts. Applications received shall be forwarded from dedicated e-mail IDs of the district courts' copying sections to the e-mail of the Copying Section of High Court (**supdt.copying-ohc@gov.in**) on the same day. Online certified Copy is likely to be introduced soon to ease out the physical process.
7. A register shall be maintained by the staff in charge regarding the number of cases taken up through the Virtual Centre with name of the Advocate/ Party

in person along with case number and Court number. Daily information regarding appearance of advocates/parties in person in Court proceeding, certified copies and other related activities may be maintained by the staff in charge for submission of monthly statements.

8. District Courts to provide two clerical staff on rotation basis who shall assist the staff in charge of the Virtual High Court and shall function in his place in case of any emergency or till the High Court deploys another staff in place of the presently deputed staff. The concerned district court staff shall get themselves acquainted with the functioning of the virtual High Court.
9. The Registrar of the respective district headquarters and JIC Nizarat for the centres outside headquarters shall be nodal officer of the Virtual High Court.